

# Recreational Permit Application

## Bonfire and Recreational Fires only



**Submit Application to:**

Muskegon Heights Fire Department  
2715 Baker Street  
Muskegon Heights, MI 49444  
(231) 733-8890

Make checks payable to: City of Muskegon Heights  
**Permit fees are non-refundable.**

### One Year Permit Application

For questions, call Muskegon Heights Fire Department at (231) 733-8890 for assistance with completing this form.

**Complete sections A - D. It is mandatory that all applicable information be completed. Inaccurate information may result in suspension or revocation of permit.**

Application is available online at [www.muskegonheights.us/](http://www.muskegonheights.us/) \_\_\_\_\_

**SECTION A: Address of Requested Permit**

Street Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Owner's name: \_\_\_\_\_

**SECTION C: Permit Holder Information**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

**SECTION D: Attestation and Signature**

By signing this application, you acknowledge and agree to comply with the City of Muskegon Heights Code Ordinances Section 42, the adopted 2018 International Fire Code and the laws of the State of Michigan.

**The statements made in this application are true to the best of my knowledge.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Necessity for burning: \_\_\_\_\_

Nature of material to be burned: \_\_\_\_\_

Address / location of burning:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner of property on which burning will be done:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**General Requirements**

- Permit fee (s) of \$40.00 per permit payable to the City of Muskegon Heights.
- All permit applications shall be submitted at least **Five (5) days** prior to commencing the prescribed activities.
- A permit is not transferable, and any changes in equipment, ownership, use or occupancy of premises shall require a new permit.
- An inspection may be required before the issuance of a permit.
- Permits shall be valid for no more than 1 year. The term of each annual permit shall be from May 1 to June April 30 of the next succeeding year. Permits cost will not be prorated.
- Permits at all times shall be available on the premises.

**Application Specific Requirements**

- A permit is required for any outdoor burning to include (but not limited to) bonfires, ceremonial fires, prairie or natural lawn restoration.

**Exceptions:**

- Fires that are used exclusively for cooking and in a fully enclosed container (must adhere to safety requirements below).
- Fires in a UL listed outdoor gas fireplaces
- **No permit will be issued for (prohibited by Fire Code and State law)**
  - Leaves, brush, rubbish and trash
  - Salvage operations
  - Building construction waste
  - Any material on the ice of any body of water such as a lake or stream
- If the permit holder is not the property owner permission shall be of the property owner, with the assumption of liability. Written permission must be attached to this application.
- Fires in City parks require additional approval by the Public Works Department. Written permission must be attached to this application.
- Muskegon Heights Fire Department reserves the right to revoke a permit due to unfavorable weather conditions or noncompliance with the requirements.

**Fire Safety Requirements**

- Fires shall be limited to an area no greater than 3 feet by 3 feet.
- Fuel for fires shall consist of clean, dry wood **only**.
- Flammable or combustible liquids shall **not** be used to ignite or intensify a fire.
- Material for fires **shall not include** rubbish, trash, garbage or material made of or coated with rubber, plastic, leather or petroleum-based materials.
- High winds, wind direction, and/or other adverse weather conditions must be considered to ensure fire safety.
- Fires shall not be closer than 20 feet from any structure, combustible materials or lot lines.
- Fires shall be so located to ensure smoke, odors, and other products of combustion do not annoy or discomfort neighbors or the traveling public. **If a complaint is received, MHFD may respond and extinguish the fire.**
- The perimeter of the fire shall be free of combustibles (including leaves).

**Burning Permit Holder**

- Responsible person(s) shall be in attendance until the fire is completely extinguished. A connected garden hose or other fire extinguishing equipment shall be readily available.
- Burning can only take place when the weather is favorable to assist in its control and to prevent a smoke nuisance. The permit holder is responsible for observing weather conditions and taking appropriate actions such as postponements and extinguishment.