



WOODSIDE FIRE PROTECTION DISTRICT

Campfires and Recreational Fires Guidelines and Standards

808 Portola Rd. #C Portola Valley, CA 94028 Fire Prevention 650-851-1594 Fax 650-851-3960

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SCOPE: This standard applies to all outdoor campfires and recreational fires within the jurisdiction of the Woodside Fire Protection District. It establishes the minimum safety requirements, physical clearance standards, and permit application procedures necessary to mitigate the risk of wildfire and structure ignition within the Wildland-Urban Interface (WUI).

GENERAL INFORMATION

A permit is required for all campfire and recreational fires.

- **Validity:** Permits are typically valid for the duration of the event or as specified on the issued permit.
- **Revocation:** Permits are automatically suspended during **Red Flag Warnings** or "No Burn" days as declared by the Bay Area Air Quality Management District (BAAQMD).
- **Responsibility:** The permit holder is legally responsible for any fire that escapes control and may be held liable for suppression costs.

PHYSICAL SITE REQUIREMENTS

To obtain a permit, the applicant must demonstrate that the fire location meets the following clearance standards:

- **Horizontal Clearance:** A minimum 10-foot radius surrounding the fire must be cleared to bare mineral soil, removing all flammable vegetation, leaf litter, and pine needles.
- **Vertical Clearance:** No overhanging branches or tree canopies shall be within 15 feet of the fire pit.
- **Setbacks:** Fires must be located at least 25 feet away from any structure (including decks and fences) and 50 feet away from any hazardous materials storage (e.g., propane tanks).

OPERATIONAL SAFETY STANDARDS

During the operation of any campfire, the following conditions must be met:

1. **Continuous Supervision:** A responsible adult (18+) must be always physically present at the fire.
2. **Fire Suppression Tools:** A pressurized garden hose connected to a reliable water supply OR a minimum 4-A rated fire extinguisher must be within 10 feet of the fire. A round-point shovel must also be readily available.
3. **Approved Fuels:** Only dry, seasoned firewood may be used. The burning of trash, construction debris, plastic, or "green" yard waste is strictly prohibited due to ember production and air quality regulations.
4. **Extinguishment:** Before leaving the site, the fire must be "dead out." This requires soaking the wood with water or burying it.

PERMIT APPLICATION PROCESS

Applicants must follow these steps to secure a permit. Required documents are to be uploaded into the permit portal system.

- **Step 1: Digital Submittal:** Applications must be submitted through the District's online permit portal. Select Operational Permit, Type: Campfire

<https://aca-prod.accela.com/WFPD/customization/common/home.aspx>

- **Step 2: Emergency Action and Site Plan:** Provide an emergency/evacuation plan and a simple overhead sketch showing the property lines (if applicable), the location of the fire pit, and distances to the nearest structures (if less than 50 feet). See below template form.
- **Step 3: Verification:** Applicants must verify the current fire weather status

<https://forecast.weather.gov/MapClick.php?CityName=San+Mateo&state=CA&site=MTR&textField1=37.5631&textField2=-122.324&e=1>

- **Step 4: Inspection:** A designated WFPD staff member will be assigned to conduct a site visit prior to event.
- **Step 5: Pay Fees:** If you are a non-profit organization, please upload your 501(c)(3) form. Call 650-851-1594, so we can complete your application process and waive the fee.

EMERGENCY & EVACUATION PLAN

For Woodside Fire Protection District

This document must be completed and uploaded as part of your Campfire/Recreational Fire Permit Application. Keep a physical copy of this plan at the fire site during your event.

1. Immediate Fire Contingency

In the event the fire spreads beyond the designated pit, detail your immediate response:

Primary Suppression Tool	Ex: Pressurized garden hose, 4-A Extinguisher, etc.
Water Source Location	
9-1-1 Notification	I confirm a charged cell phone will be present. I will call 9-1-1 immediately if fire escapes the pit.

2. Evacuation & Safety

Evacuation Zone ID	Ex: WSD-E001 (Found via Genasys/Know Your Zone)
Primary Exit Route	Detail the street path to the nearest main thoroughfare.
Designated Assembly Point	A safe location where all guests/residents will meet.

3. Emergency Notifications

Check all that apply to confirm your readiness to receive emergency alerts:

Registered for SMC Alert (smcalert.info)

Monitoring local Fire District Instagram/Social Media

Battery-powered weather radio or mobile alerts active

4. Attestation

I certify that I have reviewed this emergency plan with all persons attending the fire and that all safety equipment is functional and present on-site.

Signature of Responsible Adult