

Burn Permit Process in San Mateo County

Please complete the following forms:

- 1) Application for Permit for Agriculture Fire for Disease and Pest Prevention
 - a. Submit to County Agriculture Department for Approval – no fee
 - b. When this is approved by our department, we have an acknowledgment form for you to sign stating that you understand that YOU will notify your local fire authority and the BAAQMD prior to the burn.

- 2) OPEN BURNING Regulation 5 Notification Form - \$138 fee to BAAQMD
 - a. Send this form along with the Application for Permit for Agriculture Fire for Disease and Pest Prevention to BAAQMD. They will then invoice you for the \$138 Notification Fee

- 3) Call your local fire department for their burn permit (ask for Battalion Chief). Here is a link for San Mateo County's Fire Departments where you can enter your location and find your local fire station: <https://www.cfsfire.org/about/fire-stations/> or you can call (877) 298-1712. There should be no fee for this. They want to know of the burn in case they get calls about smoke and want to review fire safety with you. You will need to wait for an Open Burn day (where there are no fire restrictions). To check for restrictions, call the 24-Hour burn status hotline at (800) 792-0787.

Note: The Bay Area Air Quality Management District (BAAQMD) allows for the burning of all parts of the hive for colonies that are infected with American Foulbrood – that includes painted/treat wood (hive bodies) and plastic contained in frames.

APPLICATION FOR PERMIT FOR AGRICULTURE FIRE FOR DISEASE AND PEST PREVENTION

To: Agricultural Commissioner, San Mateo County Department of Agriculture
From: Applicant _____ Date Filed _____
Mail Address _____ Phone _____

Subject: **PERMISSION IS REQUESTED TO BURN:**
Material to be destroyed _____ Acreage/Quantity _____
() Prunings () Trees () Other, specify _____
Type of Pest or Disease _____
Location _____
Land to be used for: () Continuing Agricultural Use () Other, specify _____

Fire Department _____
Address _____ Zip _____
Phone _____ Proposed Burn Date(s) _____

Bay Area Air Quality Management District Regulation 5: Open Burning

ALLOWABLE FIRES: The following fires may be allowed on permissive burn days:
401.1 Disease & Pest: Agricultural fires set for the purpose of disease and pest prevention. The fires must be set or allowed by the Agricultural Commissioner of the County in the performance of official duty. Prior written notification **must** also be made to the APCO.

VIOLATION OF REGULATION 5 IS A MISDEMEANOR UNDER CALIF. HEALTH & SAFETY CODE, SEC. 42400

Only material specifically described above may be burned. Reasonable amounts of ignition fuel may be used, but may not include asphaltic, rubber or plastic materials.

The material to be burned is subject to inspection by the Agricultural Commissioner or his Staff designee and by Enforcement Personnel of the Bay Area Air Quality Management District.

It is specifically understood that the County reserves the right to revoke this permit at any time if it appears to the Agricultural Commissioner or his Staff designee that the Applicant has failed to comply with the terms and conditions hereof.

Applicant agrees to save and hold harmless, County, its officer, employees and agents from any and all claims, demands, costs, liability or damages to any property of Applicant or for which Applicant may become responsible as a result of issuance of this permit. County makes no representation or warranties of any kind or nature whatsoever with respect to this activity proposed nor does the presence of the Agricultural Commissioner or his Staff designee, in any way, operate to abrogate the above agreement or indemnification hold harmless.

Unless specifically declared an emergency by the Agricultural Commissioner (below), burning is restricted by those conditions specified in Bay Area Air Quality Management District Regulation 5, subsections 111.1 thru 111.9. **Burning conditions must also comply with the regulations of the local fire authority.**

I certify the above statements to be true (**signed**) _____ Date _____

APPLICATION APPROVED:

Date: _____ **By:** _____
This material must be burned before (Date): _____ Emergency Waivers granted from Reg. 5 subsection(s): 5-201

Applicant Note: Submit () completed applications to the Agricultural Commissioner at least ten (10) days before requested date. One copy will be returned as your permit, if approved. Approved permit must be available for inspection when conducting activities hereunder. If impossible to complete burn before expiration date, notify Department of Agriculture immediately.

OPEN BURNING Regulation 5 Notification Form

For Office Use Only	
Invoice #/OB #	_____
Invoice Date:	_____
Amount Due:	\$ _____

Any incomplete or illegible forms will not be processed and will be returned for resubmittal.

Print Legibly

BURNER AND BURN SITE INFORMATION

1a. Burner Name: _____ 1b. Name of Company Contact: _____
 1c. Phone number: (____) _____ 1d. FAX Number: (____) _____ 1e. Email: _____
 2. Mailing Address or P.O. Box: _____ City: _____ Zip: _____
 3. Burn Site Location: _____ City: _____
 County: _____ 4. Material to be burned: _____

Note: It is prohibited to burn residential yard waste, such as leaves, grass, landscape debris, or garden trimmings.

5. QUANTITY to be burned (Total in GALLONS, TONS or CUBIC YARDS): _____ Gallons Tons Cubic Yards (see back for pile size volume)

If you have any questions about the legality of the burn material, please contact your local inspector at (415) 749-4979.

6. Allowable Fire Types – CHECK ONLY ONE of the following fire types

Fire types which are allowed year round. Notification fee payment is valid for 12 months after fee payment date.

Disease and Pest Irrigation Ditches Flood Control
 Fire Training Contraband Hazardous Material*

Fire types which are limited to specific burn seasons. Notification fee payment is valid for 12 months after fee payment date.

Double Cropping Stubble (6/1 - 8/31) Flood Debris (10/1 - 5/31)
 Range Management (7/1 - 4/30)* Forest Management (11/1 - 4/30)*
 Crop Replacement (10/1 - 4/30)* Orchard Pruning and Attrition (11/1 - 4/30)

*Any Forest Management Fire, Range Management Fire, Hazardous Material Fire not related to Public Resources Code 4291, or Crop Replacement Fire for the purpose of establishing an agricultural crop on previously uncultivated land, that is expected to exceed 10 acres in size or burn piled vegetation cleared or generated from more than 10 acres of land, is by definition in Regulation 5 regulated as a Wildland Vegetation Management Fire and subject to the requirements and fees applicable to Prescribed Burning (See Regulation 5, Sections 213, 401.15, and 408 and Regulation 3: Fees, Schedule V)

This notification form is not an application for a burn permit. The Air District does not require a permit to be able to burn. You are required to notify the Air District by submitting this form and paying the notification fee prior to burning. You will receive a fee payment invoice from the Air District upon receipt of a completed notification form.

BURN AUTHORIZATION (complete this section only if required by local fire agency)

Authorizing Public Official: _____ Tel: (____) _____
 Title: _____ Date Authorized: _____
 Authorizing Agency: _____

Fires are allowed by the public fire official having jurisdiction. Submission of and payment with this form does not relieve the person setting the fire of the responsibility to comply with any other rule or law governing the use of fire. By submitting this notification form, I understand and acknowledge the applicable restrictions set forth in Regulation 5: Open Burning.

Signature of Responsible Person Setting the Fire (**REQUIRED**): _____ Date: _____

SEE BACK OF THIS FORM FOR ADDITIONAL OPEN BURNING INFORMATION AND NOTIFICATION FORM AND FEE PAYMENT INSTRUCTIONS
ALSO SEE ATTACHED OPEN BURNING FEE SCHEDULE FROM DISTRICT REGULATION 3: FEES, SCHEDULE V
YOU MAY ONLY CONDUCT THE BURN ON A "PERMISSIVE" BURN DAY. CALL THE 24-HOUR BURN STATUS
HOTLINE AT 1-800-792-0787 TO OBTAIN THIS INFORMATION.

OPEN BURNING NOTIFICATION FORM AND FEE PAYMENT INSTRUCTIONS

Clearly print the requested information on the notification form. Provide complete and accurate data.

Please carefully read and follow these instructions

1a. Burner or Company Name

Enter name of person or name of the company business that is setting the fire. Example: John Smith or Smith Vineyard Management.

1b. Company Contact Name

Enter the name of the company contact person. Enter same as above if the same as item 1a.

1c. Telephone Number

Enter the phone number of the person setting the fire or the company contact person.

1d. FAX Number

Enter the facsimile phone number of the person or company business contact who will receive the fee payment invoice, if applicable.

1e. Email

Enter the email address of the person or company business contact who will receive the fee payment invoice, if applicable.

2. Mailing Address or P.O. Box No., City and Zip Code

Enter the mailing address of the person or company business that is setting the fire.

3. Burn Site Location

Enter the property address (only one property address per form) where the burning will be conducted if different from the information in item 2.

4. Material to be Burned

Enter the type(s) of material to be burned. Please identify crop type(s), if applicable. Example: Grape Vine Pruning.

5. Quantity of Material

Enter an estimate of total amount of material to be burned in the 12-month period after the date you pay the notification fee (fee payment date). If an

additional amount of material needs to be burned during this period, then another notification form with notification fee payment is required.

6. Burn Type

Use the information provided on the front of this form to determine the type of fire for this notification (Also see Reg. 5, Section 401: Allowable Fires). Check only one allowable fire type per notification form.

7. Notification Submittal

Send this completed notification form to the Air District via FAX at (415) 928-0338, by mail to BAAQMD, ATTN: Mail Stop OB2, 375 Beale Street, Suite 600 San Francisco, CA 94105, or electronically to openburn@baaqmd.gov.

Upon receipt of a completed notification form, a fee payment invoice will be sent either to your email or mailing address or by facsimile. Your completed notification form (with the invoice #, invoice date, and amount due entered in the upper right corner of the document) will serve as the fee payment invoice.

8. Notification Fee Payment – two options available

MAIL a check, cashier's check or money order in the invoiced amount to BAAQMD, ATTN: Accounting, 375 Beale St., Suite 600 San Francisco, CA, 94105. Be sure to include the invoice number on your check.

PAY ONLINE using VISA, MasterCard, AMEX, Discover or debit or pre-paid debit cards at: <http://www.baaqmd.gov/permits/open-burn>.

9. On the planned burn date, call the 24-Hour Burn Day Status Recording at (800) 792-0787 prior to burning to determine if it is a Burn Day. Fires are only allowed on "permissive" burn days.

Remember: It is the responsibility of the person who conducts an allowable fire to know and satisfy all of the requirements of Regulation 5, Open Burning. Below are some helpful reminders.

- You must submit a completed Notification Form and pay the notification fee to the Air District prior to burning. After burning has commenced, please be prepared to provide the fee payment invoice # to District Inspectors upon request.
- **You cannot burn residential yard waste such as leaves, grass, landscape debris, or garden trimmings, even if you submit a notification form and pay the notification fee. Burning residential yard waste is prohibited.**
- Contact your local fire official to see if they require a burn permit or to obtain written burn authorization for this form.
- Burn Day Status - Burn only on a "permissive" burn day. Call the 24-Hour Burn Status hotline at **1-800-792-0787**.
- Burn Hour Restrictions - Do not burn before 10:00 a.m. Do not ignite or add material to existing fire 2 hours before sunset.
- Smoke Production - Burn piles must be managed to ensure that there is no smoke after sunset.
- Dry Out Material - Material for all types of burns must be dried for 60 days prior to burning, unless otherwise stated in Regulation 5. Material must be reasonably free of dirt and soil.
- Pile Size Limits - The base area of each pile must not exceed 25 square yards and the pile height must be at least two-thirds of the average width of the pile. For a dome shaped pile, the maximum pile size allowed measures 17 foot diameter by 11 foot height, and is 72 cubic yards in size.
- Pile Size Volume - A dome pile of 15 foot diameter by 10 foot height is 52 cubic yards. A 12' x 8' dome pile is 27 cubic yards. A 10' x 6' dome pile is 13 cubic yards. A 6' x 4' dome pile is 3 cubic yards.
- Burn Pile Material – Material to be burned must meet the "Allowable Fire" descriptions stated in Regulation 5, Section 401. Check the pile for illegal material and remove any before ignition. Do not co-mingle illegal material in allowable burn piles.
- Ignition - Use proper ignition material such as matches or propane torches. Do not ignite with diesel fuel.
- Wind Conditions - Material should not be ignited when the wind velocity is less than 5 miles per hour. In order to minimize local nuisances caused by smoke, burn piles should not be ignited when the wind direction is toward a populated area.

Hazardous Material Fires are for reducing the risk of wildfire. Hazardous material includes, but is not limited to, natural vegetation or native growth cleared away to create or maintain a firebreak around any building or structure.

Orchard Pruning and Attrition Fires are for the disposal of periodic prunings and attrition losses from fruit trees, nut trees, vineyards and cane fruits.

Emergency Waivers from parts of Section 5-111 for Flood Control or Disease and Pest Burns must satisfy Regulation 5, Section 404.

Regulation 3, Schedule V - Effective July 1, 2019

Notification Fee

Regulation 5 Section - Allowable Fire Type	Permissive Burn Periods²	Operation Fee³
401.1 – Disease and Pest	January 1 – December 31	\$138
401.2 – Crop Replacement ¹	October 1 – April 30	\$138
401.3 – Orchard Pruning and Attrition	November 1 – April 30	\$138
401.4 – Double Cropping Stubble	June 1 – August 31	\$138
401.6 – Hazardous Material ¹	January 1 – December 31	\$138
401.7 – Fire Training	January 1 – December 31	\$138
401.8 – Flood Debris	October 1 – May 31	\$138
401.9 – Irrigation Ditches	January 1 – December 31	\$138
401.10 – Flood Control	January 1 – December 31	\$138
401.11 – Range Management ¹	July 1 – April 30	\$138
401.12 – Forest Management ¹	November 1 – April 30	\$138
401.14 – Contraband	January 1 – December 31	\$138

¹ Any Forest Management Fire, Range Management Fire, or Hazardous Material Fire not related to Public Resources Code 4291, or any Crop Replacement Fire for the purpose of establishing an agricultural crop on previously uncultivated land that is expected to exceed 10 acres in size or burn piled vegetation cleared or generated from more than 10 acres is defined in Regulation 5, Section 213 as a type of prescribed burning and, as such, is subject to the prescribed burning operation fee in the table below.

² The operation fee paid as part of the notification to the District prior to burning will be for each specific *property* as defined in Regulation 5, Section 217, and will be valid for one year from the fee payment date when a given fire is allowed as specified in Regulation 5, Section 401 for the allowable fire types in the table above.

³ Any entity which provided notification under Regulation 5, Section 406, and seeks to burn an amount of material greater than the amount listed in that initial notification, shall provide a subsequent notification to the Air District under Regulation 5, Section 406 and shall pay an additional notification operation fee prior to burning.

Fees for Other Allowable Fire Types

Regulation 5 Section - Allowable Fire Type	Permissive Burn Period	Proposed Acreage to be Burned	Operation Fee
401.15 - Wildland Vegetation Management Fires (Prescribed Burning) ⁴	January 1 - December 31	≤50 acres	\$602
		>50 acres but ≤ 150 acres	\$816
		>150 acres	\$1,062
401.13 - Marsh Management Fires (Marsh Burning) ⁴	September 1 - October 15 March 1 - April 15	≤50 acres	\$495
		>50 acres but ≤ 150 acres	\$673
		>150 acres	\$849
401.5 - Stubble Fires (Stubble Burning) ⁴	September 1 - December 31	≤25 acres	\$353
		>25 acres but ≤75 acres	\$495
		>75 acres but ≤150 acres	\$602
		>150 acres	\$708
401.16 - Filmmaking Fires 401.17 - Public Exhibition Fires	January 1 - December 31	Not applicable	\$714

⁴ Refer to the Air District's July 18, 2013 Advisory, "Open Burning Fees," which outlines the policy to allow these fees to carry over to the next burn season or burn project approval period for a specific property or burn project smoke management plan if no burning occurred during the time period for which a fee was paid.