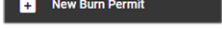



Request New Permit

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.

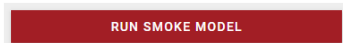
2 Location - Search or pan and zoom the map to select the permit location. Click  to advance.

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 .

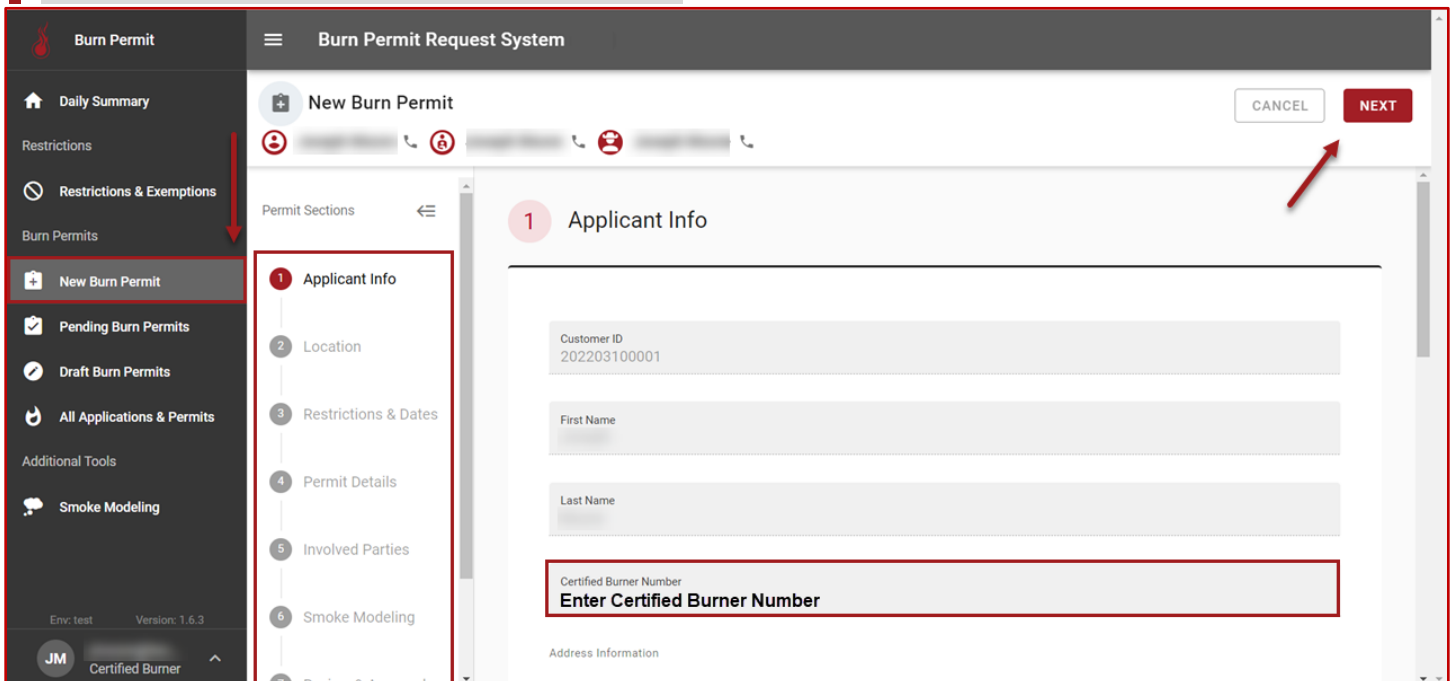
6 Smoke Model - If all **Certified Burner Details** fields were completed, the **Fuel Type** and **Tons/Acre** fields will autofill. If the fields were not completed, return to Step 4 and complete **Certified Burner Details**, or just select the values in the **Smoke Modeling** step. Click  and review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

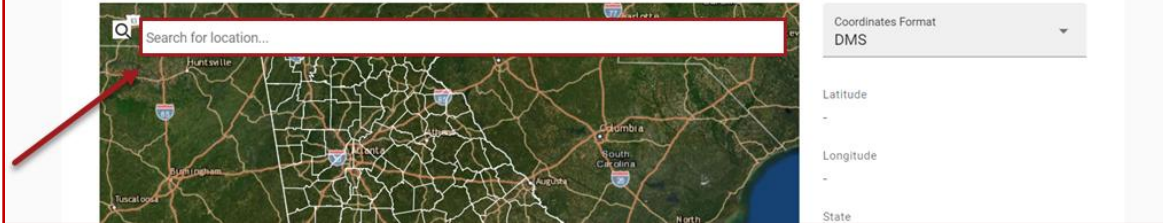
Note: It is required to click  on Step 8 to finalize the permit request.



2 Location Search 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.

Search for Permit Location
HOW TO: Use the search to find an address/location and/or click on the map to get Lat/Long

! 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

4 Permit Details

Step 1: Enter Burn Information

Silviculture

Burn Purpose
Burn Purpose is required.

Head / Aerial

Last Time Burned
Never

Note: For VSmoke Calculations Only

Is this a continuation of another burn? If So, Enter Permit #

Step 2: Enter Size Information

Do you have any Longleaf in the burn area?

Longleaf
Longleaf is required.

Notify County Unit Acreage Threshold: **200 acres**

Size

Size
Size is required.

Piles

Number of Piles

Step 3: Enter Additional Comments Certified Burners: Please Enter Responsible Party Name and Phone Number and Landowner Name Here.

Comments





Step 4: Enter Certified Burner Details

<input type="text" value="Days since last rain"/>	
<input type="text" value="Estimated rainfall accumulation"/>	<input type="text" value="Litter / Duff Layer Thickness (inches)"/>
<input type="text" value="If goal is to consume shrubs, what is the height? (feet)"/>	<input type="text" value="If goal is to consume grasses, what is the height? (inch..."/>

Fuels Information

<input type="text" value="What will you be burning?"/>	<input type="text" value="What best describes your site?"/>
<input type="text" value="What best describes your tree species?"/>	<input type="text" value="Describe the Fuel Load"/>

Select Fuel that Best Represents Your Burn:

 <p>Longleaf pine-slash pine/saw palmetto-gallberry forest - fire exclusion medium 2</p>	 <p>Table mountain pine heavy 1</p>	 <p>Red maple-oak-hickory-sweetgum forest medium 2</p>	 <p>Longleaf pine-slash pine/gallberry forest - managed with prescribed fire heavy 2</p>
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Selected Fuel:

! Responsible Party Name 123-456-7890 Landowner Name

5 Involved Parties

Responsible Party

Same as applicant

Landowner Information

Same as Applicant

Same as responsible party

! Responsible Party Name 123-456-7890 Landowner Name

6 Smoke Modeling

! This smoke model will be re-run prior to approval of the permit

DETAILS WEATHER AQI LEGEND

RESET PERMIT LOCATION

HOWTO: 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

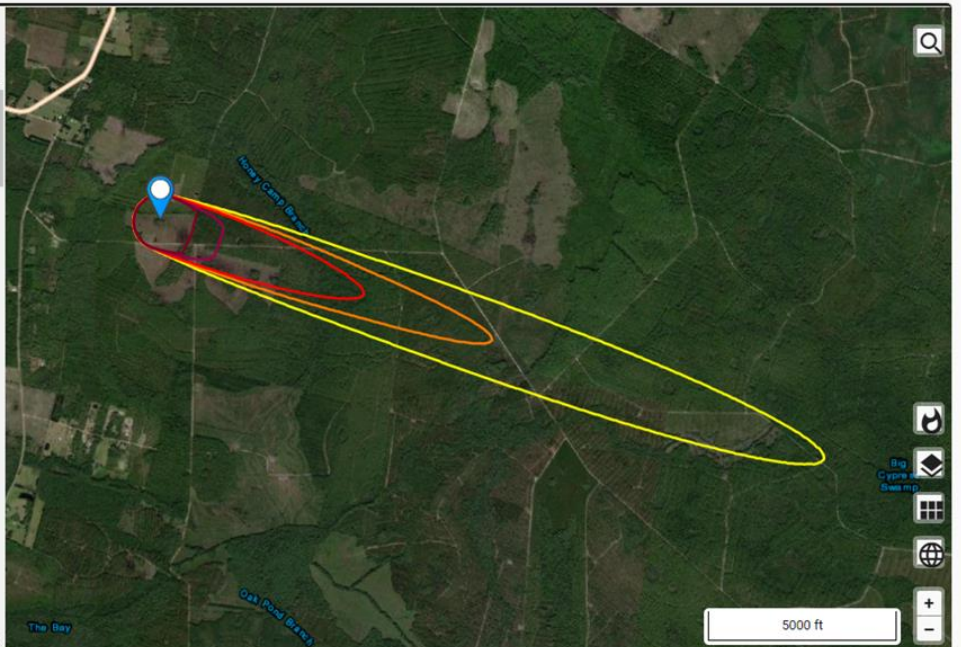
Fuel Load


Fuel Type

Litter - Mod

Tons/Acre

4



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.

Permit Request System

Permit [CANCEL] [SAVE DRAFT] [SUBMIT FOR REVIEW]

! Responsible Party Name 123-456-7890 Landowner Name

7 Review & Approval

Applicant & Involved Parties Applicant Information Responsible Party Information	Permit Details Burn Information Burn Purpose: Hazard Category: Reduction Silviculture Ignition Method/Fire Technique: Never Last Time Burned: None selected. Acreage Size: 45 ACD in Use: No Piles	Permit Location Restrictions No restrictions for permit location. Permit Location DMS Latitude: 31° 27' 26.33" Longitude: -81° 50' 47.96" Address	
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Request System test

Permit

CANCEL SAVE & SEND CREATE ADDITIONAL

! Responsible Party Name 123-456-7890 Landowner Name

8 Finish

! Application 20220311001
Application is PENDING for [Name]

Additional information

Reason for Pending
Is Certified Burner

Comment

Success CLOSE