BAY AREA AIR QUALITY MANAGEMENT DISTRICT

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
- ☐ Fire Training
- ☐ Irrigation Ditches
- ☐ Contraband
- ☐ Flood Control
- ☐ 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)
- ☐ Range Management (7/1 - 4/30)*
- ☐ Crop Replacement (10/1 - 4/30)*
- ☐ Flood Debris (10/1 - 5/31)
- ☐ Forest Management (11/1 - 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 <u>not</u> an application for a burn permit. The Air District does not require a permit in order to burn. You are required to notify the Air District by submitting this form and paying the notification fee <u>prior to burning</u>. 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: www.baaqmd.gov/payments.

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, 2016

Prior Notification Fee

Regulation 5 Section - Allowable Fire Type	Permissive Burn Periods[2]	Operation Fee[3]
401.1 - Disease and Pest	January 1 – December 31	$118
401.2 - Crop Replacement[1]	October 1 – April 30	$118
401.3 - Orchard Pruning and Attrition	November 1 – April 30	$118
401.4 - Double Cropping Stubble	June 1 – August 31	$118
401.6 - Hazardous Material[1]	January 1 – December 31	$118
401.7 - Fire Training	January 1 – December 31	$118
401.8 - Flood Debris	October 1 – May 31	$118
401.9 - Irrigation Ditches	January 1 – December 31	$118
401.10 - Flood Control	January 1 – December 31	$118
401.11 - Range Management[1]	July 1 – April 30	$118
401.12 - Forest Management[1]	November 1 – April 30	$118
401.14 - Contraband	January 1 – December 31	$118

[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 person who provided notification under Regulation 5, Section 406, who seeks to burn an amount of material greater than the amount listed in that initial notification, shall provide a subsequent notification to the District under Regulation 5, Section 406 and shall pay an additional prior 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	$516
		>50 acres but ≤ 150 acres	$698
		>150 acres	$909
401.13 - Marsh Management Fires (Marsh Burning)[4]	September 1 - October 15 March 1 - April 15	≤50 acres	$424
		>50 acres but ≤ 150 acres	$577
		>150 acres	$727
401.5 - Stubble Fires (Stubble Burning)[4]	September 1 - December 31	≤25 acres	$303
		>25 acres but ≤75 acres	$424
		>75 acres but ≤150 acres	$516
		>150 acres	$606
401.16 - Filmmaking Fires 401.17 - Public Exhibition Fires	January 1 - December 31	Not applicable	$611

[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.