



**CITY OF CRYSTAL LAKE**  
*Annual Recreational / Bonfire Permit Application*  
**Crystal Lake Fire Rescue Department**  
 Non-Emergency Phone Numbers (815) 459-2020 or (815) 356-3640

<b>Office Use Only:</b> Permit #: _____ Expires: ___ / ___ /
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*(please print clearly)*

**Property Owner:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **Phone :** (\_\_\_\_) \_\_\_\_\_

***Upon issuance of permit, the permit holder agrees to abide by the following rules. If there are any violations to these rules or complaints by other citizens, the permit may be revoked and/or the recreational fire/bonfire extinguished. The bonfire permit must be applied for at least 10 days prior to the first bonfire. Annual applications for recreational fires and campfires shall be submitted in writing at least 2 days before the first fire is set.***

1. A bonfire shall not be more than 5 feet by 5 feet in dimension. A campfire shall not be more than 3 feet in diameter and 2 feet in height of pile size.
2. Bonfires shall be permitted only for a publicly sponsored celebration or event, or for an organization-sponsored event, or for a public or private school-sponsored event. The permit holder must call the Crystal Lake Fire Rescue Department at least 10 days prior to each time that a bonfire will take place.
3. A recreational fire/bonfire shall not burn longer than 3 hours and shall be extinguished no later than midnight.
4. Fuel for a recreational fire/bonfire shall consist only of dry, seasoned firewood and shall be ignited with a small quantity of paper. No accelerants are to be used to ignite the firewood. The fire shall NOT be used for waste disposal purposes and the fuel chosen to minimize the generation of air containments. Rubbish, trash, construction materials are examples of recreational fire/bonfire materials, which are not acceptable to burn.
5. All annual recreational fire/bonfire permits shall be requested by and issued only to the **owner** of the land upon which the recreational fire/bonfire is to be kindled. Permits will be issued for one calendar year only.
6. The permit holder must call the Crystal Lake Fire Rescue Department at least 30 minutes prior to each time that a campfire will take place. The permit holder shall not be required to call the Crystal Lake Fire Rescue Department prior to a recreational fire, which utilizes commercially manufactured steel or ceramic portable fireplaces, including chimineas and portable fire pits.
7. A responsible party, over the age of 17, shall constantly attend any recreational fire until the fire is extinguished. Fire extinguishing equipment shall be available for immediate use.
8. The location for any bonfire or campfire shall not be less than 25 feet from any structure and provisions shall be made to prevent the fire from spreading to within 25 feet of any structure. The location of commercially manufactured steel or ceramic portable fireplaces, including chimineas and portable fire pits, shall not be less than 15 feet from any structure.
9. The Crystal Lake Fire Rescue Department or its designated enforcement representative shall prohibit open burning which will be offensive, objectionable, or create a nuisance due to smoke or odor emissions when atmospheric conditions or local circumstances make such fires hazardous and shall present a safety hazard to life or property. The Crystal Lake Fire Rescue Department shall order the extinguishment, by the permit holder or the Fire Rescue Department, of any open burning that creates or adds to a hazardous or objectionable situation. If neighbors or citizens complain about this open burning and the Fire Rescue Department is dispatched, the open burning may be extinguished.
10. The recreational fire/bonfire must be completely extinguished at the end of the permit time period.
11. If either the Fire Department or Police Department are notified of violations of the annual recreational fire/bonfire permit, and witness the violations, the permit may be revoked for the duration of the permit. Additionally, any person violating any provision of this Section may be, upon conviction, fined pursuant to the provisions of Chapter 1, Article II, General Penalty for each offense; and every day's failure to comply with any such provision may constitute a separate violation.

**I UNDERSTAND AND AGREE TO ABIDE BY THE ABOVE RULES AND APPLICABLE ORDINANCES:**

**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner Email Address:** \_\_\_\_\_

**CLFRD Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_