



Open Burning Permit Application Requirements

An Open Burning Burn Permit represent a significant cost savings for development and a level of safety must be maintained during this activity. The applicant must submit plans for review which include the following:

1. Open Burning Site Plan Drawing
2. Water Supply and Fire Control Plan
3. Worker Awareness and Training
4. Sensitive Receptors Approval Form(s) (where required)

Open Burning Site Plan Drawing

A burn permit site plan is a simplified drawing that identifies the required components necessary for review and approval of a burn permit application. To provide orientation, the drawing must be scaled back far enough to include adjacent public roads for reference. Whenever possible, satellite imagery—preferably Brazos Central Appraisal District (BCAD) maps—should be used as the base. The use of construction drawings such as topographical maps or other site plans drafted for unrelated purposes will not be accepted, as they often contain excess detail that creates confusion for both plan reviewers and emergency responders. The site plan serves two critical functions: it is the official review document to verify compliance with the City of Bryan’s submittal requirements, and it provides a clear, functional reference for fire department personnel in the event of an emergency. For this reason, the plan should remain simple, accurate, and limited to only the information necessary for review and response.

Submitted drawings must include:.

1. **Property boundaries and access points**
 - All site access points shall be clearly identified on the site plan in a manner that is readily distinguishable from other features, preferably by using a contrasting color, unique symbol, or distinct line style.
2. **Designated access routes for emergency response**
 - See *Minimum Road Requirements* section for additional information
 - See *Perimeter Access and Firebreak Requirements* section for additional information
3. **Location of above ground utilities**
 - Above-ground utilities shall be clearly identified on the site plan in a manner that is readily distinguishable from other features, preferably by using a unique symbol, contrasting line type, or distinct graphic style.
 - Where above-ground utilities are not present on the site, the site plan shall clearly indicate this condition in the notes section
4. **Location(s) and maximum size of each proposed burn pile(s)**

- See *Pile Location and Requirements* for additional information
5. **Location of structures with distance(s) to nearest burn pile(s)**
 - See *Burning Within 300 feet of an Adjacent Structure* section for additional information
 - Where no structures are located within 300 feet of the proposed burn pile(s), the site plan shall clearly state this condition in the notes section.
 6. **Staging areas for equipment and materials**
 - Staging areas for equipment and materials shall be clearly identified on the site plan in a manner that is readily distinguishable from other features, preferably by using a unique symbol, contrasting line type, or distinct graphic style.
 - Where staging areas for equipment and materials are not proposed, the site plan shall clearly indicate this condition in the notes section.
 7. **Hazard Identification**
 - See *Hazard Control Guidelines for Commercial Burn Sites* for additional information

Water Supply and Fire Control Plan

This written plan should describe the site-specific methods the contractor is using to mitigate hazards and comply with local and state laws. Submitted plan should include information covering the following subjects:

1. **Water Supply:**
 - a. Tenders or tankers (include capacity and refill plan)
 - b. Hydrants (include distance from burn site as a vehicle could drive)
 - c. Natural or stored water (e.g., ponds, tanks, etc.)
2. **Fire Control and Extinguishment Methods:**
 - a. Firefighting equipment available on-site (e.g., hoses, pumpers, hand tools)
 - b. Equipment and procedures to control flame spread
 - c. Weather monitoring plan
 - d. Methods for ignition
 - e. Plan to ensure continuous on-site supervision by qualified personnel
 - f. Methods for full extinguishment of each pile at the end of each burn day
 - g. Uncontrolled Fire Response Plan
3. **Smoke and Nuisance Control Plan**
 - a. Explanation of methods and procedures used to prevent or mitigate the hazard of smoke crossing roadways (e.g., flag-persons, monitoring)
 - b. Methods to minimize smoke impact to nearby properties and residences
 - c. Contingency plans for changing weather conditions, such as temperature inversions or shifts in wind direction

Worker Awareness and Training Documentation & Requirements

All personnel present at a site where open burning occurs must be fully informed of, and demonstrate an understanding of, the burn permit conditions and associated safety plans. All required safety

measures must be continuously maintained throughout the operation. The submitted documentation shall clearly explain how each of the following requirements is met.

1. All workers, contractors, and site personnel involved in or near the burn operation have been properly trained according to their roles and responsibilities on the specific conditions of the permit.
2. Workers with roles and responsibilities that pertain to open burning activities shall be notified of all relevant safety procedures, including but not limited to:
 - a. Burn pile locations and clearances
 - b. Emergency response plans
 - c. Smoke management protocols
 - d. Fall hazard and site access precautions
 - e. Fire control and extinguishment methods
3. Documentation of this training or briefing should be maintained and made available upon request by the Fire Marshal's Office.

Additional Information Section

Minimum Road Requirements

For the purposes of commercial burning operations all access routes intended for use by wildland firefighting vehicles must meet the following minimum requirements. These roads do not need to meet full fire apparatus access roads specifications, but must be capable of supporting fire suppression vehicles commonly used in off-road and wildland response conditions. Where perimeter access and firebreaks are required, continuity of road(s) shall form an uninterrupted path or loop around the burn area or property boundary.

1. Minimum Clear Width:

- a. Roads shall have a minimum clear travel width of 12 feet, free of obstructions such as fencing, debris, or overgrown vegetation.
- b. Overhead Clearance: A vertical clearance of at least 14 feet must be maintained along the entire length of the access route.
- c. Surface Conditions: Roads must be stable enough to support the weight of a typical wildland brush truck (approx. 15,000–26,000 lbs GVWR).
- d. Roads shall be free of deep ruts, mud holes, or soft sand that would impede access.
- e. These requirements shall be clearly listed on the site plan as callouts and or included in the notes section.

2. Turnarounds:

- a. Where access roads are greater than 100 feet off roadway, AND the roads do not provide a looped path, OR where roads dead end due to natural or man-made barriers, turnarounds shall be provided. Additional turnarounds may be required at the discretion of the Fire Code Official.
- b. Radius of curves should accommodate a minimum turning radius of 30 feet, suitable for wildland engines.
- c. Slope and Grade: Longitudinal grades should not exceed 20%. Grades over 10% must have surface material that provides adequate traction and may be subject to additional review.

- d. These requirements shall be clearly listed on the site plan as callouts and or included in the notes section.
- 3. Access to Burn Piles:**
 - a. Access roads must provide direct approach within 50 feet of each burn pile.
 - b. A turnaround or staging area shall be provided near each burn area to allow for fire truck positioning and maneuvering.
 - c. These requirements shall be clearly listed on the site plan as callouts and or included in the notes section.
- 4. Maintenance During Burn Operations:**
 - a. Access roads must remain clear, passable, and maintained throughout the duration of the permitted burn activity.
 - b. These requirements shall be clearly listed on the site plan as callouts and or included in the notes section.

Perimeter Access and Firebreak Requirement

The permit holder shall ensure an accessible perimeter road and firebreak is established and maintained around the boundaries of the property or designated burn area. The perimeter road or firebreak must meet the minimum road requirements as described in this document. This perimeter access road serves as a defensive firebreak and ensures that firefighting personnel can quickly access any side of the burn area to control or contain an unintended fire spread. This method is typically used in the open burning of large areas of vegetation.

1. **Minimum clear width:** 12 feet
2. **Clearance:** Area must be free of combustible vegetation, debris, or obstructions that could support fire spread
3. **Access:** Must always remain passable during active burning and until all smoldering has ceased
4. Where firebreaks are required they shall be clearly identified on the site plan in a manner that is readily distinguishable from other features, preferably by using a unique symbol, contrasting line type, or distinct graphic style.

Pile Location and Requirements

- 1. Pile Size**
 - a. Burn pile size shall be restricted to the amount of material that can be completely consumed by the conclusion of the authorized daily burn period.
 - b. These requirements shall be clearly listed on the site plan as callouts and or included in the notes section.
- 2. Location of Piles**
 - a. At least 50 ft from combustible structures and overhead utility lines
 - b. If the proposed burn location is less than 300 feet from an occupied structure on an adjacent property, see *Burning Within 300 feet of an Adjacent Structure* section for additional requirements.
 - c. These requirements shall be clearly listed on the site plan as callouts and or included in the notes section.
- 3. Pile Contents**

- a. Only naturally occurring vegetative fuels such as trees, brush, grass, leaves, branch trimmings, or other plant growth *generated on the same* property are permitted.
 - b. Electrical insulation, treated lumber, plastics, construction or demolition materials, fencing materials, or any other materials not naturally occurring shall be removed from piles and disposed of properly.
 - c. These requirements shall be clearly listed on the site plan as callouts and or included in the notes section.
4. **Pile Perimeter**
- a. A minimum radius of 25 feet beyond the outer edge of each burn pile shall be cleared down to mineral soil to establish a continuous firebreak that limits the risk of fire escape and ensures a controllable burn zone.
 - b. This area shall be maintained for the duration of the burn operation, including during smoldering and extinguishment phases
 - c. These requirements shall be clearly listed on the site plan as callouts and or included in the notes section.

Hazard Control Guidelines for Commercial Burn Sites

To ensure the safety of fire department personnel and others working on or responding to burn operations. It is the responsibility of the permit holder to identify and secure all hazards on site; Maintain barriers throughout the duration of the permitted activity; Ensure that barriers are checked and repaired daily during multi-day burns. The following minimum protective measures are required:

Fall Hazards

Any hole, trench, pit, or excavation that poses a fall hazard of 24 inches or greater shall be noted on the site plan drawing and utilize one or more of the following safety methods:

1. Barrier or Fencing Requirements

- a. Minimum Height: Barriers shall be at least 42 inches in height.
- b. Materials: Barriers may be constructed of temporary fencing, safety railing, or high-visibility construction fencing supported by posts at intervals of no more than 8 feet.
- c. Strength: Barriers must be capable of resisting at least 200 lbs of lateral force (per OSHA general industry guidelines).
- d. Visibility: All fencing shall be highly visible, using orange or yellow mesh, flagging, or reflective tape as needed for low-light conditions.

2. Signage Requirements in Lieu of Fencing (At the discretion of the Fire Code Official)

Where required and fencing or physical barriers are not practical due to terrain or site conditions, warning signs may be used as an alternative to mark open holes, pits, trenches, or other fall hazards. In such cases, the following requirements shall apply:

- a. Signs must be constructed of durable, weather-resistant materials and shall be reflective to ensure visibility in low-light or nighttime conditions.
- b. Each sign shall be a minimum of 24 inches by 24 inches, or comparable in size and visibility to standard roadway hazard signs as defined by the Texas Manual on Uniform Traffic Control Devices (TMUTCD).
- c. The wording shall clearly indicate the nature of the hazard, using phrases such as "DANGER – OPEN PIT," "FALL HAZARD," or other approved warnings.

- d. Signs shall be posted at regular intervals around the hazard perimeter and placed at a height that ensures unobstructed visibility to approaching personnel (typically 4 to 5 feet above grade).
- e. The number and placement of signs shall be sufficient to provide clear warning from all accessible approaches.
- f. When trenches or pits are near burn operations, detour signage or barriers must guide personnel safely around them.

3. No Fall Hazards Present Statement

Where no hole, trench, pit, or excavation is present that creates a fall hazard of 24 inches or greater, the site plan shall clearly indicate this condition in the notes section.

Hazardous Materials

1. Flammable and Combustible liquids, compressed gases, combustible construction materials, waste containers/dumpsters, power generators shall be identified on the site plan drawing and stored a minimum of 100 feet away from any burn pile
2. Explosives, reactive materials, agricultural chemicals shall be identified on the site plan drawing and stored a minimum of 300 feet away from any burn pile
3. Where flammable or combustible liquids, compressed gases, combustible construction materials, waste containers or dumpsters, power generators, explosives, reactive materials, or agricultural chemicals are not present or proposed on the site, the site plan shall clearly indicate this condition in the notes section.

[Burning Within 300 feet of an Adjacent Structure](#)

In accordance with Texas Administrative Code 30 TAC Chapter 111, Subchapter B and the 2021 International Fire Code, open burning must be conducted downwind of or at least 300 feet from any structure containing sensitive receptors located on adjacent properties. Where no structures containing sensitive receptors are located on adjacent properties within 300 feet of the proposed burn area, the site plan shall clearly indicate this condition in the notes section.

If the proposed burn location is less than 300 feet from an occupied structure on an adjacent property, a [Sensitive Receptors Approval Form](#) must be completed and submitted with the burn permit application.

This form must be signed by the occupant with possessory control of the adjacent property—that is, the person(s) who resides in, or actively occupies the structure. This may include the property owner(s), tenant(s), or other authorized individual(s). Burning is prohibited unless the documentation indicates the approval from the adjacent occupant.

Additionally, the adjacent occupant who provides approval reserves the right to rescind their consent at any time. If written approval is rescinded, the open burning permit may be modified, suspended, or revoked at the discretion of the Fire Marshal’s Office. It is the responsibility of the permit holder to remain in communication with affected neighbors and to notify the Fire Marshal’s Office of any changes to previously granted approvals.

Failure to provide or maintain valid written approval will result in denial, suspension, or revocation of the burn permit.