

ALLEGHENY COUNTY HEALTH DEPARTMENT  
OPEN BURNING PERMIT APPLICATION

AIR QUALITY PROGRAM  
301 39<sup>TH</sup> STREET, BUILDING #7  
PITTSBURGH, PA 15201

Phone: (412) 578-8115; Email: AQReports@alleghenycounty.us

For Department Use Only  
Application #:

**STRUCTURAL BURN APPLICATION**

1. **APPLICANT/COMPANY NAME:** \_\_\_\_\_  
Representative's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_ (Fax): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Zip code: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. **SITE LOCATION AND DESCRIPTION**  
Date (s) of Burning: \_\_\_\_\_ Time (s) of Burning: \_\_\_\_\_ AM/PM to: \_\_\_\_\_ AM/PM  
Street Address of Site: \_\_\_\_\_  
Municipality: \_\_\_\_\_ Zip code: \_\_\_\_\_

Please attach map of area showing all structures, roadways, etc. within 800 feet of the proposed burn area.

Distance to Closest: Structure: \_\_\_\_\_ feet; Public Area: \_\_\_\_\_ feet; Roadway: \_\_\_\_\_ feet;  
Property Line: \_\_\_\_\_ feet; and Utility: (Poles, Cables, etc.) \_\_\_\_\_ feet.

3. **OWNER OF PROPERTY (if other than applicant)**  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Signature: \_\_\_\_\_  
 Permit Recommended  Permit not Recommended

4. **ELECTED LOCAL MUNICIPAL OFFICIAL (or authorized representative)**  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Municipality: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_  
 Permit Recommended  Permit not Recommended

5. **FIRE DEPARTMENT CHIEF OR LOCAL FIRE MARSHALL (or authorized representative)**  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Fire Department: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_  
 Permit Recommended  Permit not Recommended

6. **INSTRUCTOR'S NAME:** \_\_\_\_\_ **PSFA COURSE:** \_\_\_\_\_  
**INSTRUCTOR'S NAME:** \_\_\_\_\_ **PSFA COURSE:** \_\_\_\_\_

7. **PSFA FIELD SUPERVISOR:** \_\_\_\_\_  
 Permit Recommended  Permit not Recommended

8. **ALLEGHENY COUNTY FIRE ACADEMY**  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Conditions: \_\_\_\_\_ Phone: \_\_\_\_\_  
Signature: \_\_\_\_\_  
 Permit Recommended  Permit not Recommended

**APPLICANT ASSUMES ALL RESPONSIBILITY FOR LIABILITY AND FOR  
CONTACTING LOCAL FIRE DEPARTMENT 24 HOURS BEFORE BURNING  
Do not write below this line (for bureau use only)**

Inspected by (print): \_\_\_\_\_ Date: \_\_\_\_\_  
Comments: \_\_\_\_\_

Permit Recommended  Permit not Recommended

**INSPECTOR SIGNATURE:** \_\_\_\_\_

**SUPERVISOR SIGNATURE:** \_\_\_\_\_ Date: \_\_\_\_\_  
 Permit Approved  Permit not Approved  Conditions: \_\_\_\_\_

# Instructions for Completing, Submitting, and Processing the Application for Open Burning Exception for Fire Fighting Instruction (Structural Burns)

(In cooperation with the Office of the State Fire Commissioner/Pennsylvania State Fire Academy and the Allegheny County Fire Academy)

This Application provides the Allegheny County Health Department, Bureau of Air Quality with the necessary information to review and approve requests for open burning exceptions for the purpose of fire fighting instruction by emergency service organizations in accordance with Pennsylvania Code Title 25. Environmental Protection, Department of Environmental Protection Title regulations found at 129.14:

(c) Exceptions. The requirements of subsections (a) and (b) do not apply where the open burning operations result from:

... (2) Any fire set for the purpose of instructing personnel in fire fighting, when approved by the Department.

The Allegheny County Health Department must be notified in writing of the training being conducted, whether it is at an “acquired” structure, a permanent fire fighting structure or site, or some other form of fire fighting instruction involving open fire.

**A. Submission and Approval Process for use of an Acquired Structure for Fire Fighting Training:** Emergency service organizations may use “acquired” structures for the purpose of developing competency and proficiency in fire suppression and structural rescue skills if they file this form and receive approval from the Office of the State Fire Commissioner (OSFC)/Pennsylvania State Fire Academy (PSFA), Allegheny County Fire Academy (ACFA) and from the Allegheny County Health Department (ACHD). The completion, submittal, and approval of this entire Application is required when using an acquired structure. This will help insure:

- that the demolition of the acquired structure by setting a fire is for the sole purpose of fire fighting training.
- that the training being conducted is a registered PA State Fire Academy course.
- that the instructors are approved by the PA State Fire Academy and are trained and competent in fire suppression and structural fire rescue training.
- that the reporting requirements of the Asbestos NESHAP regulation are met for the demolition of a subject facility by intentional burning.
- that the environment of the Commonwealth is protected.

An emergency service organization wishing to conduct fire fighting training in an acquired structure shall do the following:

1. Complete and submit a “*Local Level Course Application*” to an Educational Training Agency that services Allegheny County. This application is available by calling and requesting the application or by calling the Allegheny County Fire Academy at (412) 931-3158. It may also be downloaded from the Office of the State Fire Commissioner’s website (<http://www.osfc.pa.gov>). This application should be submitted to an Educational Training Agency servicing Allegheny County **at least 45 days before the anticipated training date(s)**.
2. Complete and submit the entire **ACHD Open Burning Permit Application – Structural Burn Application** to the PSFA Field Supervisor responsible for Allegheny County. To insure timely processing of the request and to avoid a possible delay of the scheduled training, the application shall be submitted to the PSFA Field

Supervisor **at least 45 days before the anticipated training date(s)**. This is necessary to provide sufficient time for OSFC/PSFA, ACFA, and ACHD staff to review the application, conduct the site inspection, and for the emergency service organization to receive written responses from PSFA, ACFA, and ACHD.

Mark Wineland, Field Supervisor  
PEMA Western Area Office  
276 Stormer Road  
Indiana, PA 15701

[mwineland@pa.gov](mailto:mwineland@pa.gov)  
(724) 357-0103/ (800) 972-7362  
FAX (724) 357-2992

The PSFA Field Supervisor will review the submitted ACHD Open Burning Permit Application – Structural Burn Application for the Course Title or type of training to occur and the Lead Instructor. If the Lead Instructor is approved to teach this type of instruction and the course is duly registered, the PSFA Field Supervisor will approve the application.

**The PSFA Field Supervisor will forward the application to the ACFA Administrator for review.**

Allegheny County Fire Academy  
700 West Ridge Road  
Allison Park, PA 15101

**The ACFA Administrator will forward the application to the appropriate ACHD Air Quality Program Office.**

- Complete and submit the **Asbestos Abatement and Demolition/Renovation Notification Form** (<https://www.alleghenycounty.us/Health-Department/Programs/Air-Quality/Asbestos-and-Abrasive-Blasting.aspx> , Form 2700-FM-BAQ0021) to ACHD with a copy to the U.S. EPA at the following addresses. It is strongly recommended that this be done at the same time as the form in item 1 is submitted to the PSFA Field Supervisor. **Please write “Fire Fighting Training” in box 1 on the Asbestos Abatement and Demolition/Renovation Notification Form.**

#### ACHD

Air Quality Program  
Attn: Asbestos Abatement Permitting  
301 39<sup>th</sup> Street, Building 7  
Pittsburgh, PA 15201-1891

#### U.S. EPA

Asbestos NESHAP Coordinator (3WC32)  
U.S. EPA Region III  
1650 Arch Street  
Philadelphia, PA 19103

The ACHD Air Quality Program staff will review the ACHD Open Burning Permit Application – Structural Burn Application & the Asbestos Notification Form, will make a site visit, and if everything is correct, approve the application.

- Meet all local Municipality and Commonwealth requirements regarding open burning road closures etc.

**B. Training in or at a Permanent Fire Fighting Structure or Site:** The administrator of a permanent fire fighting structure or site shall provide notice, in writing, of the burn schedule to the ACHD Air Quality Program Office prior to the start of the training season. The written notice shall include the dates of the burn days and type of burns to be conducted for the season. The administrator of a permanent fire fighting facility may use this form if desired to fulfill the requirements to provide notice to the ACHD Air Quality Program by completing items 1 through 4 listed below and attaching a complete list of burn days and types of burns. The ACHD Air Quality Program Office shall be notified in writing of changes to the schedule at least ten (10) business days before the training will take place.

**C. Submission and Approval Process for other forms of Fire Fighting Training involving open fire:** Emergency service organizations conducting other forms of training using open fire for the purpose of developing competency and proficiency

in fire suppression shall complete the general ACHD Open Burning Permit Application, check the “Fire Fighting Instruction” box, and submit the application to the ACHD Air Quality Program Office for the county in which the training is scheduled to take place (see list above) at least ten (10) business days before the planned training. The ACHD Air Quality Program staff will review the application and notify the applicant in writing of their decision.

**Instructions for Completing the ACHD Open Burning Permit Application – Structural Burn Application:** *All information placed on the Application **must** be typed or printed except for signatures.*

1. Applicant Information – The name of the person applying for the exception must be printed on the first line. Your daytime telephone number, your title, the organization you represent, and your address and zip code must be entered on the appropriate lines. The Applicant **must** sign the application on the second line.
2. If other organizations will be participating in the fire fighting training, they must be listed on the application.
3. The name of the person who will have overall control of the fire fighting training must be listed, including their daytime telephone number, address, and zip code. If this is the same person as in 1, you may put “same”.
4. Site Information – The following information **must** be listed in the appropriate spaces on the Application.
  - a. The street address and town of the site where the fire fighting training will take place.
  - b. Clear and concise directions to the fire fighting training site.
  - c. The date(s) and time(s) that the training will be conducted.
  - d. What type of structure is to be burned? If other, please describe.
  - e. The distance to the nearest neighboring structure and the neighboring structure’s type.
  - f. The name of and distance to the nearest stream or body of water.
  - g. The name of the owner of the structure to be burned, their daytime telephone number, address, and zip code. The owner **must** sign and date the Application where indicated.
5. Asbestos Abatement Information –
  - a. Has the original Asbestos Abatement and Demolition/Renovation Notification Form (Form 2700-FM-BAQ0021) been submitted to ACHD, with a copy to the U.S. EPA? If so, on what date was it submitted?
  - b. If **not**, the original signed Asbestos Abatement and Demolition/Renovation Notification Form **must** be submitted to ACHD, with a copy to the U.S. EPA, for each and every acquired structure, *at least 10 working days* prior to the date of the fire fighting training. However, to insure timely processing of the Application for Open Burning Exception and to avoid a possible delay of the scheduled training, the Department recommends that the Asbestos Abatement Form be submitted the same time as the ACHD Application for Open Burning Exception for Fire Fighting Training is submitted to the PSFA Field Supervisor. *Please write “Fire Fighting Training” in box 1 of the Asbestos Abatement Form.*

**Notice:** An Asbestos Abatement and Demolition/Renovation Notification Form must be submitted for each and every structure acquired or used for fire fighting training, regardless of type of structure. A certified building inspector trained in asbestos inspection must inspect the structure. Blocks 10, 25, and 26 of the Asbestos Abatement and Demolition/Renovation Notification Form must be completed and signed.

- c. A written statement signed by the owner or operator of the structure must be attached to the Application for Open Burning Exception for Fire Fighting Instruction form. This statement must either identify what asbestos-containing material (floor tile, roofing, etc.) is present and state that all asbestos-containing material will be removed and properly disposed of before the fire fighting training takes place, or state that there is no asbestos-containing material in or on the structure.

6. State Fire Academy Information – The following information is required for review and approval of the Application by the OSFC/PSFA Field Supervisor.
  - a. The Fire Department Chief or Local Fire Marshall (or authorized representative) must sign and date the Application for Open Burning Exception.
  - b. Print the name of the Lead Instructor and his/her daytime telephone number. If the organization is not sure who will be the Lead Instructor, they should contact an Educational Training Agency supporting their county and request a Lead Instructor. This will require that the PA State Fire Academy's "Local Level Course Application" be submitted to an Educational Training Agency before filing the Application for Open Burning Exception (see Step 1 under Part A. Submission and Approval Process for use of an Acquired Structure).
  - c. Indicate if all notifications have been made to the local or state police, neighbors, 911 center, and utilities.
  - d. List the combustible materials and quantities to be used to ignite the training fires.
  - e. List the type of training or the PSFA course title of the class being conducted, e.g. Interior Firefighter or Structural Burn Session, and justification for the training.