



FIRE AND EMERGENCY SERVICES  
4040 CHESTNUT STREET  
PHILADELPHIA, PA 19104  
TELEPHONE: 215.573.7857  
EMERGENCIES: 215.573.3333  
<http://www.publicsafety.upenn.edu>

## **OUTDOOR PORTABLE FIREPLACE APPLICATION**

Email Permit Application: [FES@publicsafety.upenn.edu](mailto:FES@publicsafety.upenn.edu)

Name of Organization:

Site Supervisor Contact Info:

School/Center/Sponsoring Organization:

Approximate Number of Attendees:

Date of the Event:

Time of the Event:

Location:

Approval of Space Usage:

Number of Portable Fire Place(s):

### **Important Phone Numbers**

- Emergencies & Walking Escorts - PennComm (215) 573-3333
- Fire Extinguisher(s) – Allied Universal (215) 573-9224

### **Important Information**

- Ashes/embers: Wet them down when finished. Arrangements should be made for ash disposal.
- High winds and/or rain will require cancellation of fire pit usage.
- Pit should be 15 feet from building.
- Screen is required to keep embers/sparks from becoming airborne.

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Signature of Requestor

DATE

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Signature of Fire and Emergency Services Safety Specialist

DATE