



Fire Pit Guidelines

Adoption Date: April, 2019

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Purpose: To ensure that students understand how to run safe events involving fire pits. Guidelines are based on relevant Fire Code.

To get a fire pit permit:

First, you must submit an internal On Campus Event with Fire Pit Application to the Environmental Health & Safety Officer. A link to this online form is available on the EHS Pilots UP page. The EHS Officer will then either approve or deny your request. If approved, the EHS Officer will then provide a document stating the University's approval for the event. You will likely need to provide this when applying for the external permit with the Portland Fire Department.

The Fire Bureau requires a permit because we do not have a permanent, exterior burn-site and because open burning violates the Clean Air Act. You will need to provide information such as what the fire-pit is made of (steel), where it will be located (Commons Quad or Library), what will be burned (wood), the availability of hoses/fire extinguishers, etc.

There are two ways to obtain a permit:

In Person: Visit Portland Fire & Rescue Fire Marshall's Office at 1300 SE Gideon St. This is located one block N of Powell (Take 28th to Holgate, turn left. Follow Holgate to Milwaukie and turn right. Gideon is one block past Powell. Turn right onto Gideon and you'll see the sign for the fire department permits office. Hours are 8-3:30PM M-F.) Look for a Fire Station on the corner- the Fire Marshal is in the building right next door, marked Portland Fire Marshal's Office. The process usually takes 5-10 minutes depending on how busy their office is that day. You do not need an appointment. Contact the Fire Permits Division (503) 823-3712 if you have further questions.

Online: You can also submit a permit application online. Submit the completed permit to pfrpc@portlandoregon.gov. The permit can be found here: <https://www.portlandoregon.gov/fire/article/595749>. Please send a copy of your

application and email to PFB to the Environmental Health & Safety Officer at ehs@up.edu.

If you obtain a permit from the Portland Fire Bureau you must submit a copy of the permit to the EHS officer. Please plan to check in with the EHS Officer the day before the event to confirm if there are any local burn bans, which would make the permit obtained from the Portland Fire Department void.

Usage Guidelines:

1. Locate the pit at least 50 feet from structures and other combustible materials (e.g., trees, bushes, others). The two approved locations for use of the pit are the Quad and in front of the Library.
2. Limit the duration of the fire to three hours.
3. Eliminate conditions that would cause the fire to spread to within 50 feet of any structure. Do not stack your wood or have other flammable items near the fire pit.
4. Use only cut wood, and only enough kindling and paper to start the fire. No other items should be burned in the pit. Many items such as building material may cause safety hazards or toxic fumes.
5. The woodpile in the fire pit must be less than 3 feet in diameter and less than 2 feet in height.
6. Do not use items such as gas, lighter fluid, etc. to start your fire. Use as little paper as possible.
7. Have a garden hose connected to a water supply and three 3A-40 BC fire extinguishers available. Fire extinguishers are available at Public Safety for check out for the event. Three individuals attending the event must be trained by Public Safety to use the fire extinguishers. These individuals must be identified to Public Safety and EH&S in advance. Your organization is responsible for the cost of replacing and/or recharging the fire extinguishers if damaged.
8. A designated person of the event must attend to the fire constantly until it has been extinguished. This person must be sober and carry a copy of the burn permit and the event registration form. This person must be identified to EH&S and Public Safety through written arrangement via email in advance of the event.
9. Discontinue burning should hazardous conditions exist (e.g., wind, or other hazard) or should smoke emissions become offensive to occupants of surrounding property or at the discretion of a Public Safety Officer.
10. Damage to the surrounding grounds may be the responsibility of the event sponsor.
11. The distribution of alcohol, as set forth in the Drug & Alcohol Policy, is prohibited.
12. The most important factor with the management of your event is the

safety of every participant. If you become concerned that an individual or individuals are at risk, please contact Public Safety.

Additional Guidelines:

- \$25 fine if any items other than wood are found in the Fire Pit – this is a safety issue for Physical Plant
- The event sponsor shall be responsible for any University property damage or property not returned to Public Safety.