

20 N. Court Street
Glenville, WV 26351



304-462-7411
www.glenvillewv.gov

BURN PERMIT APPLICATION (Please print)

Date: _____

Applicant Name: _____

Address: _____

Phone: _____ Email: _____

Address of burn site (if different): _____

Are you the property owner? _____ (If no, please attach written permission from the property owner and list their name and contact information.)

Owner Name: _____

Owner Phone: _____ Email: _____

Materials to be burned: _____

Location of burn on property (front yard, back yard, etc.): _____

Fire Extinguishing Equipment on site: _____

By signing, I confirm that I have read, understand and agree to the City of Glenville ordinances.

Signature

Printed Name

OFFICIAL USE ONLY

Approved _____ Denied _____ Date _____

Authorized Official: _____

Title: _____



CITY OF GLENVILLE ORDINANCES (PLEASE KEEP FOR YOUR RECORDS AND REVIEW)

§ 92.01 OUTDOOR FIRE FOR COOKING OR RECREATION.

The following attended fires are permitted at any time within the city limits unless a state burning ban prohibiting the same is in effect.

(A) *Cooking fires.* **COOKING FIRE** means the non-commercial, residential burning of materials for fuel, other than rubbish, not exceeding three feet in diameter and two feet in height, in which the fuel burned is contained in an outdoor fireplace, a barbecue grill, or a barbecue pit for the purpose of preparing food.

(B) *Recreational fires.*

(1) **RECREATIONAL FIRE** means the non-commercial burning of materials other than rubbish for pleasure, religious, ceremonial, cooking, or similar purposes in which the fuel burned is not contained in an incinerator, a barbecue grill, or a barbecue pit, and the total fuel area is not exceeding three feet in diameter and two feet in height.

(2) Recreational fires shall not be located within 20 feet of a structure or combustible material unless contained in a manner approved by the Mayor or the Fire Chief of the County Volunteer Fire Department (hereinafter "Fire Chief").

(C) *No permit.* Permits shall not be required for cooking and/or recreational fires.

(Ord. 200-23, passed 5-5-2025) Penalty, see § 92.999

§ 92.02 OUTDOOR FIRES FOR DISPOSAL.

(A) *Time periods for fires.*

(1) The following attended fires are permitted within the city limits, unless a state burning ban is in effect prohibiting the same, only on the days and at the times specified immediately hereinbelow:

- (a) 5:00 p.m. on Thursdays to 7:00 a.m. on Fridays;
- (b) 5:00 p.m. on Fridays to 7:00 a.m. on Saturdays; and
- (c) 5:00 p.m. on Saturdays to 7:00 a.m. on Sundays.

(2) All such disposal fires are to be fully extinguished by 7:00 a.m.

Uncontained disposal fires.

(1) An uncontained fire to dispose of natural, untreated, and unprocessed materials, including, but not limited to, tree trimmings, leaves, grass, and similar garden waste.

(2) **UNCONTAINED** means the disposal fire is not in a vessel or other area that controls the spread of the fire.

(E) *Permit required.* Permits shall be required for uncontained disposal fires.

(Ord. 200-23, passed 5-5-2025) Penalty, see § 92.999

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(E) *Permit required.* Permits shall be required for uncontained disposal fires.

(Ord. 200-23, passed 5-5-2025) Penalty, see § 92.999

§ 92.03 PROHIBITED FIRES.

The following fires are prohibited within the city limits:

(A) *Burning ban.* Any fire when a state burning ban is in effect;

(B) *Non-natural materials.* Fires to dispose of non-natural materials, including, but not limited to, paper, garbage, lumber, construction debris, and other like refuse, even if contained in a burn barrel or similar container, unless otherwise approved by the Mayor pursuant to § 90.08;

(C) *Wooden structures.* In no event shall burning be done or permitted within 20 feet of any wooden building, fence, or structure; and

(D) *Grasslands or forests.* Fires to clear grasslands or forests.

(Ord. 200-23, passed 5-5-2025) Penalty, see § 92.999

§ 92.04 BURN PERMITS.

The City Clerk or his or her designee may issue burn permits authorizing fires within the city limits. The applicant shall submit a burn plan to the City Clerk specifying, among other things, the dates on which the burn is proposed to occur, all particulars of the proposed burn, and requesting a burn permit. The City Clerk, in consultation with the Fire Chief, shall have discretion in issuing burn permits and may require changes to the proposed burn plan as may be necessary to reduce the risk of harm from the fire to life or property.

(A) *Burn permit fee.* The City Clerk shall collect a non-refundable burn permit fee of \$25 with each burn plan application. If a burn permit is issued by the City Clerk, it will cover only that burn plan application and none other. Of the \$25 burn permit fee, \$20 will be allocated to the County Volunteer Fire Department and \$5 will be allocated to the city for administrative costs. If a burn permit is not secured prior to the burn, a penalty of \$250 shall be assessed against the applicant and/or landowner, in addition to any criminal penalty imposed.

(B) *Violations.* Noncompliance with any condition of the burn permit is a violation of this subchapter. Burn permit holders shall take all necessary and adequate precautions to confine and control fires authorized by the burn permit. Failure to take such action is a violation of this subchapter and is justification for revocation of the burn permit. Any burn permit which is obtained through willful misrepresentation is invalid and is a violation of this subchapter.

(Ord. 200-23, passed 5-5-2025) Penalty, see § 92.999



§ 92.05 FIRE CONTROL SAFETY MEASURES.

The following fire control safety measures shall apply to all burn permits issued by the City Clerk.

(A) *Safety strip.* Any person or his or her agent or employee, whether acting pursuant to a burn permit or not, shall remove all flammable material from the area immediately surrounding the material to be burned for a distance which ensures the fire will at all times be contained; this safety strip shall in no event be less than ten feet wide. Any such person or his or her agent or employee who sets or causes to be set any fire which escapes the safety strip and causes damage to the lands of another is in violation of this subchapter.

(B) *Extinguishment.* Any person or his or her agent or employee who shall at any time build or use any fire within the city limits, whether pursuant to a burn permit or not, shall, before leaving the fire for any period of time, totally extinguish the same.

(C) *Adult superintendence required.* In no event shall such burning be done or permitted without the superintendence of a person 21 years of age or older.

(D) *Attended fires.* Fires shall be attended at all times. The issuance of burn permits does not relieve holders thereof, or their agents or employees or any other person, from their responsibility to monitor wind and other conditions that may necessitate the cancelling or early extinguishing of otherwise permitted fires. City officials, including, but not limited to, the Mayor, Recorder, City Clerk, City Police, City Water Department employees, and members of the County Volunteer Fire Department, have the authority to order the extinguishing of any fire, permitted or not, when, in their judgment, it poses a risk to life or property.

(Ord. 200-23, passed 5-5-2025) Penalty, see § 92.999

§ 92.99 PENALTY.

(A) Any person violating any provision of this chapter for which no specific penalty is prescribed shall be subject to § 10.99 of this code of ordinances.

(B) Any person, or his or her agent or employee, that shall violate §§ 92.01 through 92.05, or any section thereof, shall be fined not less than \$100, nor more than \$1,000 for each violation of §§ 92.01 through 92.05. The foregoing fine shall be in addition to any penalties levied as aforesaid.

(Ord. 200-23, passed 5-5-2025)