

Burn Permit System

User Manual

April 15, 2013



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Requesting a Permit

Home Page

If you are a registered user, click *Log In* to log in with your username and password. You also have the option of requesting a permit as a guest. If you choose to do this, you do not need to log in.

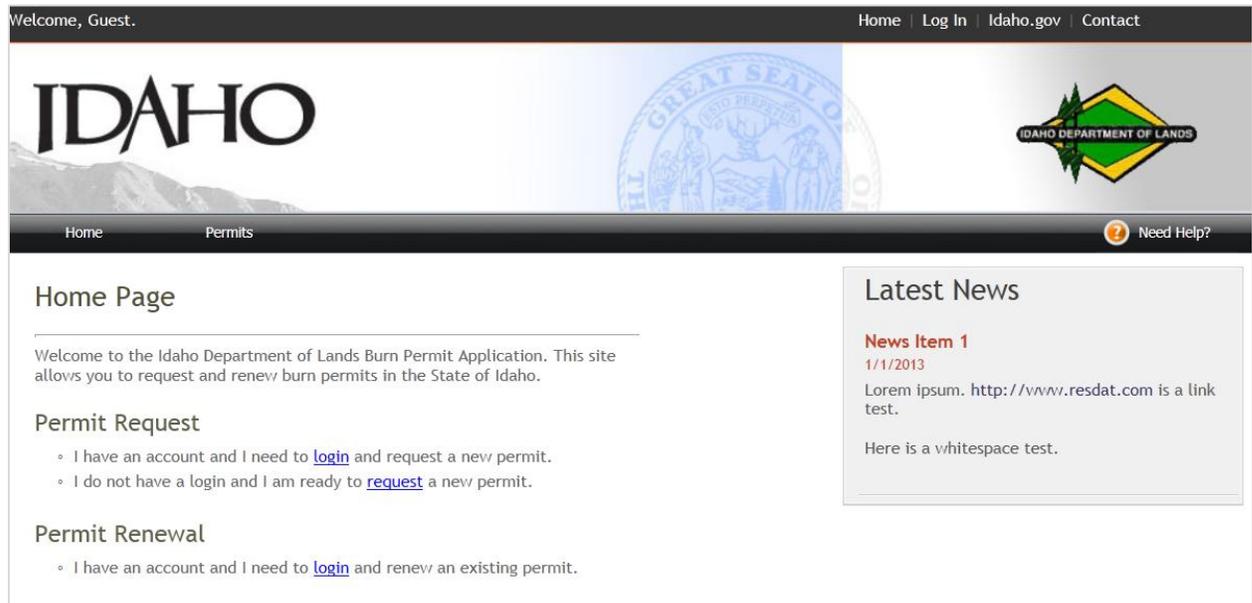


Figure 1: Home Page

In **Figure 1** above, the user is a guest.

From this page, you may login or request a permit. To request a permit, click *request* under the **Permit Request** heading.

Permit Request Page

The **Permit Request** page opens.

The screenshot displays the 'Permit Request' page interface. At the top, there are three steps: Step 1 (blue), Step 2 (green), and Step 3 (green). Step 1 is active and contains the following elements:

- Find Burn Site(s)** section with three search options:
 - Address, City, Intersection or Place:** Includes a red minus icon, a text input field labeled 'Address:', and a green 'Find' button.
 - Latitude and Longitude:** Includes a green plus icon and a text input field.
 - Township Range and Section:** Includes a green plus icon and a text input field.
- Burn Sites** section with 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 page features a map of Idaho and Montana. The map includes a zoom control (plus and minus buttons), a 'Roads' button, and map style buttons for 'Aerial' and 'Aerial With Labels'. The map shows various geographical features, including cities like Boise, Helena, and Spokane, and wilderness areas like Selway-Bitterroot and Frank Church. The map is powered by Esri and includes a scale bar at the bottom.

Figure 2: 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.

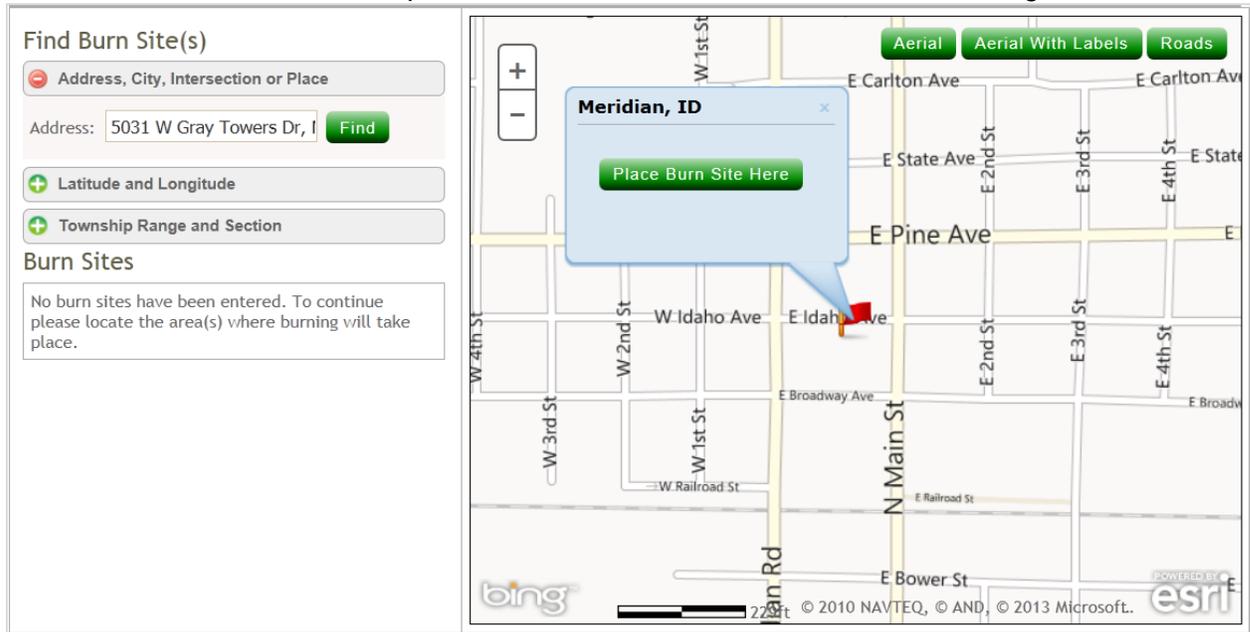


Figure 3: Address located

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

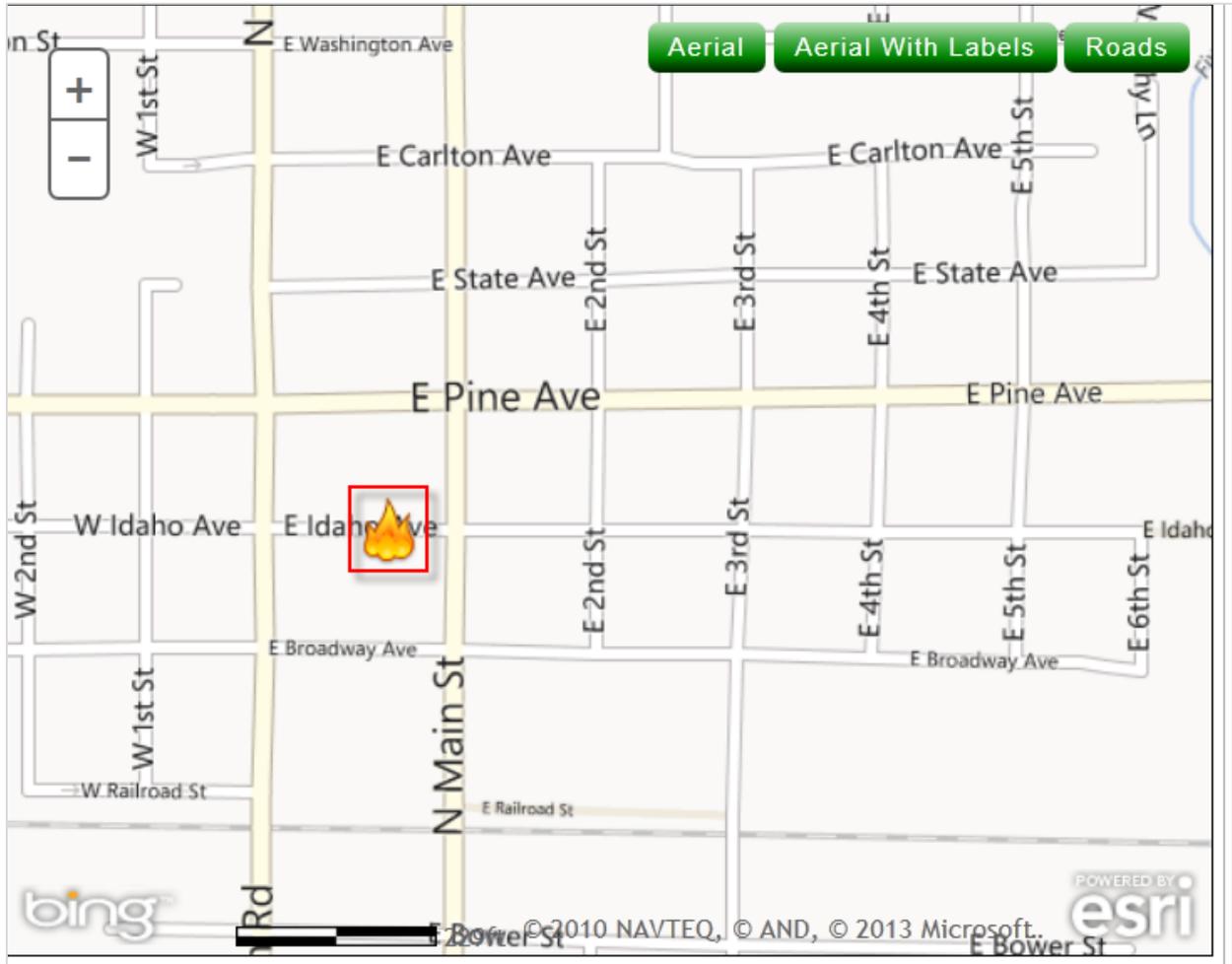
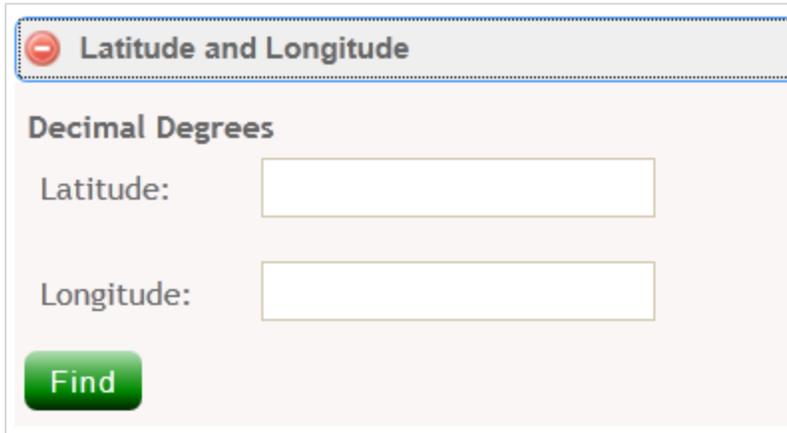


Figure 4: Location selected

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 web form titled "Latitude and Longitude" with a minus sign icon in a red circle. Below the title is the heading "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 5: *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 6: 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 7: *Township, Range, and Section* fields

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

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



Figure 8: Township, Range, and Section located on map

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

Clicking the Location on the Map

To select your location on the map:

- 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.
- Click the location. It is marked with a red flag.
- 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 **Burn Site Information**.

Burn Site Information

** denotes a required field*

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

Burn Acres:

Address:

City:

Landmark:

Comments:

Figure 9: 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:	<input type="text" value="1"/>	Direction:	<input type="text" value="N"/>
Range:	<input type="text" value="4"/>	Direction:	<input type="text" value="E"/>
Section:	<input type="text" value="4"/>		

Find

Burn Sites

Action	Burn Site Nickname
Go To Edit Delete	TRS Location

Next

Figure 10: 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 9](#) 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 11: 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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Update: January 9, 2013 Web Site Contact

Figure 12: Step 3: Enter contact information and submit

When you have finished filling out the form, click **Submit Permit**.

Viewing a Permit

After you click  , the **Permit Renewal** page is displayed. All your burn permits are displayed in a table. Default duration for burn permits is 10 days, although the duration can be shortened by administrative staff.

Permit Renewal						
Renew	View	Date Issued	Date Expires	Contact Name	Permit #	Burn Type
Renew	View	3/14/2013	3/24/2013	Jane Doe	1290500080	Slash Burn

Figure 13: Permit Renewal page

Click *View* to view your permit. You may be asked if you want to open or save it. Select the option you want. The permit opens as a PDF file in your default PDF reader.



State of Idaho - Burn Permit

Permit Number: 1290500197 Permit must be onsite during burning.

Burn Type: Hot Burn

CONTACT: Admin, Boise RDI
 1450 South Eagle Flight Way
 Boise, ID 83709

Phone: (208)424-2203
 Alt Phone 1:
 Alt Phone 2: (208)424-2203

Issue Date: 4/4/2013
 Expire Date: 4/14/2013

Township	Range	Section	County	Landmark	Forest Protective District	Burn Acres
01N	03E	33	Ada			1.20
01N	03E	33	Ada			1.50

Additional Requirements

EIRO (Idaho Falls, Staley area) Hot Burn!

Figure 14: Burn permit

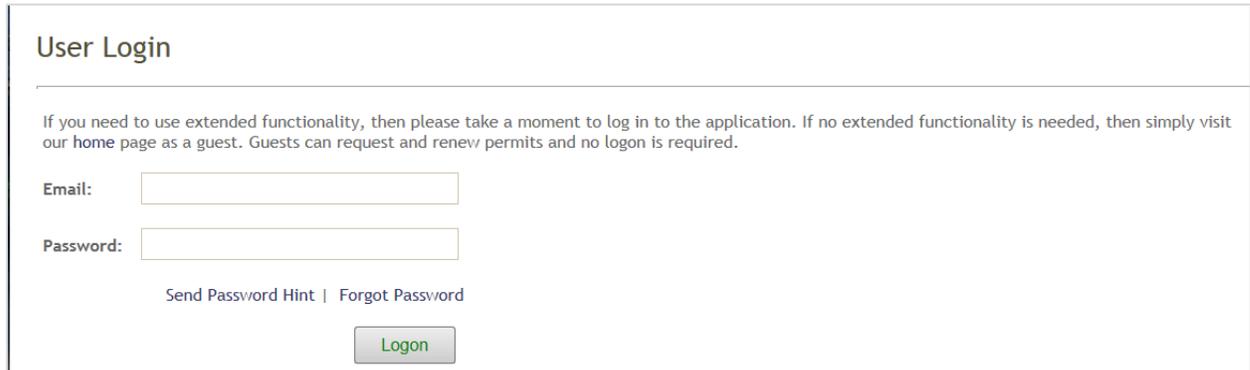
You must have a copy of this permit in your possession when you burn.

Renewing a Permit

To renew a permit, you must be a registered user with at least one burn permit.

Logging in

1. Click *Log In* in the top menu. The **User Login** page is displayed.



User Login

If you need to use extended functionality, then please take a moment to log in to the application. If no extended functionality is needed, then simply visit our home page as a guest. Guests can request and renew permits and no logon is required.

Email:

Password:

[Send Password Hint](#) | [Forgot Password](#)

Figure 15: User Login page

2. Enter your email address and password in the appropriate fields. If you forgot your password, you may either click *Send Password Hint* or *Forgot Password*. *Send Password Hint* sends you an email with your password hint. *Forgot password* resets your password and sends a randomly generated one to your email address.
3. Click . This takes you back to the **Home Page**.

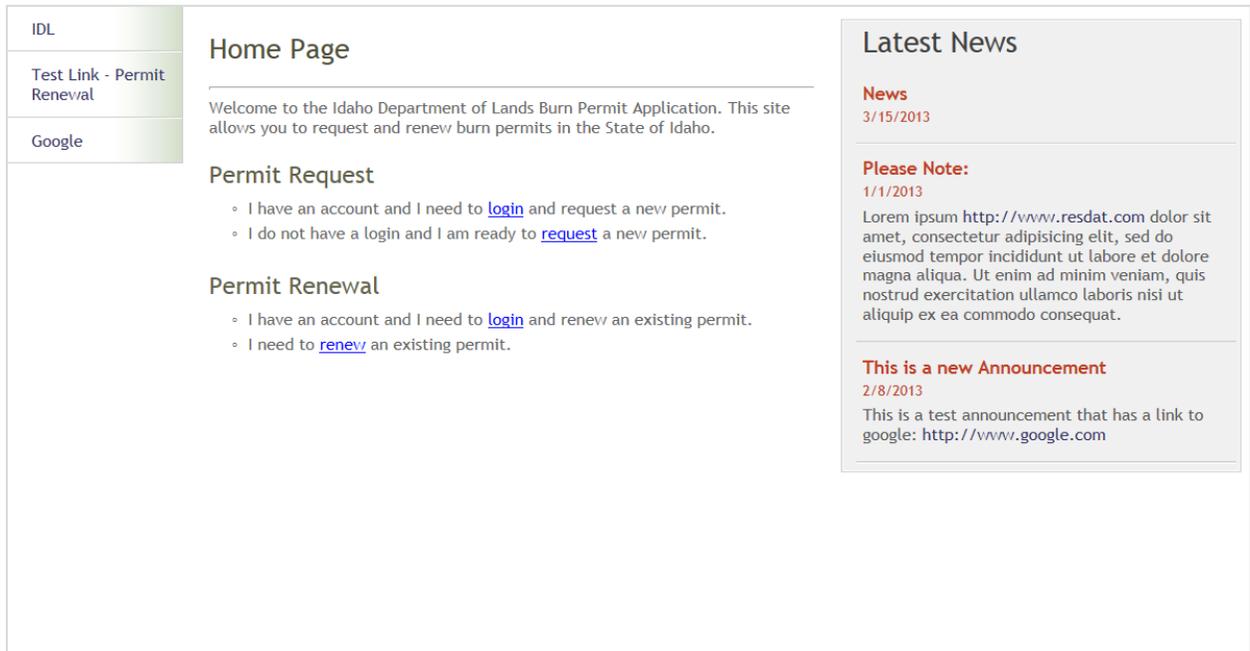


Figure 16: Home Page

When you are logged in, a list of links is displayed on the left of the **Home Page**.

Select *Permit Renewal* from the **Permits** dropdown list. The **Permit Renewal** page opens.

Permit Renewal						
Renew	View	Date Issued	Date Expires	Contact Name	Permit #	Burn Type
Renew	View	3/14/2013	3/24/2013	Lara Tellis	1290500081	Slash Burn

Figure 17: Permit Renewal page

Renewing Permit

On the **Permit Renewal** page, a table displays all your burn permits. Click *Renew* next to the one you want to renew. The **Permit Request** page opens.

Permit Request

Step 1
Choose one or multiple locations to burn

Step 2
Choose the type of burning

Step 3
Enter contact information and submit

Locate

Address, City, Intersection or Place

5031 W Grey Towers Dr, Meridian, ID

Find

Latitude and Longitude

Township Range and Section

Burn Locations

Action	Location Nickname
Go Edit Delete	5031 W Grey Towers Dr, Meridian, ID 83642

Aerial
Aerial with labels
Roads

+

-

Next

Figure 18: Permit Request page

Your burn location is indicated on the map with a flame icon and listed under **Burn Locations** in the left pane. If you want to change the burn location click *Edit*. Then locate the burn using one of the methods in the [Step 1: Choose one or multiple locations to burn](#) section. When you

have selected your location(s), click Next to proceed to **Step 2: Choose the type of burning**.

Step 2: Choose the type of burning

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 19: Burn Permit Information

Select the type of burn from the *Burn Type* dropdown list. If there are any requirements or restrictions on your selected burn type, they are displayed below the *Burn Type* field. After you

have selected your burn type, click **Next** to proceed to **Step 3: Enter contact information and submit**.

Step 3: Enter Contact Information and Submit

The screenshot shows a web form titled "Contact Information" within a three-step process. The steps are: Step 1 (Choose one or multiple locations to burn), Step 2 (Choose the type of burning), and Step 3 (Enter contact information and submit). The form fields are as follows:

Field Label	Value
First Name:	Lara
Last Name:	Tellis
Street Address 1:	123 Main Street
Street Address 2:	
Business Phone:	
Home Phone:	
Mobile Phone:	
Organization:	
City:	Houston
State:	Texas
Zip Code:	77082

At the bottom of the form, there are two buttons: "Previous" and "Submit Permit".

Figure 20: Contact Information

The **Contact Information** page is displayed. The fields are automatically populated with the information you provided when you registered. You may edit the fields if you need to. The required fields are *First Name*, *Last Name*, *Street Address 1*, *City*, and *Zip Code*. Click

Submit Permit

Viewing or Renewing Permit

Permit Renewal						
Renew	View	Date Issued	Date Expires	Contact Name	Permit #	Burn Type
Renew	View	3/14/2013	3/24/2013	Lara Tellis	1290500082	Slash Burn
Renew	View	3/14/2013	3/24/2013	Lara Tellis	1290500081	Slash Burn

Figure 21: Permit Renewal page

Your new permit is displayed in the table along with any other permits you have. To renew a permit, click *Renew*. To view a permit, click *View*.

You may be asked if you want to open or save the permit. After you make your selection, the permit opens as a PDF file in your default PDF reader.



State of Idaho - Burn Permit

Permit Number: 1290500197 Permit must be onsite during burning.

Burn Type: Hot Burn

CONTACT: Admin, Boise RDI
 1450 South Eagle Flight Way
 Boise, ID 83709

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Issue Date: 4/4/2013
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Township	Range	Section	County	Landmark	Forest Protective District	Burn Acres
01N	03E	33	Ada			1.20
01N	03E	33	Ada			1.50

Additional Requirements

EIRO (Idaho Falls, Staley area) Hot Burn!

Figure 22: Burn permit

You must have a copy of this permit in your possession when you burn.