

Burn Permit System

User Manual

April 15, 2013
Revised July 20, 2026



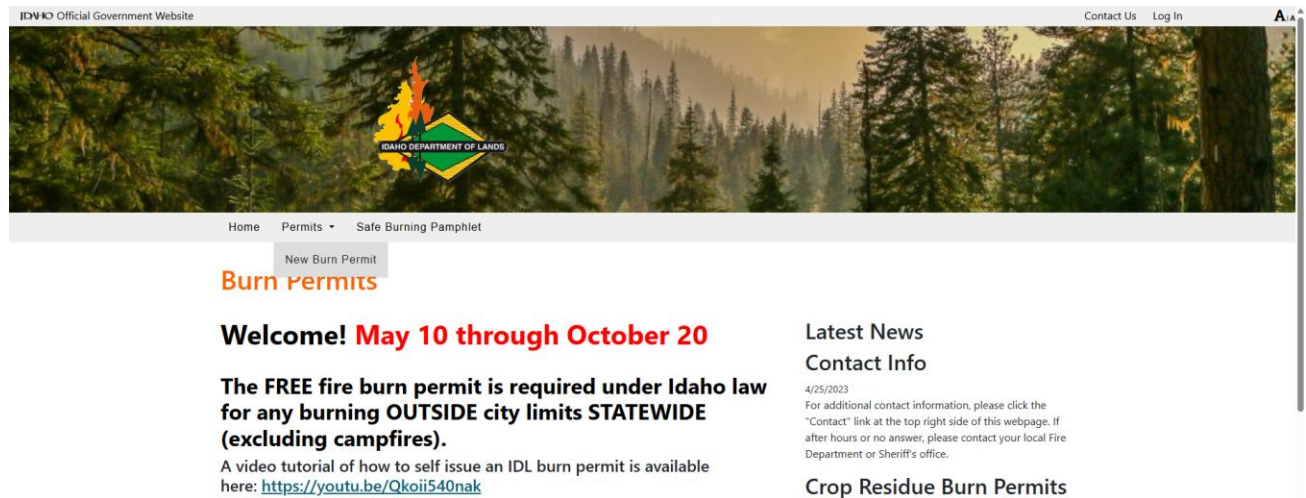
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Requesting a Permit

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.



In the above image the user is a guest.

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

Permit Request Page

The **Permit Request** page opens.

Home

Permits ▾

Safe Burning Pamphlet

Address, City, Intersection, or Place

Enter address, city, intersection, or place

Find

Latitude and Longitude

Latitude (decimal degrees, e.g. 43.6150)

Longitude (decimal degrees, e.g. -116.2023)

Find

Township, Range and Section

Township

N ▾

Range

E ▾

Section

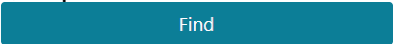
Find

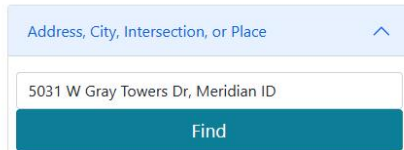
Step 2

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* and click on .



Address, City, Intersection, or Place

5031 W Gray Towers Dr, Meridian ID

Find



2. The location will appear in the grey form below the map. Select  to add this location to the list of burn sites, and it will appear on the map.



Burn Site Details

Burn Requirements

Nickname

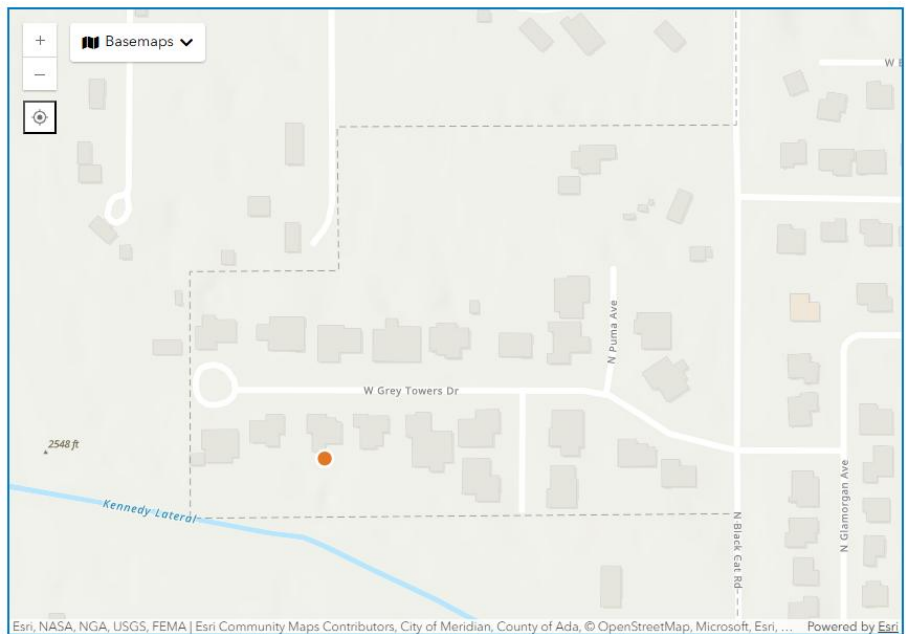
Burn Address

5031 W Grey Towers Dr, Meridian, Idaho, 83642

Landmark (Distance and Direction from)

Comments (Directions to Burn Site)

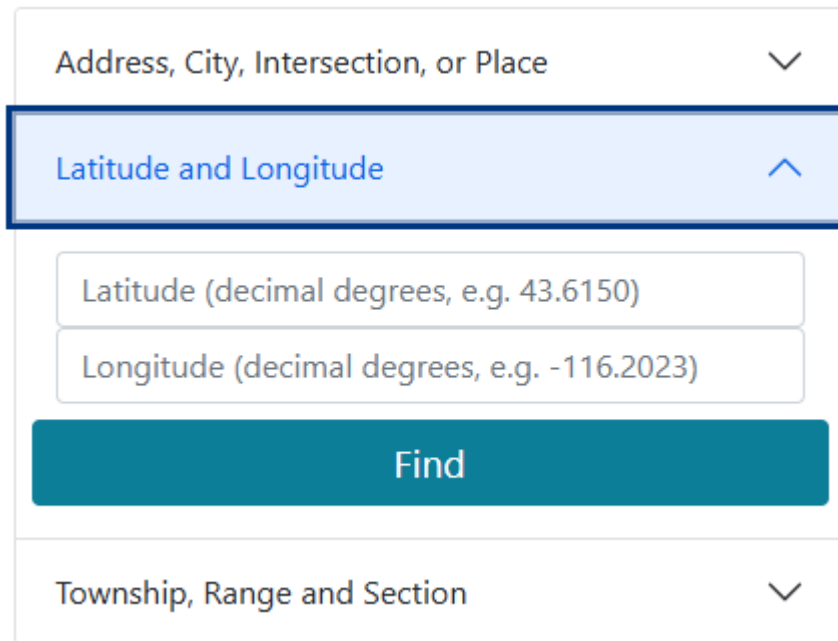
 



Latitude and Longitude

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.



Address, City, Intersection, or Place ▼

Latitude and Longitude ▲

Latitude (decimal degrees, e.g. 43.6150)

Longitude (decimal degrees, e.g. -116.2023)

Find

Township, Range and Section ▼

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. The location will appear in the grey form below the map. Select **Save** to add this location to the list of burn sites, and it will appear on the map.

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

Range

Section

N

E

Find

2. Fill out the fields under *Township Range and Section*.
3. The location will appear in the grey form below the map. Select **Save** to add this location to the list of burn sites, and it will appear on the map.

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 the scroll wheel on your mouse to zoom in and out.
2. Click the location.
3. The location will appear in the grey form below the map. Select **Save** to add this location to the list of burn sites.

Burn Site Information

When you select a location, the grey form at the bottom displays the **Burn Site Details**.

Burn Site Details

Burn Requirements

Burn Restrictions

Nickname

Burn Acres

Burn Address

5031 W Grey Towers Dr, Meridian, Idaho, 83642

Burn City

Meridian

Landmark (Distance and Direction from)

Comments (Directions to Burn Site)

Save

Cancel

Fill out the fields under **Burn Site Details**.

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 (*Burn Address*, *Burn City*, *Landmark*, and *Comments*) are optional.
4. Click

Save

Once you've saved your new burn site, the grey form at the bottom will change to a list of saved burn sites, which will grow as you add others to it:

Saved Burn Sites			
Go To	Edit	Delete	Burn Site Nickname
Go To	Edit	Delete	Burn Site 1

You can select Go To to pull the site up on the map, Edit to return to the previous grey form and update the information about the site, or Delete to remove the burn site from the form entirely.

When you have finished adding all your burn locations, click  to proceed to **Step 2: Choose the type of burning.**

Step 2: Choose the Type of Burning

Select the type of burn from the *Select Burn Type* dropdown list.

Form Step Two Add Contact Info

Select Burn Type

Select Burn Type
Crop Residue, Pasture, and CRP burning
Special Use (Agency permit use only)
Weed control along ditch banks and fence lines
Rangeland (not cultivated or seeded in the last 10 years)
Prescribed Burning – broadcast
Burn Barrel
Residential Yard Waste/Small Slash Piles (Max size 5 feet high 5 feet wide)
Large Slash Piles (Piles larger than 10 feet high and 10 feet wide)
Medium Slash Piles (Maximum pile size 10 feet high and 10 feet wide)

If there are any special requirements or restrictions on the type of burn you select, they are displayed below the *Burn Type* field.

Form Step Two Add Contact Info

Prescribed Burning – broadcast

Burn Requirements for Prescribed Burning – broadcast
Special Requirements for Prescribed Burning – broadcast
Current Restrictions for Prescribed Burning – broadcast

Step 1

NEXT

After you have selected your burn type, click



to continue to **Step 3: Enter contact information and submit.**

Step 3: Enter contact information and submit

Fill out the fields in the white portion of the page. The required fields are: *First Name*, *Last Name*, *Mailing Address 1*, *City*, and *Zip Code*, as well as at least one *Phone Number*.

Email		* One phone number is required from either business, home or mobile. Additionally, please select one of the phone numbers to be used for contact on day of the burn by clicking the adjacent box.
First Name		Business Phone
Last Name		(208) 555-1234
Mailing Address 1		☐ Primary contact
Mailing Address 2		Home Phone
City		(208) 555-1234
State		☐ Primary contact
Zip Code		Mobile Phone
Organization		(208) 555-1234
		☐ Primary contact
		Fax Number
		(208) 555-1234

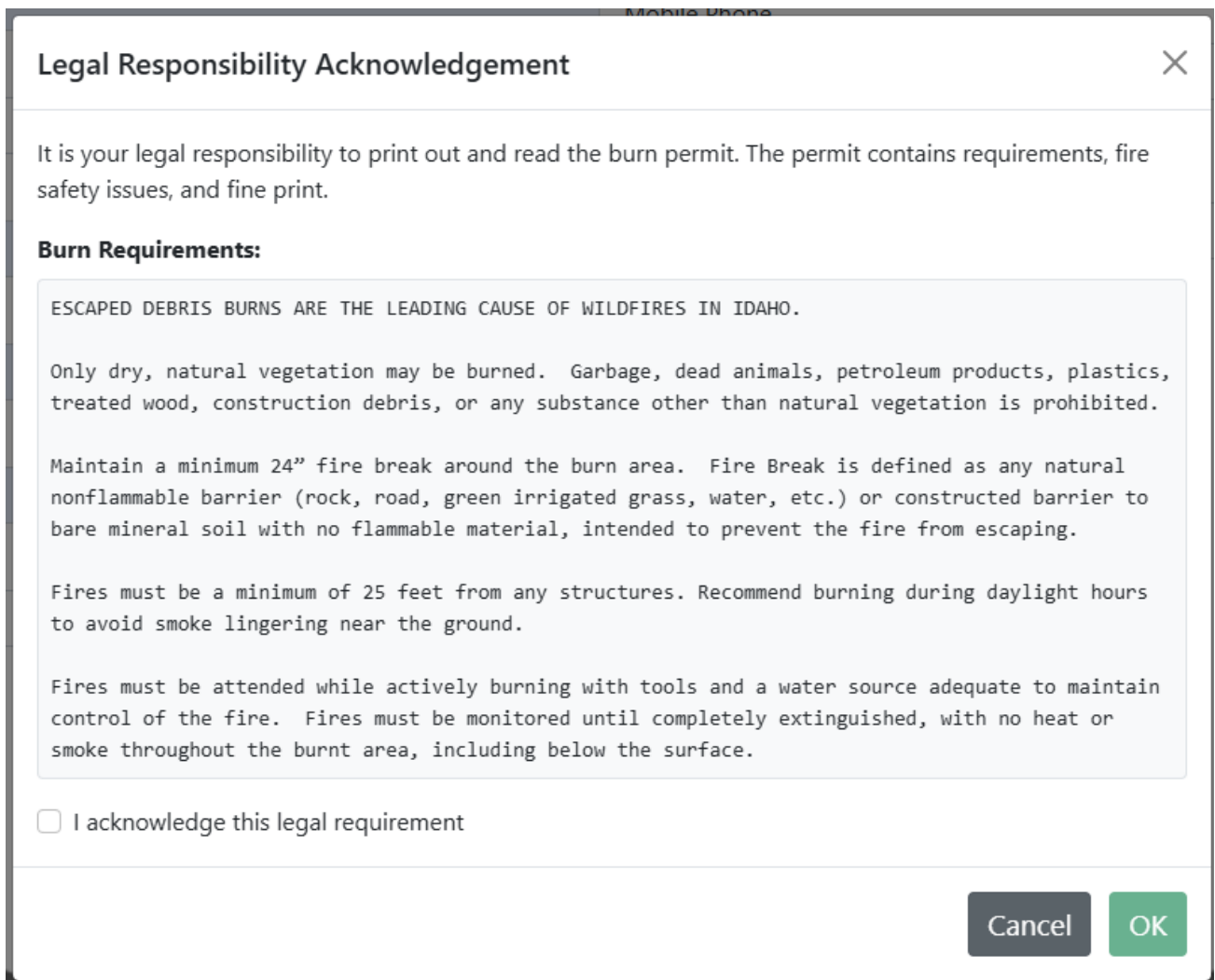
Step 2

Submit

When you have finished filling out the form, click

Submit

You will need to accept the legal responsibility notification by checking the “I acknowledge this legal requirement” box and then clicking on “OK”:



Legal Responsibility Acknowledgement [X]

It is your legal responsibility to print out and read the burn permit. The permit contains requirements, fire safety issues, and fine print.

Burn Requirements:

ESCAPED DEBRIS BURNS ARE THE LEADING CAUSE OF WILDFIRES IN IDAHO.

Only dry, natural vegetation may be burned. Garbage, dead animals, petroleum products, plastics, treated wood, construction debris, or any substance other than natural vegetation is prohibited.

Maintain a minimum 24” fire break around the burn area. Fire Break is defined as any natural nonflammable barrier (rock, road, green irrigated grass, water, etc.) or constructed barrier to bare mineral soil with no flammable material, intended to prevent the fire from escaping.

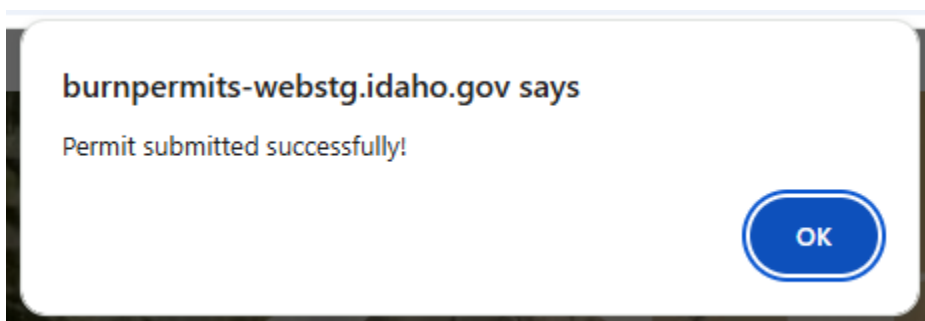
Fires must be a minimum of 25 feet from any structures. Recommend burning during daylight hours to avoid smoke lingering near the ground.

Fires must be attended while actively burning with tools and a water source adequate to maintain control of the fire. Fires must be monitored until completely extinguished, with no heat or smoke throughout the burnt area, including below the surface.

☐ I acknowledge this legal requirement

Cancel OK

And then you should receive notification that the burn permit has been submitted successfully:



Watch your email for a .pdf attachment with your burn permit.

Idaho Department of Lands Burn Permit #1290 [REDACTED]



Summary by Copilot



IdahoBurnPermit@idl.idaho.gov

To: [REDACTED]



Permit_1290 [REDACTED].pdf
138 KB



Your burn permit has been issued successfully.

Permit Number: 1290 [REDACTED]

The permit PDF is attached to this email.

This is an automated message from the Idaho Department of Lands Burn Permit System.
Do not reply to this email.

You must have your permit present with you for your burn.