

## Burn Permit Application – Air Quality Division, Polk County- Iowa

**(1) Organization or Applicant:** \_\_\_\_\_

- Federal, State, County, Municipality or Political Subdivision  
 Civic, Fraternal, Religious, Educational or Similar organization  
 Other, specify: \_\_\_\_\_

**For Polk County Office Use Only:**

Date Received: \_\_\_\_\_

Check Number: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

AIRB- \_\_\_\_\_ - \_\_\_\_\_

Issue Date: \_\_\_\_\_

**(2) Applicant Name/Responsible Party:**

*I certify that based on information and belief formed after reasonable inquiry, the submitted application including the attachments are true, accurate, and complete. Applicant/Responsible Party:*

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

**(3) Mailing Address**

Name:	Telephone:	Email:	
Street Address:	City:	State:	Zip:

**(4) Burn Permit Type Selection (Check only one type per application)**

Burn Permit Types: (check one)

- fee exempt \_\_\_\_\_ A. Bonfire Permit (Recognized Organizations)  
 fee exempt \_\_\_\_\_ B. Fire Department Training Fire Permit, if the training fire is to be conducted on a building, written notification must be provided to the local program and IDNR on DNR form 542-8010 and postmarked or delivered to the local program and IDNR ten days prior to commencing.  
 fee exempt \_\_\_\_\_ C. Flag Retirement Ceremony  
 fee exempt \_\_\_\_\_ D. Landscape Waste Permit (Government)  
 fee exempt \_\_\_\_\_ E. Right-of-way Cleanup Permit (Government)

Burn Permit Types with fees: (check one)

- \$25 \_\_\_\_\_ F. Prairie or Woodland Maintenance Permit (Each Location, properties that are adjacent or directly across a road can be combined into one permit application)  
 \$60 \_\_\_\_\_ G. Industrial Training Fire Permit  
 \$250 \_\_\_\_\_ H. Clearing & Grubbing Permit (with public notifications included)  
 \$250 \_\_\_\_\_ I. Flare Stack Permit (Each Emission Point (EP))  
 Following Variance Permits required for: Des Moines, West Des Moines, Clive, Windsor Heights, Urbandale and Pleasant Hill  
 \$500 \_\_\_\_\_ J. Variance Application Permit (with public notifications included)  
 \$100 \_\_\_\_\_ K. Variance-Prairie Maintenance Residential (with public notifications included)

\$Amount enclosed: \_\_\_\_\_

**(5) Burn Site Information: A site map indicating the proposed burn site location must be submitted with the application.**

Burn site location zoning classification:       Residential Property       Commercial Property

Burn Site Map Attached & Burn Site Address: \_\_\_\_\_ City: \_\_\_\_\_ State: Iowa      Zip: \_\_\_\_\_

Requested Burn Permit Start & End Dates: Start(mm/dd/yyyy): \_\_\_\_\_ End(mm/dd/yyyy): \_\_\_\_\_

Requested Burn Permit Start & End Times: Start (hh:mm): \_\_\_\_\_  AM  PM End(hh:mm): \_\_\_\_\_ |AM  PM

**(6) Make check payable to: Air Quality Division (Do not send cash, If you need assistance please call (515)286-3705)**

Mail to: Polk County Public Works Department- Air Quality Division  
 5885 NE 14<sup>th</sup> Street  
 Des Moines, Iowa 50313-1202

Authorization to permit an open fire will not be granted by the Health Officer when such conditions arise that would deem such fires to be a safety hazard. The health officer shall have the authority to suspend this permit at any time for violation of any permit conditions or in the case of weather condition resulting in stagnation or pollutant concentrations such that the public health is jeopardized. Upon receipt of a written request, the Health Officer is authorized to issue a permit for an open fire for the following purposes. The permit may contain conditions and is subject to the provision set forth in PC Board of Health Rules & Regulations Chapter V.