

City of Mequon
Burn Permit Information Form

***Complete contact information and submit when paying in person at
City Hall, the Police Department or via Mail.
Burn Permit will be sent via email if provided, otherwise will be mailed.***

Name: _____

Address: _____

Phone: _____ Email: _____

New Permit (Inspection Required)

Renewal Permit (Held permit in the past three years and/or have a copy of past permit.)

Payment: _____ Check or Cash _____ Date Received Payment Received by: _____ (initial)

New Permits: *An inspection of your property needs to be completed by the Mequon Fire Department before a permit is issued.* The inspection verifies that your burning site is in compliance with the ordinance located on the City of Mequon's website. An inspection is required if you have not had a burn permit in the past and/or have moved your burn site.

In order to schedule an inspection for a new permit, please complete contact information. Fire Department personnel will contact you within one week to schedule an inspection. You will receive approval at the time of inspection and can pay the \$20 permit fee at that time. After approval and payment submitted, a permit will be processed and mailed or emailed to you.

Renewals: *The same burn site as previously permitted is considered a renewal. You may renew the following ways:*

-On-line: Pay on-line at the *City of Mequon's* website under ***Bills Payments & Forms/Brush & Burn Permit.*** **Your receipt of payment will be considered your permit.**

-Mail: Mail your payment to the Mequon Fire Department at 11300 N. Buntrock Avenue., Mequon, WI 53092 and your permit will be mailed to you once payment is received. If you would like your permit emailed, please include your email address with payment. **Checks should be made payable to the City of Mequon in the amount of \$20.**

-In-Person: The Mequon Police Department accepts payments 24/7 and will forward the information to the Fire Department for processing. You will receive your permit through the mail or email within one week. **Checks in the amount of \$20 should be made payable to the City of Mequon.**

-At City Hall: City Hall accepts payments during normal business hours and will forward to the Fire Department for processing. You will receive your permit through the mail or email within one week. If you prefer an emailed copy of your permit, please include your email address when submitting payment. **Checks in the amount of \$20 should be made payable to the City of Mequon.**

Questions: Please contact the Fire Department at 262-242-2530