

**VILLAGE OF MANNVILLE  
CONSTRUCTION AND USE OF  
RECREATION FIRE PITS  
PERMIT REVIEW PROCESS**

1. Applicant to complete the application form and provide the required fee.
2. Site Plan requirements:
  - a) Legal description of property.
  - b) Front, rear and side yards dimensions in relationship to the proposed location of the fire pit.
  - c) Provision for vehicle parking, access and egress points to the site as well as fence locations, residential building locations, and accessory building locations together with the location of the proposed fire pit and applicable distances.
3. Applicant will provide brief description describing how the fire pit shall be constructed together with what material will be used for construction.
4. Permit information will be provided to Mannville Fire Department for review and approval/refusal process as per By-law 715-2001.
5. Mannville Fire Department will provide the completed application for development of a fire pit back to the Village administration.
6. Village administration will send a copy of the approved/refused permit to the applicant.
7. Village administration will provide a copy of the permit and internal application for the Mannville Fire Department inspection process.
8. Mannville Fire Department will complete a site visit and inspection of completed fire pit and note accordingly on the application form.
9. Mannville Fire Department will provide the completed application form to the Village administration together with the internal forms for filing and for appropriate payment to the Village of Mannville.

10. Village administration will maintain a database of approved Recreation Fire Pits consisting of:
  - a) Civic address
  - b) Date of site visit
  - c) Conditions of permit
  
11. A list of approved permit holders & civic addresses will be provided to the Mannville Fire Department.