

# Burn Permit System

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User Manual

May 28, 2015



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## Requesting a Permit

### Home Page

If you are a registered user, click *Log In* to log in with your username and password. You also have the option of requesting a permit as a guest. If you choose to do this, you do not need to log in.

The screenshot shows the home page of the Idaho Department of Lands website. At the top, there is a navigation bar with the text "Welcome, Guest." on the left and "Home | Log In | Idaho.gov | Contact" on the right. Below this is a header section featuring the word "IDAHO" in large letters, the Great Seal of the State of Idaho, and the Idaho Department of Lands logo. A secondary navigation bar contains "Home", "Permits", "FAQ", and a "Need Help?" button with a question mark icon. The main content area is divided into two columns. The left column has two green buttons: "New Permit" and "Renew My Permits". Below these buttons is a "Welcome!" message stating that the fire safety burn permit is free and required under Idaho law for any burning outside city limits statewide (excluding campfires) from May 10 to October 20. It also mentions that some cities and other jurisdictions may have additional or alternate permit systems. The right column is titled "Latest News" and contains two news items: "\*Closed Fire Season\*" dated 5/8/2015, which states that the closed fire season runs from May 10 through October 20, and "DEQ Crop Residue Burn Permits" dated 2/21/2014, which states that crop residue burn permits must be obtained through DEQ. A URL is provided for more information: <http://www.deq.idaho.gov/air-quality/burning/crop-residue-burning.aspx>.

Figure 1: Home Page

In **Figure 1** above, the user is a guest.

From this page, you may login or request a permit. To request a permit, click the *New Permit* button.

## Permit Request Page

The **Permit Request** page opens.

The screenshot displays the 'Permit Request' page interface. At the top, there are three steps: Step 1 (Choose one or multiple burn sites to burn), Step 2 (Choose the type of burning), and Step 3 (Enter contact information and submit). The main content area is divided into two sections: 'Find Burn Site(s)' and 'My Burn Site(s)'. The 'Find Burn Site(s)' section provides instructions on how to locate a burn site and offers three methods: 'Address, City, Intersection or Place', 'Latitude and Longitude', and 'Township Range and Section'. The 'Address, City, Intersection or Place' method includes an input field for the address and a 'Find' button. The 'My Burn Site(s)' section shows a message: 'No burn sites have been entered. To continue please locate the area(s) where burning will take place.' The map on the right shows a geographical view of Idaho and surrounding states (Montana, Wyoming, Oregon, Washington) with various burn site locations marked, including Colville, Spokane, Flathead, Choteau, Helena, Boise, and Soda Springs. The map also features a zoom control and three map style buttons: 'Aerial', 'Aerial With Labels', and 'Roads'.

Figure 2: Permit Request page

**Step 1: Choose one or Multiple Burn Sites**

There are four ways to select a burn site: *Address, City, Intersection or Place, Latitude and Longitude, Township Range and Section*, and clicking the map. If the exact location of the burn site is not known, find the closest location and move the burn location by clicking the x then clicking on the map to mark the correct location.

*Address, City, Intersection, or Place*

1. Enter the address, city, intersection, or place in the field under *Address, City, Intersection, or Place*.
2. Click **Find**. The map zooms in and marks the location with a red flag.

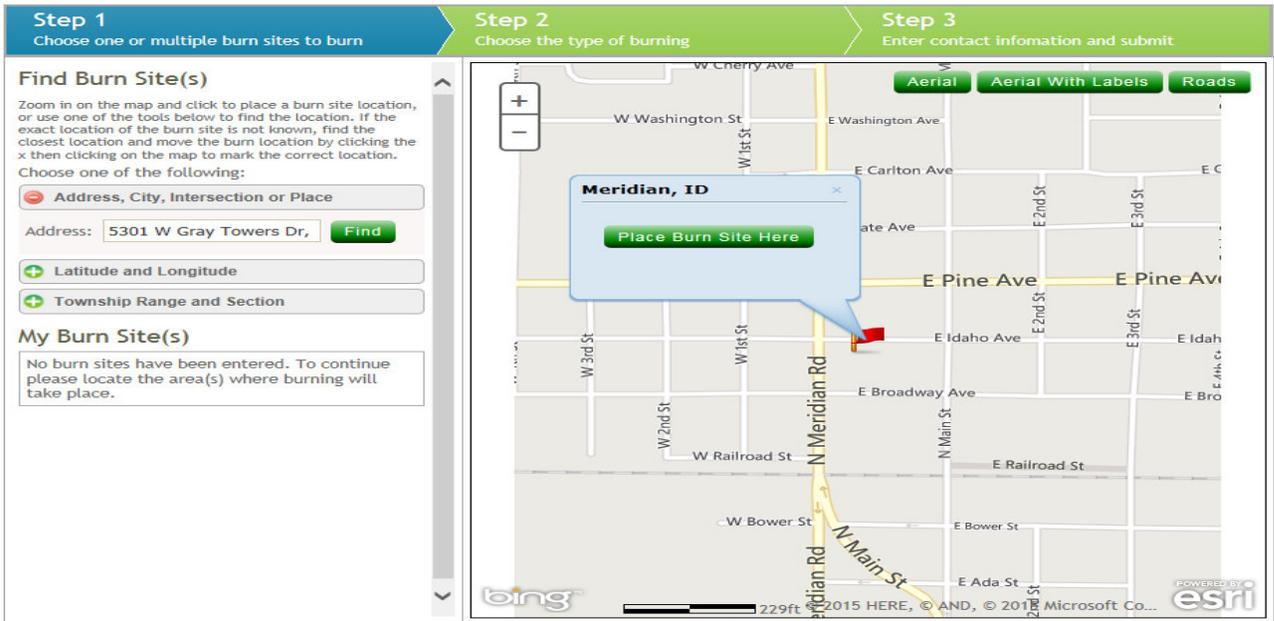


Figure 3: Address located

- When the red flag marks the correct location, click **Place Burn Site Here**. The icon turns into a flame.

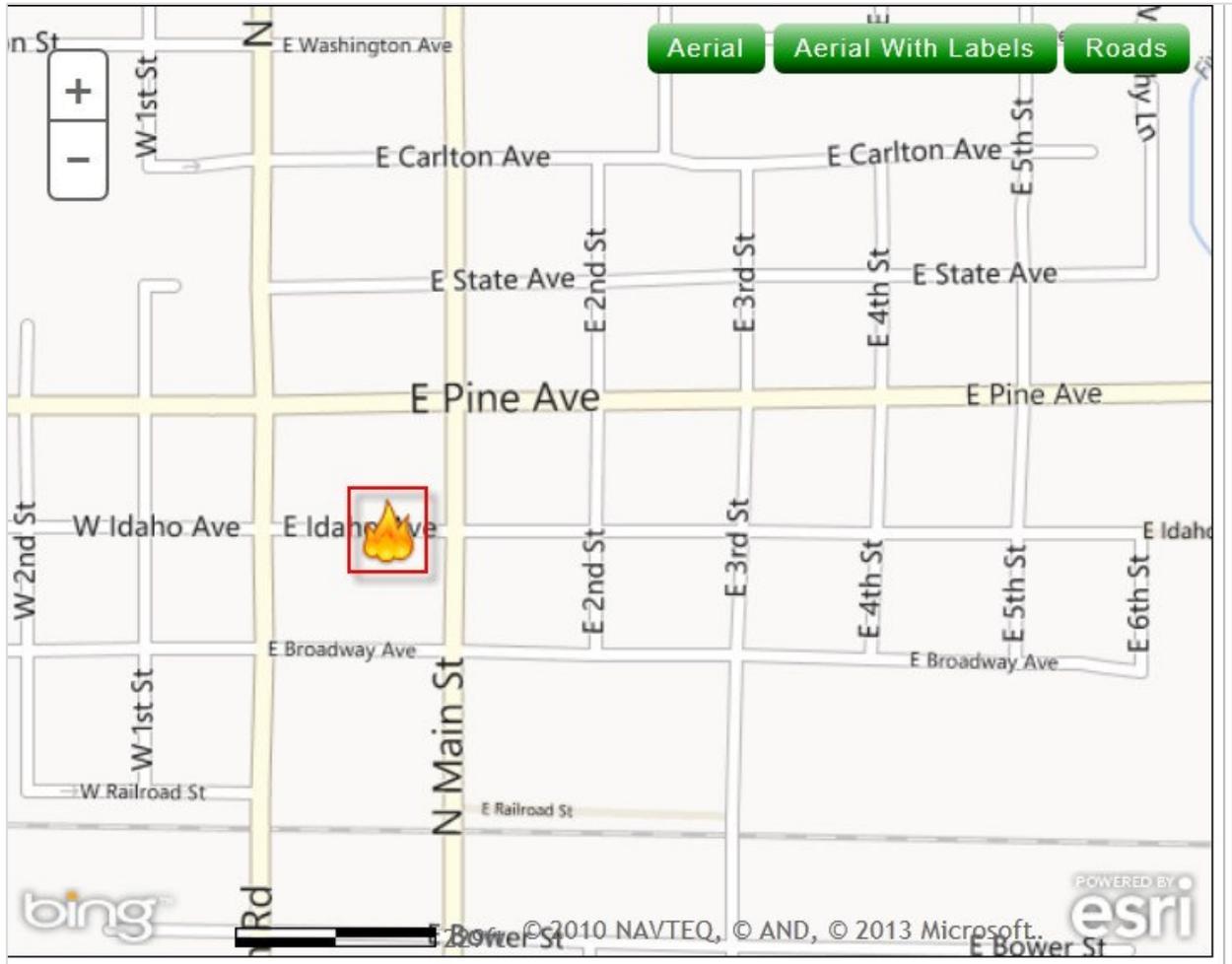
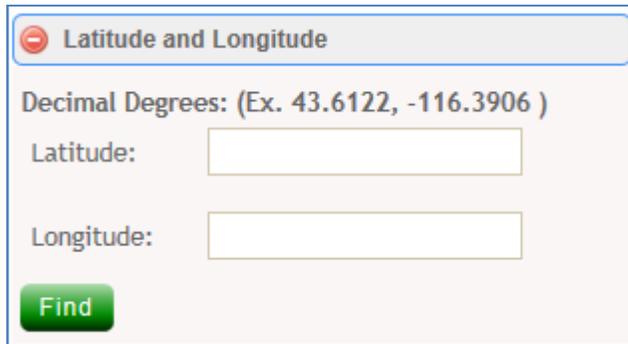


Figure 4: Location selected

### *Latitude and Longitude*

If you know the latitude and longitude of the location where you want to burn:

1. Click *Latitude and Longitude*. The section expands to display *Latitude* and *Longitude* fields.



The screenshot shows a user interface element titled "Latitude and Longitude" with a red minus sign icon in a circle on the left. Below the title, the text "Decimal Degrees: (Ex. 43.6122, -116.3906 )" is displayed. There are two input fields: "Latitude:" followed by a text box, and "Longitude:" followed by a text box. At the bottom left of the form is a green button with the text "Find".

**Figure 5:** *Latitude and Longitude* fields

2. Enter the latitude and longitude in the appropriate fields.  
**Note:** The longitude must be a negative number to indicate that it is west of the Prime Meridian.

3. Click **Find**. The map zooms in and marks the location with a red flag.



Figure 6: Latitude and longitude on map

4. Click **Place Burn Site Here**. The icon turns into a flame.

### *Township Range and Section*

If you know the township, range, and section of the location where you want to burn:

1. Click *Township Range and Section*. The section expands to display the *Township*, *Range*, and *Section* fields as well as two *Direction* fields.

**Township Range and Section**

Township:  Direction:

Range:  Direction:

Section:

**Find**

Figure 7: *Township, Range, and Section* fields

2. Fill out the fields under *Township Range and Section*.

- Click **Find**. The map zooms in and marks the location with a red flag.

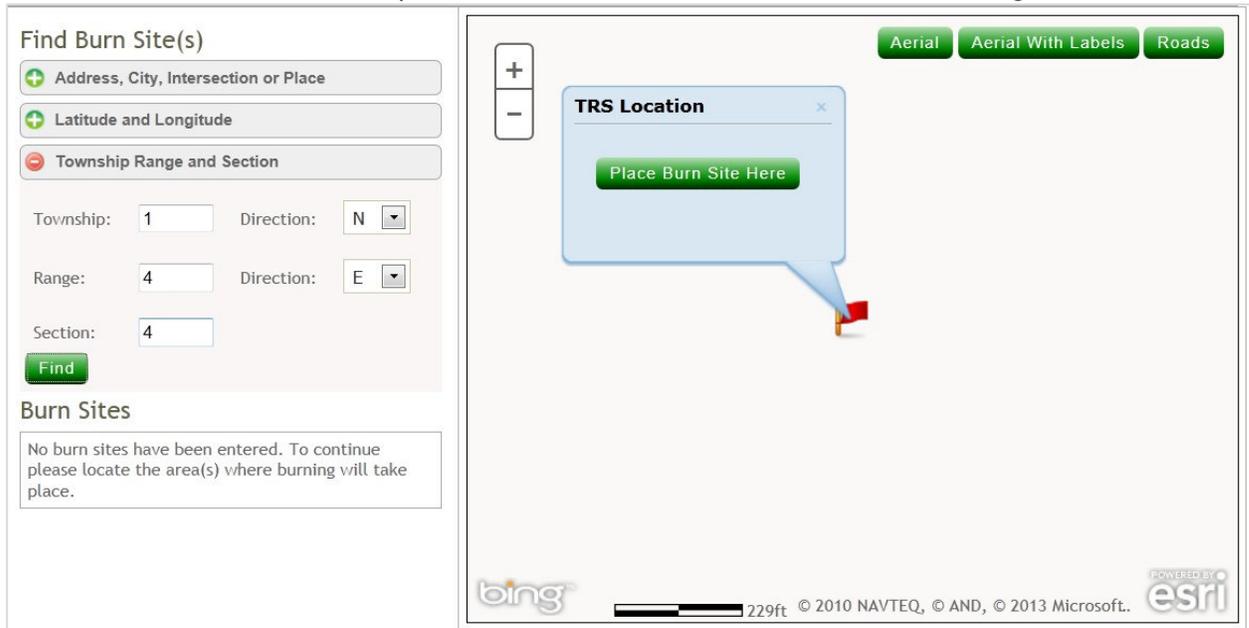


Figure 8: Township, Range, and Section located on map

- Click **Place Burn Site Here**. The icon turns into a flame.

### Clicking the Location on the Map

To select your location on the map:

- Zoom in to the location where you want to burn. You may use **+** on the map or the scroll wheel on your mouse to zoom in.
- Click the location. It is marked with a red flag.
- Click **Place Burn Site Here**. The icon turns into a flame.

### Burn Site Information

When you select the location, the left pane changes to display **Burn Site Information**.

## Burn Site Information

Nickname: (Ex. 1234 Elm Rd., Smith pasture, etc.)

Burn Acres:

Burn Address:

Burn City:

Landmark (Distance and Direction from):

Comments/Directions to Burn Site:

Figure 9: Burn Site Information

Fill out the fields under **Burn Site Information**.

1. Enter a nickname for the location in the *Nickname* field. You may use any name you like to distinguish this burn location from any others you may select.
2. Enter the number of acres you want to burn in the *Burn Acres* field.
3. Fill out the other four fields if they are relevant to your burn type. These fields (*Burn Address*, *Burn City*, *Landmark*, and *Comments*) are optional.

4. Click **Save Location**. The location is displayed under the **Burn Sites** heading in the left pane.

### Find Burn Site(s)

+ Address, City, Intersection or Place

+ Latitude and Longitude

- Township Range and Section

Township:	<input type="text" value="1"/>	Direction:	<input type="text" value="N"/> ▼
Range:	<input type="text" value="4"/>	Direction:	<input type="text" value="E"/> ▼
Section:	<input type="text" value="4"/>		

Find

### Burn Sites

Action	Burn Site Nickname
Go To   Edit   Delete	TRS Location

Next

Figure 10: Burn location saved

Next to the location are three options: *Go*, *Edit*, and *Delete*. Click *Go* to zoom in to the location on the map. Click *Edit* to return to the screen displayed in [Figure 9](#) and edit the fields you filled out. If you decide you don't want to use this location, click *Delete*.

If you have other burn locations in mind, identify them on the map using one of the four methods described above. When you have finished adding all your burn locations, click **Next** to proceed to **Step 2: Choose the type of burning**.

**Step 2: Choose the Type of Burning**

Under **Burn Permit Information**, select the type of burn from the *Burn Type* dropdown list. If there are any special requirements or restrictions on the type of burn you select, they are displayed in the left pane below the *Burn Type* field. Click the scroll-bar to see additional Requirement and Restriction information.

**Step 1**  
Choose one or multiple burn sites to burn

**Burn Permit Information**

Burn Type: Residential yard waste/Orchard Clippings

**Requirements for Residential yard waste/Orchard Clippings**  
Fires to be a minimum of 25 feet from any structures, conducted during daylight hours only, and must be out (cold to the touch) before leaving.

**Special Requirements for Residential yard waste/Orchard Clippings**  
- Attend at all times with shovel and garden hose attached to a water source. - Rubbish, tree leaves, yard trimmings, gardening waste may be burned. Garbage is not allowed to be burned. Rubbish is only allowed to be burned if no

**Current Restrictions on Burn Types**

Previous Next

Figure 11: Burn Permit Information

After you have selected your burn type, click **Next** to continue to **Step 3: Enter contact information and submit.**

### Step 3: Enter contact information and submit

If you are a registered user, enter your email and password and click login. If you are not a

registered user, click **I Don't Have An Account** to continue. Fill out the fields in the white portion of the page. The required fields are: *First Name*, *Last Name*, *Mailing Address 1*, *City*, and *Zip Code*. You must also enter at least one phone number (Business, Home, Mobile, or Fax), and select one of them, or enter a new number for the *Contact Number For Burn*. The fields in the *Create Account* section are optional. Fill them out if you would like to register as a user. Registered users may view their burn information and renew locations.

**Step 1**  
Choose one or multiple burn sites to burn

**Step 2**  
Choose the type of burning

**Step 3**  
Enter contact information and submit

*\* denotes a required field*

Get a copy of permit by email.

Email:

\*First Name:

\*Last Name:

\*Mailing Address 1:

Mailing Address 2:

\*City:

\*State:

\*Zip Code:

Organization:

Phone Number  
\* One phone number is required from either business, home or mobile. Additionally please select one of the phone numbers to be used for contact on day of the burn by clicking the adjacent box, or enter a new number in the 'Contact Number For Burn' text box.

Business Phone:

Home Phone:

Mobile Phone:

Contact Number For Burn:

Fax Number:

Create Account  
Save your contact information and burn permit history to manage and renew your burn permits in the future.

Password:

Retype Password:

Password Hint:

**Previous** **Submit Permit**

Figure 12: Step 3: Enter contact information and submit

When you have finished filling out the form, click

**Submit Permit**

## Viewing a Permit



After you click **Submit Permit**, the **Permit Renewal** page is displayed. All your burn permits are displayed in a table. Default duration for burn permits is 10 days, although the duration can be shortened by administrative staff.

### Permit Viewing and Renewal

	Renew	View	Date Issued	Date Expires	Contact Name	Permit #	Burn Type
	<a href="#">+ Renew</a>	<a href="#">HTML</a>   <a href="#">PDF</a>	4/6/2015	4/15/2015	test test	1290611831	Burn Barrel (residential solid waste disposal)

Figure 13: Permit Renewal page

Click either HTML or PDF to view your permit in your desired format. If you select PDF, you may be asked if you want to open or save it. Select the option you want. The permit opens as a PDF file in your default PDF reader.



## State of Idaho - Burn Permit

Permit Number: 1290611863

Permit must be onsite during burning.

Burn Type: Burn Barrel (residential solid waste disposal)

**CONTACT:**

test,test

123 Test St

Boise, ID 83702

**Phone:**

Alt Phone 1:

Alt Phone 2: 2085551234

Burn Contact: 2085551234

Issue Date: 4/1/2015

Expire Date: 4/10/2015

Fax:

Township	Range	Section	County	Landmark	Forest Protective District	Burn Acres
22N	03E	9	Idaho		Payette National Forest - New Meadows Ranger District	0.00

Additional Requirements

Figure 14: Burn permit

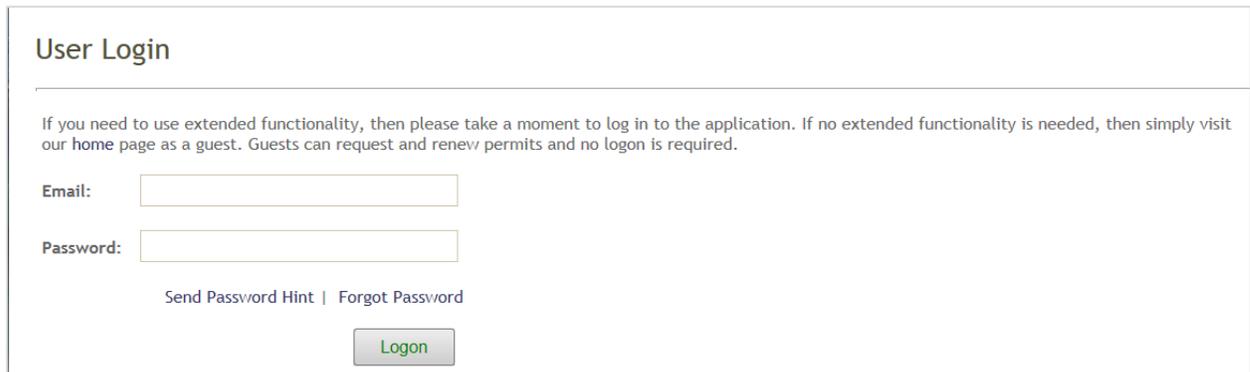
*You must have a copy of this permit in your possession when you burn.*

## Renewing a Permit

To renew a permit, you must be a registered user with at least one burn permit.

### Logging in

1. Click *Log In* in the top menu. The **User Login** page is displayed.



User Login

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If you need to use extended functionality, then please take a moment to log in to the application. If no extended functionality is needed, then simply visit our home page as a guest. Guests can request and renew permits and no logon is required.

Email:

Password:

[Send Password Hint](#) | [Forgot Password](#)

Figure 15: User Login page

2. Enter your email address and password in the appropriate fields. If you forgot your password, you may either click *Send Password Hint* or *Forgot Password*. *Send Password Hint* sends you an email with your password hint. *Forgot password* resets your password and sends a randomly generated one to your email address.
3. Click . This takes you back to the **Home Page**.

Select **Renew My Permits** on the home page. The **Permit Renewal** page opens.

### Permit Viewing and Renewal

	Renew	View	Date Issued	Date Expires	Contact Name	Permit #	Burn Type
	<a href="#">Renew</a>	<a href="#">HTML</a>   <a href="#">PDF</a>	4/6/2015	4/15/2015	test test	1290611831	Burn Barrel (residential solid waste disposal)

Figure 17: Permit Renewal page

### Renewing Permit

On the **Permit Renewal** page, a table displays all your burn permits. Click *Renew* next to the one you want to renew. The **Permit Request** page opens.

#### Permit Request

**Step 1**  
Choose one or multiple locations to burn

**Step 2**  
Choose the type of burning

**Step 3**  
Enter contact information and submit

##### Locate

Address, City, Intersection or Place

Latitude and Longitude

Township Range and Section

##### Burn Locations

Action	Location Nickname
Go   Edit   Delete	5031 W Grey Towers Dr, Meridian, ID 83642

+

-

Figure 18: Permit Request page

Your burn location is indicated on the map with a flame icon and listed under **Burn Locations** in the left pane. If you want to change the burn location click *Edit*. Then locate the burn using one of the methods in the [Step 1: Choose one or multiple locations to burn](#) section. When you

have selected your location(s), click **Next** to proceed to **Step 2: Choose the type of burning**.

**Step 2: Choose the type of burning**

**Step 1**  
Choose one or multiple burn sites to burn

**Burn Permit Information**

Burn Type: Residential yard waste/Orchard Clippings

**Requirements for Residential yard waste/Orchard Clippings**  
Fires to be a minimum of 25 feet from any structures, conducted during daylight hours only, and must be out (cold to the touch) before leaving.

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- Attend at all times with shovel and garden hose attached to a water source. - Rubbish, tree leaves, yard trimmings, gardening waste may be burned. Garbage is not allowed to be burned. Rubbish is only allowed to be burned if no

**Current Restrictions on Burn Types**

Previous Next

**Figure 19: Burn Permit Information**

Select the type of burn from the *Burn Type* dropdown list. If there are any requirements or restrictions on your selected burn type, they are displayed below the *Burn Type* field. After you

have selected your burn type, click **Next** to proceed to **Step 3: Enter contact information and submit**.

### Step 3: Enter Contact Information and Submit

**Step 1**  
Choose one or multiple burn sites to burn

**Step 2**  
Choose the type of burning

**Step 3**  
Enter contact information and submit

*\* denotes a required field*

Get a copy of permit by email.

<p>Email: <input type="text" value="test@test.com"/></p> <p>*First Name: <input type="text" value="test"/></p> <p>*Last Name: <input type="text" value="test"/></p> <p>*Mailing Address 1: <input type="text" value="123 Test St"/></p> <p>Mailing Address 2: <input type="text"/></p> <p>*City: <input type="text" value="Boise"/></p> <p>*State: <input style="border-bottom: 1px solid black;" type="text" value="Idaho"/></p> <p>*Zip Code: <input type="text" value="83702"/></p> <p>Organization: <input type="text"/></p>	<p><b>Phone Number</b> * One phone number is required from either business, home or mobile. Additionally please select one of the phone numbers to be used for contact on day of the burn by clicking the adjacent box, or enter a new number in the 'Contact Number For Burn' text box.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Business Phone: <input type="text" value="2085551234"/> <input checked="" type="radio"/></p> <p>Home Phone: <input type="text"/> <input type="radio"/></p> <p>Mobile Phone: <input type="text"/> <input type="radio"/></p> <p>Contact Number For Burn: <input type="text" value="2085551234"/></p> <p>Fax Number: <input type="text"/></p> </div>
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Previous

Submit Permit

Figure 20: Contact Information

The **Contact Information** page is displayed. The fields are automatically populated with the information you provided when you registered. You may edit the fields if you need to. The required fields are *First Name*, *Last Name*, *Mailing Address 1*, *City*, and *Zip Code*. Click

**Submit Permit**

## Viewing or Renewing Permit

### Permit Viewing and Renewal

	Renew	View	Date Issued	Date Expires	Contact Name	Permit #	Burn Type
	<a href="#">Renew</a>	<a href="#">HTML</a>   <a href="#">PDF</a>	6/1/2015	6/10/2015	test test	1290611863	Burn Barrel (residential solid waste disposal)
	<a href="#">Renew</a>	<a href="#">HTML</a>   <a href="#">PDF</a>	4/6/2015	4/15/2015	test test	1290611831	Burn Barrel (residential solid waste disposal)

**Figure 21: Permit Renewal page**

Your new permit is displayed in the table along with any other permits you have. To renew a permit, click *Renew*. To view a permit, click either *HTML* or *PDF* to view it in your desired format.

If you select PDF, you may be asked if you want to open or save the permit. After you make your selection, the permit opens as a PDF file in your default PDF reader.



## State of Idaho - Burn Permit

Permit Number: 1290611863

Permit must be onsite during burning.

Burn Type: Burn Barrel (residential solid waste disposal)

**CONTACT:**

test,test

123 Test St

Boise,ID 83702

Phone:

Alt Phone 1:

Alt Phone 2: 2085551234

Burn Contact: 2085551234

Issue Date: 4/1/2015

Expire Date: 4/10/2015

Fax:

Township	Range	Section	County	Landmark	Forest Protective District	Burn Acres
22N	03E	9	Idaho		Payette National Forest - New Meadows Ranger District	0.00

Additional Requirements

Figure 22: Burn permit

*You must have a copy of this permit in your possession when you burn.*