Request New Permit

This Quick Reference Guide (QRG) will provide steps for Certified Burners to request a new permit. The steps in this QRG match the New Burn Permit stepper.

Note: The functionality available to the user in the Burn Permit System will be based on the user’s role and permissions.

Navigate to Burn Permit System using the URL provided by the Agency and Sign In. Click in the side navigation drawer to start a New Burn Permit request.

1 Applicant Info - Complete the required fields. The first time the user accesses this page the user will be required to enter their information, including Certified Burner Number. On subsequent permit requests all user information should be pre-filled. Click to advance.

Note: Expand the menu at the bottom of the screen where the user’s email is located and the click Profile to edit the user’s information.

2 Location - Search or pan and zoom the map to select the permit location. Click to advance.

3 Restrictions & Dates - Complete fields and click to advance.

4 Permit Details - Complete fields and click to advance.

Note: Complete the Certified Burner Details information. Responsible party name and contact information as well as landowner name and contact information should be entered in Permit Details Step 3: Enter Additional Comments.

5 Involved Parties - click to advance.

6 Smoke Model - If all Certified Burner Details fields were completed, the Fuel Type and Tons/Acre fields will autofill. If the fields were not completed, return to Step 4 and complete Certified Burner Details, or just select the values in the Smoke Modeling step. Click and review the Smoke Model. Click to advance.

7 Review & Approve – Acknowledge the Certified Burner Message, review all permit details and click . The permit request has been submitted.

8 Finish - Click to save the permit and send the permit reason. Click to start a new permit request beginning on Step 2.

Note: It is required to click on Step 8 to finalize the permit request.
2 Location

Search for Permit Location

Search by address, coordinates, or place. Click a search result to select the search result as the Permit Location or click on the Map to select the Permit Location.

! Location outside the state. Please revise the search.

3 Restrictions & Dates

Step 1: Review Burn Restrictions

! Morning Report has not been Completed for this County

- Agriculture: NO RESTRICTIONS
- Silviculture: NO RESTRICTIONS
- Land Clearing: NO RESTRICTIONS
- Storm Debris: NO RESTRICTIONS
- Burn Purpose Category

Step 2: Enter Permit Date & Duration

Dates, Time & Duration

- Start Time
- Start Time is required
- Burn Duration (Hours)
- Burn Duration is required
- Start date: 2022-03-11
- End date: 2022-03-11

Step 3: Morning Report Details

- Notify County Unit Acreage Threshold
  - No Data
- Burn Cut Off Time
  - No Data

Step 4: Comments

- Internal Comments
  - No Data
### Step 4: Enter Certified Burner Details

<table>
<thead>
<tr>
<th>Days since last rain</th>
<th>Litter / Duff Layer Thickness (inches)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated rainfall accumulation</td>
<td>If goal is to consume grasses, what is the height? (inch...)</td>
</tr>
<tr>
<td>If goal is to consume shrubs, what is the height? (feet)</td>
<td>If goal is to consume grasses, what is the height? (feet)</td>
</tr>
</tbody>
</table>

**Fuels Information**

<table>
<thead>
<tr>
<th>What will you be burning?</th>
<th>What best describes your site?</th>
</tr>
</thead>
<tbody>
<tr>
<td>What best describes your tree species?</td>
<td>Describe the Fuel Load</td>
</tr>
</tbody>
</table>

**Select Fuel that Best Represents Your Burn:**

- **Longleaf pine-slash pine/saw palmetto-gallberry forest - fire exclusion medium 2**
- **Table mountain pine heavy 1**
- **Red maple-oak-hickory-sweetgum forest medium 2**
- **Longleaf pine-slash pine/gallberry forest - managed with prescribed fire heavy 2**

**Selected Fuel:**
### Involved Parties

**Responsible Party**
- Same as applicant

**Landowner Information**
- Same as Applicant
- Same as responsible party

### Smoke Modeling

**DETAILS**

#### RESET PERMIT LOCATION

How to: use the map to select a location, either using search or clicking. Then fill form and click 'RUN SMOKE MODEL' button. This is required to proceed to the next step.

#### RUN SMOKE MODEL

<table>
<thead>
<tr>
<th>Fuel Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuel Type</td>
</tr>
<tr>
<td>Litter - Mod</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tons/Acre</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
</tr>
</tbody>
</table>
Certified Burner message

Click to Acknowledge

Clicking the submit for approval button submits a request for a burn permit, the request will need to be approved by GFC to generate the permit. Permit approvals will come to you in an email with your permit number. If you do not receive the email response then you do not have a valid permit to burn. If you do not have the approval email then you will need to contact the local office or dispatch centers by phone to obtain a permit.

Permit requests are to be entered no earlier than 48 hrs. in advance and should be in by 1200 the day before the burn. Every effort will be made to approve or deny permit requests entered after 1200 but no guarantees. Any request made the day of will be deleted as these should be called in to guarantee you get a permit in time to conduct your prescribed burn.