



For Office Use Only	
Received By:	_____
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Date Submitted:	_____

INSTALLATION PERMIT FOR SOLID FUEL BURNING APPLIANCE (SFBA)

Permit No. _____

*****FEES ARE NON-REFUNDABLE*****

FEES: \$375

Applicant:	Property Owner:
Contact Name:	Name:
Business Name:	Business Name:
Mailing Address:	Mailing Address:
City, State Zip:	City, State Zip:
Contact Phone #:	Contact Phone #:
E-mail:	E-mail:

Property Information:	
Street Address:	Property Account Numbers (PAN):
Property Description: (Subdivision/TL – Block # – Lot #)	

Certification: By signing below, I acknowledge that I understand the following:

- I am requesting a permit from the Fairbanks North Star Borough (FNSB) to install a Solid Fuel Burning Appliance (SFBA).
- Once the permit application and fee have been submitted and approved, this application form will serve as my installation permit.
- I will have 24 months from the date this permit is approved to submit supporting documentation to verify that the requirements of FNSBC 21.28.030.E.1.b (outlined on the back of this form) have been completed. An operating permit will then be issued, pursuant to FNSBC 21.28.030.E.1.c.
- If verification has not been submitted and approved within 24 months, this installation permit will expire.
- I will not install an SFBA before the Fairbanks North Star Borough approves this.
- I will not operate the SFBA before I receive an operating permit.

PROPERTY OWNER SIGNATURE: _____ **DATE:** _____

For Office Use Only:		
Installation permit application accepted? YES NO If permit is denied, reason: _____		
FNSB CP Staff: _____	_____	_____
Signature	Printed Name	Date

Instructions:

A permit must be obtained **PRIOR** to installation of a solid fuel burning appliance (SFBA) in new or modified construction located in the Borough's Air Quality Control Zone. To determine if a site is located in the AQCZ, see the interactive map available online at AQFairbanks.com or call the FNSB Air Quality Division at (907) 459-1005.

This permit is considered valid and installation may begin after the application has been signed, dated, and submitted along with the \$375 processing fee to the **FNSB Community Planning Department at 907 Terminal Street, Fairbanks, AK 99707.**

SFBAs in new/modified construction are permitted by rule, provided the following conditions are met:

1. The SFBA meets all federal, state and borough air quality regulations.
2. The SFBA meets the requirements set forth by Fairbanks North Star Borough Code (FNSBC) 21.28.030.
3. The SFBA is properly sized for the structure in the opinion of a borough listed vendor/installer.
4. The SFBA is installed by a borough listed vendor/installer attesting to proper installation of the device based on the manufacturer's installation manual.
5. Proper wood storage will be available (if applicable).
6. Training is provided to occupants on proper wood burning techniques.
7. An operating permit in accordance with FNSBC 21.28.30 E. 1. c. is required within 24 months of permit issuance. To obtain an operating permit, submit the following information to the FNSB Air Quality Office:
 - a. **Picture(s) of the appliance** -- Pictures should clearly show the front and side of the appliance and, if possible, the EPA certified data plate. The Air Quality office should be able to clearly identify an appliance from the pictures that are submitted.
 - b. **Installer verifications:**
 - i. Verification that the SFBA was installed by a borough listed vendor/installer.
 - ii. Verification that the SFBA is properly sized for the structure in the opinion of a borough listed vendor/installer.
 - c. **Picture(s) demonstrating proper wood storage** -- Per Borough code, proper wood storage is defined as "specific and dedicated space to store clean wood in such a manner that it is not in contact with soil, the top is adequately protected from precipitation, and airflow is available to the wood."

If you are unable to comply with the conditions, please do not submit a permit application.

If either your installation or operating permit is denied you may object to the decision by filing a notice of appeal to the Alaska Superior Court within 30 days of the denial.

FNSBC 21.28.030.E.1.b: Application.

The permit application will require the owner(s) to certify they will meet the following requirements:

- i. The proposed solid fuel burning appliance meets all federal, state, and borough air quality regulations;
- ii. The proposed solid fuel burning appliance meets the requirements of this chapter;
- iii. The proposed solid fuel burning appliance is properly sized for the structure in the opinion of a borough listed vendor/installer;
- iv. The proposed solid fuel burning appliance will be installed by a borough listed vendor/installer attesting to proper installation of the device based on the manufacturer's installation manual;
- v. Proper wood storage will be available; and
- vi. Training will be provided to the occupants on proper wood burning techniques.

FNSBC 21.28.030.E.1.c: Permit.

An installation permit will be issued upon receipt of an application meeting the requirements of subsection (E)(1)(b) of this section and payment of any required fee. Within 24 months of issuance, the owner must verify with supporting documentation that the requirements of subsection (E)(1)(b) of this section have been completed, upon which an operating permit will be issued. If verification has not been submitted or approved within 24 months the permit application will automatically expire.

A [SFBA](#) considered to be Borough Listed if it is: [EPA certified](#) as meeting the federal emissions rate of 2.5 grams of [PM2.5](#) per hour or less, or, for [hydronic heaters](#), is [EPA certified](#) and has an emission rating of 0.10 pounds per million BTU or less; or it is a [masonry heater](#), [cook stove](#), or [fireplace](#); or if it is tested, including by use of a handheld or other portable device, by an accredited independent laboratory, or other qualified person or entity approved by the borough, establishing that it meets the emissions rate of 2.5 grams per hour or less. For clarification on Borough Listed appliances please contact the Air Quality Division at (907) 459-1005.