Burn Permit Application (BPA) Guide

Accessing the BPA

1. Visit secureaccess.wa.gov
    a. **Log in** to an existing SAW (Secure Access Washington) account or create a new one by clicking “Sign Up!”
2. Once logged in to SAW, click **“Add a New Service”**
3. Browse services by name and select the **third** option, **“Air Quality Application Portal”**
    a. Click **“Apply”** and then **“OK”** to return to the home screen
    b. Click **“Access Now”** and then **“Continue”** to open the portal
    c. Enter the requested information and click **“Submit”**
4. Find **“BPA”** or **“Burn Permit Applications”** under “Available Applications”
5. Click the three dots under the “Actions” column and select “Add Application”
6. Click **“Go to BPA”** to open the BPA portal. Read the conditions carefully and click **“Get Started”**

Completing the application

1. On the “Select your permit type” screen, click on a permit type to learn more about it
    a. First are **“agricultural permits”** – field, spot, pile, bale – which require fees
    b. Below these are **“outdoor permits”** – special, land clearing, weed abatement, fire training, and storm & flood debris – which do not require fees
2. Click the **“Start a [field/spot/pile/bale] permit application”** button
    a. Fill in all personal information in the “Applicant Information” section. All sections marked with an asterisk are required
    b. Complete the “Burner Information” section. If the burner and applicant are the same person, click “Copy from applicant information”
3. Click the “Next” button in the bottom right corner to open the interactive map. Wait for the map to completely load and zoom into the selected area – this may take a little while
4. **Find the burn location on the map.** Enter the street address or city name in the map’s search bar to find the burn location
5. Once the burn location is found on the map, use the drawing tools to **outline the burn location**
    a. From left to right, the tools are: Select feature, select by rectangle, select by lasso, draw a point, draw a polygon, draw a rectangle, draw a circle, undo, and redo
    b. After drawing the burn outline, click the map somewhere outside of the outline. **The outline should turn red**
    c. **Important notes** about drawing a burn location:
        i. For **field burns**, drawing more than one burn location is an option
            1. Separate outlines must also be drawn for **different crop types**
        ii. Other burn types can have one large outline that covers the areas where burning may take place
        iii. To delete an incorrect outline, click the “Undo” arrow or the “Delete feature” button (trash can icon)
    d. Once the burn location(s) is correctly drawn, make sure the map clearly shows **both the burn area and its surroundings**

Burn location

1. Scroll down to the **"Burn location"** section under the map
    a. **Fill in a name for the location.** This can be a name used by the property owner, or one that helps to identify the location for Ecology Burn Team staff
    b. Select the **fire district** and **burn zone** from the next drop-down menu
    c. Click the button that says, **"Add file from interactive map."** This will upload a PDF of the current interactive map, with the burn location created earlier
2. Adding **another map file** that is more zoomed in or out is also an option
    a. After changing the zoom on the interactive map, press the **"Add file from interactive map"** button again to add another map file
    b. The white "Review map file list" button shows how many map files are attached. Click this button to review them
3. Next, check the **"Legal description"** section
    a. Look for a combination of numbers and letters called **"T/R/S,"** which stands for **"Township/Range/Section"** (for example, "T: 17N, R: 19E, S: 09")
    b. Check the interactive map to make sure the code is correct. Zoom in and out to see the grids labeled with Township, Range, and Section values (in yellow text)
4. In the **"Other burn information"** section, enter additional information about the burn
    a. **Field and pile** burn quantity must be entered manually. For **spot and bale** burns, the burn quantity is limited to 10
    b. Add any **driving instructions** that may help to find the burn area
5. After all required fields are filled out, press "Next" in the bottom right corner
    a. Review all the information again to make sure it is correct
6. Read the statement on the **"Certification and Signature"** page
    a. For free permit applications (all outdoor, non-ag permits) are considered after clicking the "Sign" button
    b. For fee paid agricultural permit applications, the payment steps must be completed first
        i. **Pop-ups must be allowed** for the payment window to open
        ii. The **"Start payment"** button will launch the third-party payment system. Click "Next" to enter payment information
            1. **Please make sure the email address is active!**
        iii. Click the "Not a robot" checkbox, then "Next," then the convenience fee confirmation box
    c. After clicking the confirmation box, **keep a copy of the payment email** and close the payment window
7. An application submittal or payment message will appear. **This is not the permit. Within 7 days of submittal**, the final permit or a denial message with an explanation will be sent

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 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.