



Incorporated Village Of Westhampton Beach
DEPARTMENT OF BUILDING AND ZONING
165 Mill Road
Westhampton Beach, New York 11978
(631) 288-3478 – Fax (631) 288-4332

PAUL HOULIHAN
Building & Zoning Administrator

BRIDGET NAPOLI
Ordinance Enforcement Officer

WILLAM HART
Fire Marshal

Fires conducted on property within the Village of Westhampton Beach must comply with the Village Code. The purpose of these regulations is to protect both the general welfare of the subject premises and adjoining property and the life safety and well being of Village residents.

Chapter 70 of the Village Code requires a permit for all activities regulated under the State Code and has adopted the Fire Code of New York State. Applications should be submitted a minimum of two (2) weeks in advance prior to the event in order to process the application and ensure that the event runs safely.

If you have any questions, please contact the Building Department, (631) 288-3483.

SPECIAL REQUIREMENTS and CHECKLIST

1. All fires will be limited to and contained in a metal container supplied by the Village Highway Department, and in no case shall the fuel area exceed 3' in diameter or more than 2' in height. If the permit is approved, the applicant may use the approved open burning permit to obtain the container at the Village Highway Barn between the hours of 8:00 a.m. and 2:00 p.m., Monday through Friday.
2. The applicant is responsible for the container and the removal of any debris on the beach area. The container must be returned to the Highway Department promptly the next business day.
3. All Bonfires and Recreational Fires must be conducted a minimum of 50' from any structure or combustible material (such as beach grass) on the property.
4. Submit a copy of the Certificate of Liability Insurance for covering fire damage with the Incorporated Village of Westhampton Beach as the certificate holder.
5. Submit a plot plan showing the location of the proposed fire on the property with respect to the existing structures.
6. The Fire Marshal shall inspect the property at least one (1) day in advance of the event and the applicant shall demonstrate availability of a portable fire extinguisher with a 4-A rating or a garden hose, shovel and supply of loose dirt or sand or other on site fire extinguishment devices that are readily available for immediate utilization as required by the Fire Marshal.
7. If the applicant is not the property owner, an owner's authorization form must be signed, Notarized and accompany this application.

BONFIRE AND RECREATIONAL FIRE APPLICATION is attached.



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BONFIRE AND RECREATIONAL FIRE APPLICATION

Permit Fee \$50.00

(Application must be filled out in its entirety before any Permit is receipted, processed or issued)

Application is hereby made by the undersigned for a Permit, as required by Chapter 70, Building and Construction and Fire Prevention of the Code of the Village of Westhampton Beach for the following purpose of conducting a Bonfire or Recreational Fire.

Applicant's Name: _____

Primary Contact Person: _____

Applicant's Address & Telephone Number: _____

Name of Business/Organization/Property Owner: _____

Location of Event: (Street Address) _____, Westhampton Beach

Tax Map Number: 905-_____-_____-_____

Property Owner Address & Telephone Number: _____

Activity Planned: _____

Date & Time Fire Will Be Conducted _____, 20____

Time: _____ a.m. / p.m.

Dated: _____

Signature: _____

Sworn to before me this _____ day
of _____, 20____

Notary Public



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OFFICIAL USE ONLY

Receipt Number: R _____

Date Received: _____

Permit Number: P _____

Date Issued: _____

Expiration Date: _____

_____ Approved

_____ Denied

(Subject to field inspection by Building or Fire Official)

Fire Marshal _____

Comments: _____

Referred to: _____ Westhampton Beach Fire Chief _____ Westhampton Beach Police Chief _____ Highway Superintendent

OWNER'S AUTHORIZATION

STATE OF _____)
) ss.:
COUNTY OF _____)

I, _____
OWNER

residing at _____
OWNER ADDRESS

being the owner of premises _____
PROPERTY LOCATION

also known as Suffolk County Tax Map #: 905-_____-_____-_____

hereby authorize _____
AGENT

whose mailing address is _____
AGENT ADDRESS

to appear on my behalf before the _____

of the Village of Westhampton Beach, and to file any documents required with reference to my application for

_____.

I hereby agree to allow my agent, whose name appears above, to act on my behalf and I further agree to abide by any requirements imposed by this Board as a condition of their approval.

OWNER SIGNATURE

Sworn to before me this
___ day of _____, 20___

Notary Public