



# Residential Fire Pit Application Package

2025

Town of Westlock – Fire & Emergency Services

*Enjoy Fires Responsibly & Safely  
in Our Community*



# FIRE & EMERGENCY SERVICES

## WHY YOU NEED A PERMIT

Backyard fire pits and fireplaces can bring neighbours together, but they must be used safely and respectfully. A Fire Pit Permit is required under the Town of Westlock's **Fire Prevention Bylaw 2015-07**. Burning without a valid permit may result in fines and service fees.

## GENERAL REQUIREMENTS FOR FIRE PITS AND FIRE PLACES BYLAW 2015-07

**An Acceptable Fire Pit or Fireplace** means an outdoor receptacle which is only used for Recreational Fires and which meets the following specifications:

1. is not located on top of buried utility lines, or directly underneath overhead utility lines;
2. is situated at least 3 metres from property lines, buildings, similar structures or other combustible material, measured from the part of the receptacle which is closest to the structure or combustible material.
3. has enclosed sides made from bricks, concrete blocks, heavy gauge metal, or other non-combustible material acceptable to the Fire Chief;
4. has a Regulation Screen with opening no larger than 1.25 cm, covering the opening in a manner sufficient to contain and reduce the hazards of airborne sparks;
5. is situated on non-combustible base material or soil at least 0.5 metres in width immediately surrounding the pit or fireplace.
6. in the case of a fire pit:
  - a. a height not exceeding 0.6 metre when measured from the lowest point of the surrounding grade to the top of the pit opening;
  - b. an opening with a width, length or diameter not exceeding 1 metre when measured at the widest part; and



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## 7. in the case of a Fireplace:

- a.** a chimney not less than 2.5 metres in height when measured from the lowest point of the base of the Fire burning area;
- b.** a base of the Fire burning area not less than 0.3 metres above the lowest point of the surrounding grade;
- c.** a Fire chamber not exceeding 1.25 metres in width measured at the widest point; and
- d.** a Fire chamber not less than 0.4 metres and not more than 0.6 metres in depth measured at the deepest point.
- e.** is situated at least 3 metres from property lines, buildings, similar structures or other combustible material, measured from the part of the receptacle which is closest to the structure or combustible material.

## 8. in the case that the Fire Pit or Fire Place is situated on a wooden deck or patio:

- a.** non-combustible material such as brick or stone with a minimum thickness of 50mm (2 inches) shall be placed between the Fire Pit or Fireplace and the wooden deck or patio; and
- b.** is situated at least 3 metres from property lines, building similar structure or other combustible material, measured from the part of the receptacle which is closest to the structure or combustible material.

## RESPONSIBILITY OF THE PERMIT HOLDER

### 1. Every Person who builds, ignites, kindles, or allows a Permitted Fire in an Acceptable Fire Pit or Fireplace, Outdoor Fire or Smudge Fire must ensure that:

- a.** a means of extinguishing the Fire is kept on hand at all times while the Fire is burning;
- b.** in the case of an Acceptable Fire Pit or Fireplace, the flames of the Fire do not exceed 90 cm in height at any time;
- c.** it is supervised at all times by a responsible Person, who is at least 18 years of age, until such time that it has been extinguished. A Fire shall be deemed to include hot ashes and smoldering embers resulting from the Fire ; and
- d.** The Fire is extinguished completely, leaving only cold ashes, prior to leaving the Fire.

### 2. No other Bylaw in the Town is contravened.

### 3. A Person having care and control of a permitted Recreational or Outdoor Fire must produce a copy of the permit on demand of a Peace Officer or Firefighter.

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## FIRE PIT DESIGN GUIDELINES

### Materials

- Must be made of **non-combustible** materials (e.g., firebrick, heavy metal, concrete block).
- Can be a **commercial unit** like a chiminea, if it meets all guidelines.

### Size

- Maximum **1 metre** (3 feet) wide or in diameter.
- Max. **0.6 metres** (2 feet) high from ground to top of the pit.

### Placement

- At least **3 metres** from buildings, property lines, fences, trees, or other combustibles.
- Not located over underground utilities or under power lines.
- On a **non-combustible** base (e.g., gravel, concrete) extending **0.5 metres** around.

### Screen

- Must have a **spark screen** with mesh openings no larger than **1.25 cm (½ inch)**.

### Fuel & Flame

- Burn **clean, dry wood only** – no garbage or treated wood.
- Flames must not exceed **90 cm (2.5 feet)**.
- Fires must be supervised at all times by someone **18+ years**.
- Have water or an extinguisher nearby and fully extinguish after use.

### Be a Good Neighbour

- Don't burn in windy conditions or when smoke may drift into nearby yards.
- Respect community peace, keep noise down and fires under control.

### Permit Holder Responsibilities

By accepting a permit, you agree to:

- Follow all Bylaw rules and fire safety guidelines.
- Supervise fires at all times and fully extinguish them before leaving.
- Provide a copy of your permit to Peace Officers or Firefighters upon request.

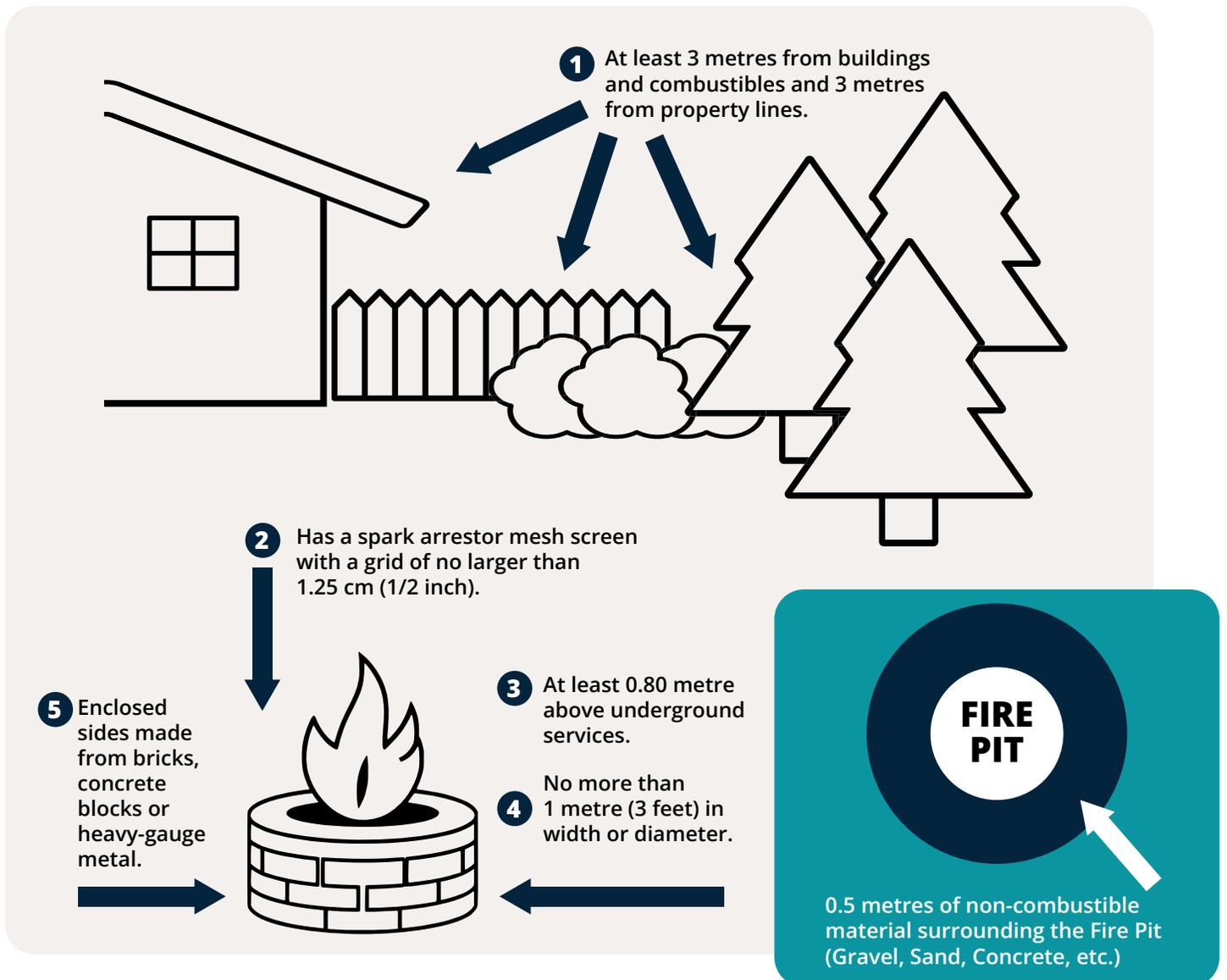


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## HOW TO GET A PERMIT

1. **Review this package** to understand fire pit requirements.
2. **Install your fire pit** to meet all safety regulations.
3. **Complete the application form including all requested measurements** (included in this package).
4. **Submit** your form and \$25 fee to the Town Office.
5. **Schedule an inspection** with the Fire Department.

**Questions?** Call 780-349-4444 to speak with the Fire Chief.



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## APPROVAL REQUEST FOR AN ACCEPTABLE FIRE PIT OR FIREPLACE (May take up to 10 Business days to process)

The Town of Westlock reserves the right to regulate and control the design, construction materials and safety precautions of all fire pits, fireplaces or stoves within the corporate limits of the Town of Westlock.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TOWN/PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PHONE #: \_\_\_\_\_ CELL #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

### Type of Outdoor Fire Pit Installation:

Fire Pit

Outdoor Fireplace

### Type of Construction:

Brick or Concrete Block

Heavy Gauge Metal

Commercial (Purchased from Store)

Other:



**Note:** You must contact **Alberta One Call** if you intend on excavating over 12 inches into the ground to build your fire pit.

**Call 1-800-242-3447 or scan the QR code.**



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Please provide a sketch of the area of the yard where the fore pit/appliance is located **including measurements** to buildings, trees, play structures, property lines, etc.

1 square = 0.1875"

A large grid for sketching the yard area. The grid consists of 30 columns and 30 rows of small squares. Each square represents 0.1875 square feet.

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I hereby certify that I have read and understand the design guidelines, use and safety considerations of Bylaw 2015-07 and warrant my fire pit or fireplace installation is in compliance with the guidelines. I further accept any and all responsibility and liability for damages that may occur from the use of my fire pit or fireplace installation.

\_\_\_\_\_  
APPLICANT'S SIGNATURE (if applicable)

\_\_\_\_\_  
DATE

## OWNER AUTHORIZATION FOR FIRE PIT PERMIT

As the registered property owner, I hereby grant approval for the above tenant to obtain a Fire Pit Permit for use at the property listed above. I also understand that I may be liable for any and all damages arising out of the operations of a fire pit installed at the property.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

