

**Appalachian State University**  
**Application for Annual Operational**  
**Open Flame Permit**

Applicant's Name/Title: \_\_\_\_\_

Applicant's Department: \_\_\_\_\_

Applicant's Telephone Number: \_\_\_\_\_

Building/Location(s) where devices will be used: \_\_\_\_\_

\_\_\_\_\_

A request for an Operational Open Flame Permit is made with the understanding that the applicant shall bear the responsibility of ensuring safeguards are taken to prevent damage to property or injuries to occupants which may result from the use of open flame devices. Safeguards such as keeping combustible materials away from open flames, readily accessible fire extinguishers, posted emergency numbers and adequate staff to supervise the devices must be in place at all times. In addition, the following requirements must be observed:

- Open flame devices may be allowed where necessary for ceremonial or religious purposes. The flame shall be enclosed except where openings on the side are not more than 0.375 inches in diameter. Openings on the top shall be such that a piece of tissue paper placed on the top will not ignite in 10 seconds.
- Open flames may be utilized on stages and platforms as a necessary part of a performance. Devices must be equipped with a chimney or shade made of noncombustible materials and securely attached to the open flame device. Note: A chimney is not required to be attached to any open flame device that will self extinguish if the device is tipped over.
- Candles shall be securely supported in/on substantial, noncombustible bases/containers. Flames must be protected by containers, globes or shades that extend above the flame height.
- Candles are only allowed during the service of an event, when staff is readily available.
- Candles are not permitted on un-attended tables or displays.
- Free standing candelabras are not permitted.

