

# Permit Request Page

The **Permit Request** page opens.

The screenshot displays a web interface for a permit request process, divided into three steps:

- Step 1:** Choose one or multiple burn sites to burn
- Step 2:** Choose the type of burning
- Step 3:** Enter contact information and submit

The main content area is split into two panels:

- Find Burn Site(s):** This panel contains three search options: "Address, City, Intersection or Place" (with a red minus icon), "Latitude and Longitude" (with a green plus icon), and "Township Range and Section" (with a green plus icon). Below these is a text input field labeled "Address:" and a green "Find" button.
- Burn Sites:** This panel contains a message: "No burn sites have been entered. To continue please locate the area(s) where burning will take place."

The right side of the interface features a map of the Pacific Northwest region, including parts of Washington, Oregon, Idaho, and Montana. The map shows major cities like Spokane, Boise, and Helena, as well as various wilderness areas and National Parks. Map controls include a zoom in (+) and zoom out (-) button, and three map style buttons: "Aerial", "Aerial With Labels", and "Roads". The map is powered by Esri and includes a scale bar and copyright information for NAVTEQ and Microsoft Corporation.

Figure 1: 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.

### 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.

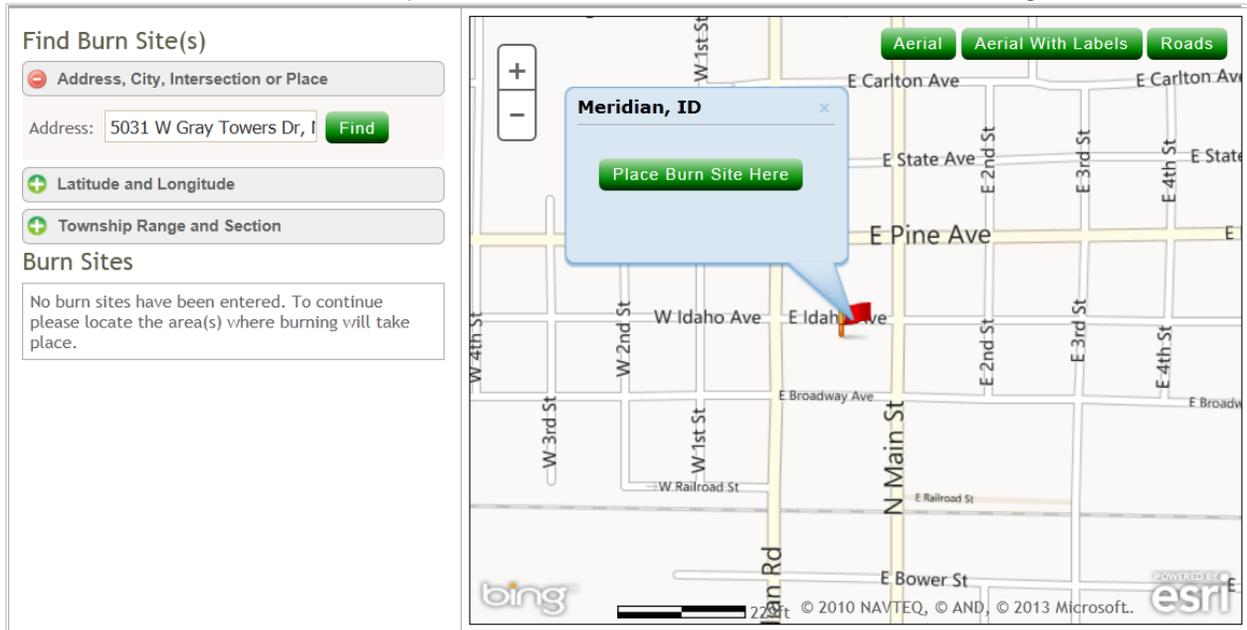


Figure 2: Address located

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

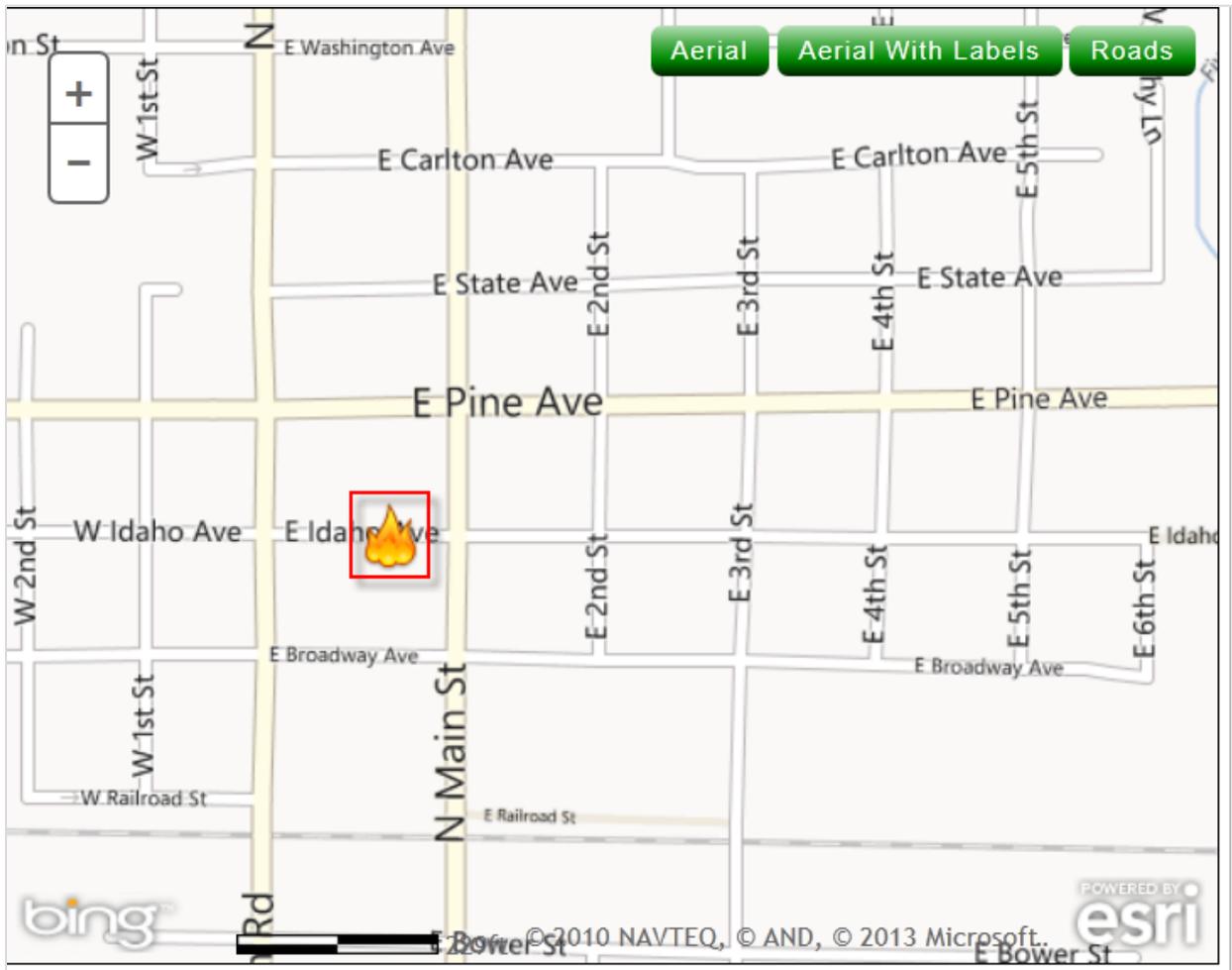
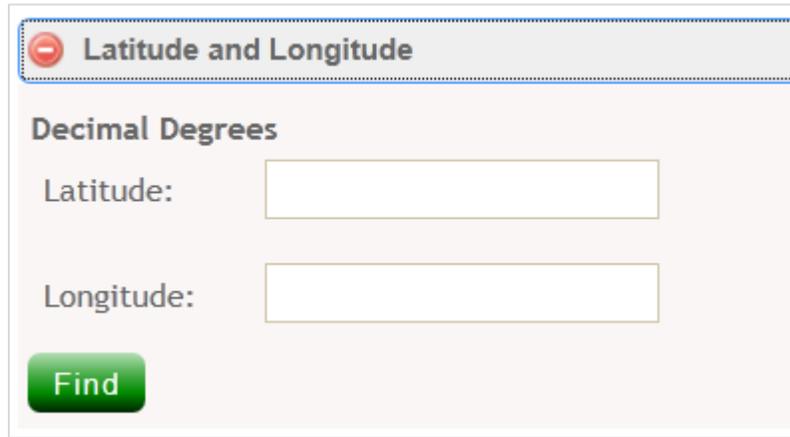


Figure 3: Location selected

## 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 for entering location data. At the top, there is a grey header bar with a red minus sign icon and the text "Latitude and Longitude". Below this, the section is titled "Decimal Degrees". 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 4: *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.

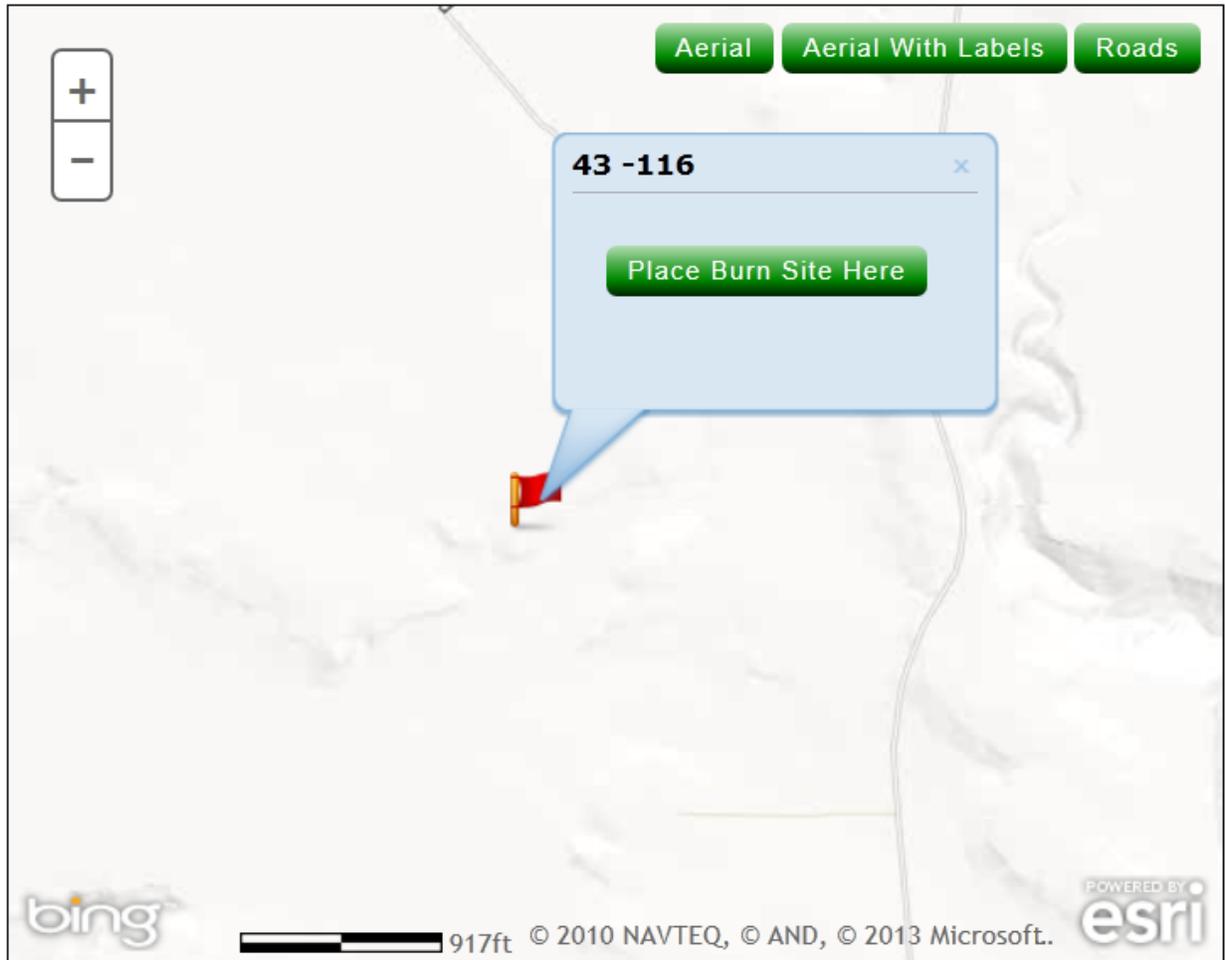


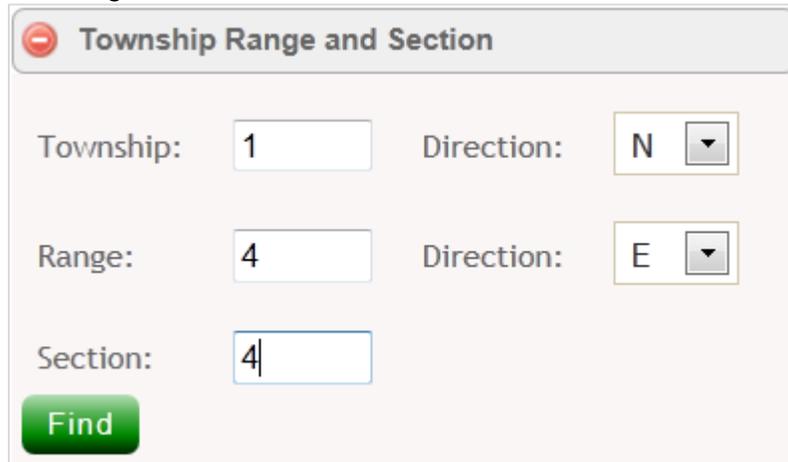
Figure 5: Latitude and longitude on map

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 6: *Township, Range, and Section* fields

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

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

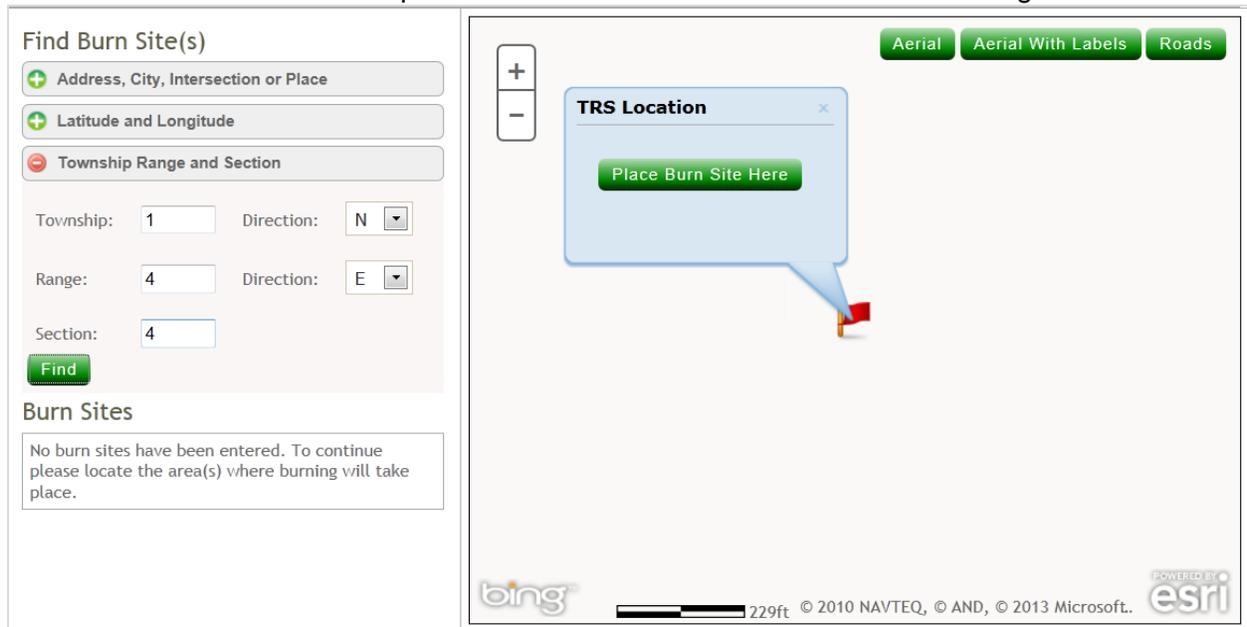


Figure 7: Township, Range, and Section located on map

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

### Clicking the Location on the Map

To select your location on the map:

1. 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.
2. Click the location. It is marked with a red flag.
3. 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 **BurnSite Information**.

### Burn Site Information

*\* denotes a required field*

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

  
  
**Burn Acres:**  
  
  
**Address:**  
  
  
**City:**  
  
  
**Landmark:**  
  
  
**Comments:**

Figure 8: 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. This field is required. If acres does not apply to the burn type you have selected, please enter 0.
3. Fill out the other four fields if they are relevant to your burn type. These fields (*Address*, *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:  Direction:

Range:  Direction:

Section:

**Find**

### Burn Sites

Action	Burn Site Nickname
Go To   Edit   Delete	TRS Location

**Next**

Figure 9: 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 8](#) 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.

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

**Burn Permit Information**

Burn Type:  ▼

No requirement language associated with this burntype

**Current Restrictions on Burn Types**

**Previous** **Next**

Figure 10: 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, click [Log In As Registered User](#). If you are not a registered user, fill out the fields in the white portion of the page. The required fields are: *First Name, Last Name, Street Address 1, City, and Zip Code*. The fields in the green 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 locations to burn

**Step 2**  
Choose the type of burning

**Step 3**  
Enter contact information and submit

#### Contact Information

[Log in as registered user](#)

First Name:  Street Address 1:

Last Name:  Street Address 2:

Business Phone:  City:

Home Phone:  State:

Mobile Phone:  Zip Code:

Organization:

The following information is only required if you would like access to your past burn permit history for informational and renewal purposes.

[Previous](#) [Submit Permit](#)

Password:

Re-enter Password:

Password Hint:

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Figure 11: Step 3: Enter contact information and submit

When you have finished filling out the form, click [Submit Permit](#).