

On Campus Fire Pit Guidelines

The first step is to 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. Reasons your request may be denied include time of year, any applicable burn bans, etc. 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.

Portland 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, Library, or other site), what will be burned (wood), the availability of hoses/fire extinguishers, etc.

To obtain a Portland Fire Bureau Permit:

The type of Portland Fire Bureau permit you should request is a "Conditional Use Permit-Generic", marking that it is a "campfire" permit. The permit is available online [here](#). Please send a copy of your application to pfrpc@portlandoregon.gov and CC Environmental Health and Safety (ehs@up.edu). When you obtain a permit from Portland Fire Bureau you must submit a copy of the permit to ehs@up.edu. 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.

If you would like to apply for the 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.

Portland Fire Bureau Requirements:

The following are requirements of the conditional use permit "campfire" request.

- Burn clean wood only
- Provide charged garden hose with nozzle, able to reach all portions of the fire area, for duration of fire
- Provide at least 25 feet of clearance from combustible structures or vegetation
- Always provide adult supervision
- Never leave fire unattended
- Extinguish fire if winds exceed 15 MPH.

University of Portland Fire Pit Usage Guidelines:

The university has additional requirements for fire pit usage. Please make sure to follow all requirements below.

1. Locate the pit at least 50 feet from structures and other combustible materials (e.g., trees, bushes, others). Two already approved locations for use of the pit are the Quad and in front of Clark 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. Do not use items such as gas, lighter fluid, etc. to start your fire. Use as little paper as possible.
5. The woodpile in the fire pit must be less than 3 feet in diameter and less than 2 feet in height.
6. Have a garden hose connected to a water supply and two fire extinguishers available. Fire extinguishers are available at Campus Safety for check out for the event. Two individuals attending the event must be trained to use the fire extinguishers. Training is online through Moodle, contact ehs@up.edu to be enrolled in the course. These individuals must be identified to Campus Safety and EHS in advance. Your organization is responsible for the cost of replacing and/or recharging the fire extinguishers if damaged.
7. 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 individual should have completed the Online Fire Extinguisher Safety Training Course. This person must be identified to EH&S and Campus Safety through written arrangement via email in advance of the event.
8. 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 Campus Safety Officer. Discontinue burning if a burn ban is issued for Multnomah County.
9. Damage to the surrounding grounds may be the responsibility of the event sponsor.
10. The distribution of alcohol, as set forth in the Drug & Alcohol Policy, is prohibited.
11. 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 Campus Safety.

Additional Guidelines:

- \$25 fine if any items other than wood are found in the Fire Pit (this causes a safety issue for the Facilities Services staff).
- The event sponsor shall be responsible for any University property damage or property not returned to Campus Safety, including the fire extinguishers.