



Town of Victor
 Planning & Building Department
 85 East Main Street
 Victor, NY 14564
 Ph. 585 742-5035 Fax (585) 742- 0202
 E-mail: codes@townofvictorny.gov

Open Flame Operating Permit Application

An Open Flame Permit is required by the Fire Code of the State of New York prior to:

- 1.) Using a torch or flame producing device to remove paint from a structure.
- 2.) Using open flames in a Group A or E occupancy including but not limited to: candles, open flame food warmers, incense.
- 3.) Use of open flames or devices in areas that could ignite a wildfire including but not limited to: exterior torches used for brush clearing, hot road work, and hot roof work.

Applicant Information	
Name	E-mail
Address	Cell Phone

Business Information			
Business Name			Type of Business
Mailing Address			
Local Emergency Contact	Title	E-mail	Cell Phone
Corporate Name		Corporate Address	
Corporate Contact	Title	E-mail	Phone

Activity Information			
Type of Open Flame - Torch	Type of Open Flame in Group A	Type of Open Flame in Group E	Open Flame in Wildland area
Where will the Open Flame be used		For what purpose will open flame be used	
Other information we should know			
		Per Job Application \$25.00	Annual Application \$100.00

Applicant Signature	
<p>Acceptance does not relieve the Applicant, Business, Parent Corporation or Agents thereof, from complying with all applicable provisions of the law and or codes whether stated, implied, or omitted in the application and submitted documentation. Incorrect information or failure to maintain the provisions of the permit, applicable codes, and laws, may result in revocation or suspension of the permit.</p> <p>I further state I have a copy of Section 308 of the Fire Code of New York State and certify our facility has initiated a code compliant use of open flames.</p>	
Signature	Date



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Applicant Instructions

The following information is required when applicable. Please supply the following documents.

- Certificate of Workman’s Compensation Insurance
- Certificate of Liability Insurance
- Certificate of Disability Insurance
- Fire Hazard Reduction Mitigation Plan
- Fire Watch Plan
- \$25.00 fee per job or \$100:00 fee annually, payable to the Town of Victor (Permit will not be processed until fee is paid.)

The following information is required. Please supply the following information on a site plan drawing.

- Location of use of Open Flames
- Location of fire extinguishers

Helpful Code Information:

BC303.1 Assembly Group A. Assembly Group A occupancy includes, among others, the use of a building or structure, or a portion thereof, for the gathering of persons for purposes such as civic, social or religious functions; recreation, food or drink consumption or awaiting transportation.

BC305.1 Educational Group E. Educational Group E occupancy includes, among others, the use of a building or structure, or a portion thereof, by six or more persons at any one time for educational purposes through the 12th grade.

FC308.1.3 Torches for removing paint. A person utilizing a torch or other flame-producing device for removing paint from a structure shall provide not less than one portable fire extinguisher complying with Section FC906 and with a minimum 4-A rating, two portable fire extinguishers, each with a minimum 2-A rating, or a water hose connected to the water supply on the premises where such burning is done. The person doing the burning shall remain on the premises 1 hour after the torch or flame-producing device is utilized.

FC308.1.6.3 Sky lanterns. A person shall not release or cause to be released an untethered sky lantern.

Office Use Only			
	Occupancy Class	Authorized Date	Receipt #
Documentation Accepted	Construction Type	Issue Date	
\$25.00 Fee Paid	\$100 Fee Paid	Expiration Date	

Revised 12/16/2024

Application continues on the reverse side. Please complete both sides.