Special Burn Variance Requests

Below will be the procedure and requirements for requests of variance to the City of Charlottesville Open Burn Ordinance.

1. All requests must be received in writing at the Fire Marshal’s Office fourteen (14) days in advance of your ceremony for review. Any requests received later than fourteen (14) days prior to your event/ceremony will not be approved. Requests must include the following:
   
   A) Date and time of your ceremony
   B) Organization name and address (if ceremony/event will be held at different address include address it will be held)
   C) Name of Safety Officer
   D) Name(s) of Fire Extinguisher Operator(s)
   E) Articles that will be burned
   F) Location of articles to be burned
   G) Any other pertinent information regarding your ceremony

2. A safety meeting will be scheduled prior to the event with the designated Safety Officer from the house and one (or more if required) Fire Extinguisher Operator(s). The number of Fire Extinguisher Operators will be determined by the size of fire and/or number of fires required for the event/ceremony. Also if your house has a local property owner/manager, or is run by a local corporation they too will be invited to this meeting.

3. A minimum of a ten (10) pound ABC fully charged and currently inspected fire extinguisher will be required for each Fire Extinguisher Operator.

4. The only accelerant allowed will be charcoal lighter fluid and no more than eight (8) ounces will be allowed on item(s) ignited. NO GASOLINE, KEROSINE, ETC.

5. The designated Safety Officer and Fire Extinguisher Operator(s) will be required to remain sober and not under the influence of any substances during the ceremony. Any violations of this will result in a permanent ban from variances for your house in the future.

6. Fire extinguishers are for emergency purposes only and once all ignited materials are determined to be extinguished they will be soaked with water in a non-combustible (metal) container(s) and then properly disposed of.

7. All fire alarm and fire suppression systems in the house are to be in service and have current inspection tags on the systems in place.