# Burn Permit Application
# User Guide

## SAW

### Please use Chrome, Mozilla, or another modern internet browser

➢ Log on to your SAW account

## PORTAL

In your SAW account services list

➢ Launch the AQ Program PORTAL

## BPA

In the AQ Portal My Applications or Home page

➢ Request and Launch the Burn Permit Application (BPA) from your Portal applications list

### Permit Types

#### Free Burn Permits

Outdoor burn permits are free. This includes Weed, Special, Land Clearing, Storm Debris, and Fire Training. After you complete all required fields, including required document* uploads, check the signature statement certification checkbox, and click the SIGN button your application will be complete.

☑ I have read and agree to the signature language above. I agree.
Electronic Signature

[ SIGN & NAVIGATE HOME ]

*This is NOT your permit.* Signing submits your burn application to the Department of Ecology. The burn team will notify you of the final decision at the email address you provided in the application. Please be sure your email address is correct. Once you receive your permit you must follow all instructions included therein. The approved permit must be onsite during the burn, along with a responsible adult.

**\*Required documents:**

➢ Weed Abatement – Noxious weed board certification letter

> ➢ Storm Debris – Copy of Emergency Proclamation

> ➢ Fire Training – EPA "Asbestos Notification of Demolition and Renovation" form; Asbestos inspection report; Fire Training Burn Plan

**Allowed file types:**

> ➢ docx, xslx, .pdf, .png, .jpg, .jpeg

## Fee Based Burn Permits

Agricultural burn permits require payment based on the burn type in some cases.
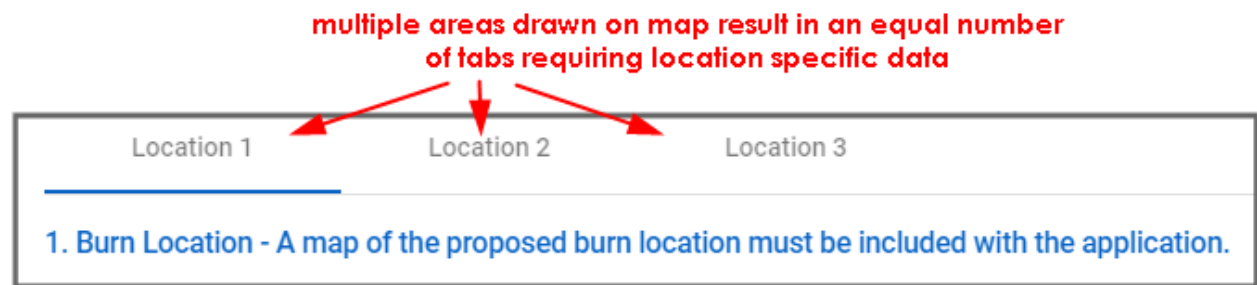
## Flat Fee

## Variable Fee

In BPA:

> ➢ Click start button on your BPA home page  GET STARTED

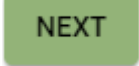> ➢ Select your permit type from the permit type list.

- Agricultural Permits have a fee
    - ○ Field – variable fee based on the number of burn acres
    - ○ Spot – flat fee is currently 37.50 and is limited to 10
    - ○ Pile – variable fee based on the number of burn tons
    - ○ Bale – flat fee is currently 37.50 and is limited to 20 tons per permit additional permit(s) required for each 20 tons of the total quantity

Different permit types may have different data requirements. Follow the directions and data field descriptions on each application form. All required fields are indicated by the common asterisk *.

Unique Functionality: Field burn permits can have more than one location. Each location will create a separate data tab which must be completed. The order drawn on the map should be the order the TSR shows in the multiple tabs. You can confirm you are on the right tab by comparing the TSR displayed on the form to the TSR covered by the location drawn on the map.

**multiple areas drawn on map result in an equal number of tabs requiring location specific data**

| Location 1 | Location 2 | Location 3 |

1. Burn Location - A map of the proposed burn location must be included with the application.

The NEXT button at the bottom right will not become active until all required fields in ALL tabs are complete. Complete application.  NEXT

Field and Pile permits require pre-review by the permitting agency before the application is opened for payments. These two types end the first step of the application process after the forms are complete and. Click the checkbox and SIGN button.
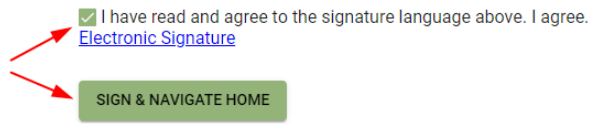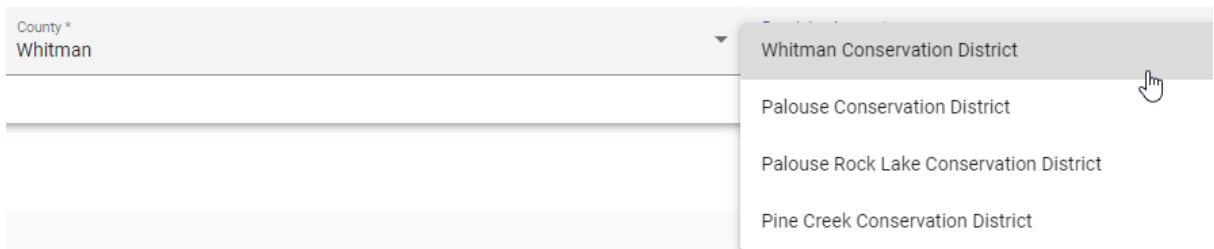


## APPLICANT INFORMATION

Applicant: All permit types must provide current and accurate applicant information. This portion of the burn application will automatically fill with the contact information entered in your AQ Portal account and must include a working email address. You can edit this information here on this one application, but and change here will not be reflected in the Portal. To implement a more permanent change return to the Portal to change contact information on this and future applications.

Burn County: Select the County from the pull-down list. In most cases the appropriate permitting agency will automatically be entered and is not editable.

County →Permitting Agency exceptions:

➢ Columbia Conservation District does not allow applications via Ecology's new online system. Please contact CCD at 202 S. 2nd St, Dayton, WA 99328, or call (509) 382-4273 to make other arrangements.

➢ Whitman county has 4 CDs. Select the one nearest your burn location.



Click NEXT in the lower right corner.  The white button on the lower left returns to the applicant information page.

## BURNER INFORMATION

Burner: If the applicant will be managing the burn, click the COPY FROM APPLICANT INFORMATION link above the First Name field.
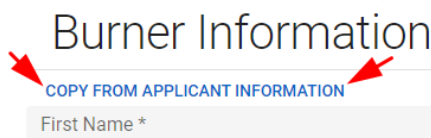
If someone other than the named applicant will be managing the burn, manually fill all required fields.

Click NEXT in the lower right corner. [NEXT] The white button on the lower left returns to the applicant information page.

**INTERACTIVE MAP**

When the next page opens there will be a map of the state. Please wait for the map to zoom in on your burn county. It may take a little while to load this map, sometimes up to 20 seconds or more, so please be patient while its loading. After the map zooms in, there will be controls to draw on the map, and a search tool.

➢ If a log in message opens with the map – hit cancel on the message.

Scroll in more to find the burn location on the map. If it is not easy to locate the burn location use the search box to center on a specific area such as a nearby city or street address.
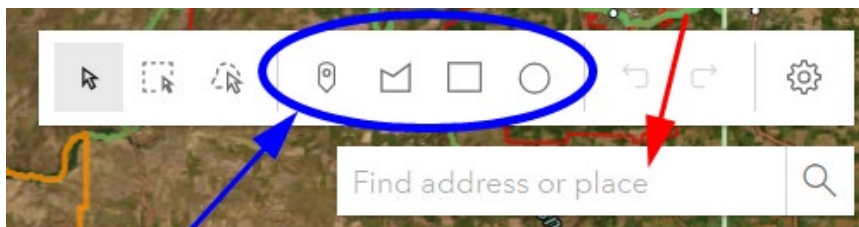


Use the drawing tools on the map either drop a pin, or outline the location with a polygon, square or circle. Field burns can have more than one location drawn on one map. The drawn area sets the township, range, and section for the burn.

After drawing all locations, click on map away from last drawn item. The area should have red border.



IMPORTANT – Draw all locations before starting data entry below the map. Field burns should have separate locations drawn for different crop types. Other burn types can have one large location drawn encompassing entire area – knowing it is not all burned, just that burning could be within that area.

The drawn areas can be resized, adjusted, deleted as needed. The map should show enough of the surrounding area to identify where the burn location is in relation to the surrounding area but not so far out that the burn area cannot clearly be discerned. More than one file of the map, with differing levels of zooming, can be uploaded with the application. Map upload directions follow the location.

## Burn Location

1. Burn Location

    Manually type a location name. This can be the common name used by the property owner or anything that helps identify the location when speaking with the Ecology Burn Team staff.

    Fire districts can be selected from the limited pull-down menu. FDs are limited to those serving the burn county.

    Burn zone is selected from the pulldown menu. The options are limited to the burn area. No Zones is an option.

    Map will be upload with a click of the ADD FILE button.

    

    This creates a pdf of the interactive map. To upload another copy of the map with more or less zoom – on the map scroll in to show more specific detail of the drawing on the interactive map. Or scroll out to show more land around the burn area. Include nearby major roadways for more remote locations. The white button under the ADD FILE button indicates how many files have been uploaded.
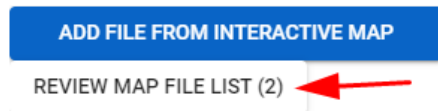
    

    Review opens a list of the uploads, which can be deleted and reuploaded. At least one map file is required.

2. Legal Description

    A list of Township / Range / Section is populated based on the drawn area(s) on the interactive map. Review these and adjust the map as necessary.

3. Other Burn Information

    Acreage/Tonnage:

    If blank must be manually entered and the fee will be calculated from the total. Field and Pile burn quantity are to be entered manually, for each location. These will be added for total amount.

    Spot and Bale:

    Automatically enters burn quantity as 10 and is not editable. There is only one fee, and the burn quantity is limited to a maximum of 10, which is the same fee as if the burn quantity were less.

    Driving Instructions:

    Type in any information that is helpful in locating this burn area.

    To upload other documents, and browse for documents on your local drive, click the  button.

Document types accepted are pdf, png, jpg, jpeg, mbox, eml, msg. The white button under the ADD FILE button indicates how many optional files have been uploaded.

**Optional**

[ ADD SUPPORTING FILE(S) FROM YOUR COMPUTER ]   [ REVIEW SUPPORTING FILE LIST (1) ]

When all required fields have been entered click NEXT in the lower right corner. [ NEXT ]

Review the application information: this includes applicant, burner, and burn details. The next step depends on the permit type.

Certification and Signature:

[ SIGN & NAVIGATE HOME ]   Read the statement to which you are required to agree.

Free permits are submitted for consideration upon clicking the SIGN button.

Paid permits have two courses: Spot and Bale permits are flat fee and will launch the payment steps immediately.

Check the certification statement confirmation checkbox. Wait a moment until the signing button turns green.

1 → ☑ I have read and agree to the signature language above. I agree.
     Electronic Signature
2 → [ SIGN & CONTINUE TO PAYMENT ]

Payment:

**Popups must be allowed** for the payment window to open.

**Start Payment** button launches a new and separate window containing a third-party electronic payment system.

Click **Next**

Fill in the credit card Billing Address and credit card information – the email address entered here must be one you can access – this is where your payment confirmation will be sent.

Click the Not a Robot check box

Click **Next**

Review and click the convenience fee confirmation checkbox.  ☑ I Agree

You can close the separate payment window. Keep a copy of your application payment email.

After spinner stops, a successful application submittal and payment message will include basic information. This is not your permit. You must wait for notification from the permitting agency with the application decision. If your application is approved, the burn permit will be sent to the email address entered as part of the application.

You can access a list of all the applications you have submitted with the My Applications link in the left menu of the application webpage.

My Applications:

All completed applications will be listed in this page.
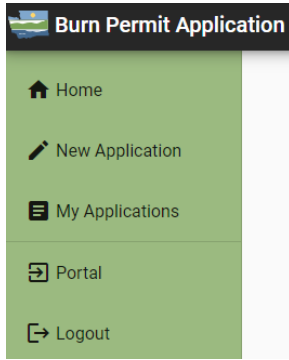


These can be sorted by various columns. The status is indicated and may indicate that there are actions that need your attention. Example: Field or Pile application, once previewed by the permitting agency will either be ready for payment; or need edits. You will work directly with the permit writer to make corrections prior to being approved to pay for the application. Then the permit writer will move the application into Ecology's burn permit system and issue the permit. You will receive the final permit, or a denial explaining why it has been denied, within 7 days of completing the application. Application completeness date is same as when paid permit fee is paid, or free permits are submitted.

Portal returns to the AQ Portal.

Logout returns to the SAW sign-in page.

END

# ADA accessibility

The Department of Ecology is committed to providing people with disabilities access to information and services by meeting or exceeding the requirements of the Americans with Disabilities Act (ADA), Section 504 and 508 of the Rehabilitation Act, and Washington State Policy #188.

To request an ADA accommodation, contact Ecology by phone at 360-407-6800 or email at melanie.forster@ecy.wa.gov. For Washington Relay Service or TTY call 711 or 877-833-6341. Visit Ecology's website for more information.