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# Online Fire Permit System User Guide



Alberta

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## Introduction

This guide provides a brief explanation on how to use the Fire Permit System to submit fire permit requests to the Government of Alberta. The target audience for this guide is public citizens. Fire permits are required for burning activity between March 1<sup>st</sup> and October 31<sup>st</sup>.

## Create an Alberta.ca account

To access [Alberta's Fire Permit System](#), individuals and businesses must first create an [Alberta.ca account](#). See [Alberta.ca account](#) for further details and instructions on how to create an [Alberta.ca account](#).

Step 1: Create an [Alberta.ca account](#) (or sign in if you already have an account)

Step 2: [Get a fire permit](#), this link has all the information and steps you'll need to request a fire permit.

## Sign into the Fire Permit System

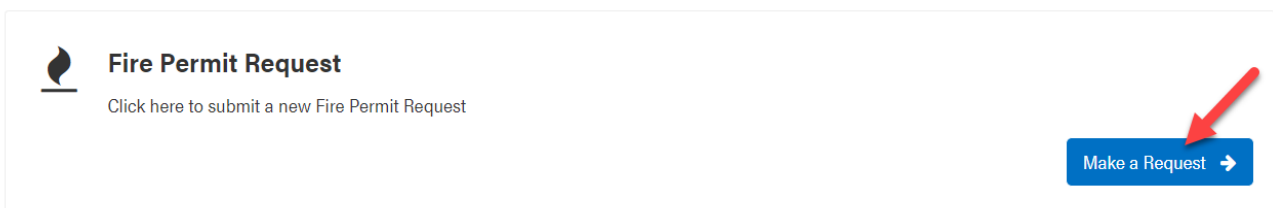
[Alberta's Fire Permit System](#) provides an easy way to get a free fire permit for burning activity (excluding campfires) between March and October in the Forest Protection Area.

## Entering Fire Permit Requests

The system was designed to collect request information from the public via an online request form. Some data will pre-populate based on the Alberta.ca account used to sign-in.

## How to enter a request

In the box underneath the blue bar that says Fire Permit Request, click on the blue "Make a Request" button.



This will open the fire permit request form and will auto-populate contact information from the Alberta.ca account used to sign in. If mandatory fields are empty, you must fill them in.

## Contact Information



The fields with a red Asterisk on the form, highlighted in yellow in the screen shot to the left, are mandatory.

Email address is not mandatory, but highly recommended as it will be used to contact permit holders to remind them when their permit is about to expire, and in the event, permits are suspended or cancelled.

- First Name \*
- Last Name \*
- Mailing Address \*
- City \*
- Province \*
- Postal Code \*
- Email Address
- Primary Phone Number \*
- Secondary Phone Number
- Company Name

## Fire Permit Request

### Contact Information

First Name *	Jane
Last Name *	Jetson
Address *	7000 - 113 Street
City *	Edmonton
Province *	Alberta
Postal Code * 	<small>Please provide a valid Canadian postal code with a space. E.g. T6K 1E7</small> 
	T6H 6T6
Email Address 	<small>Please provide a valid email address. E.g. example@domain.com</small> 
	rjwmadi@gmail.com
Primary Phone Number *	(780) 472-1217
Secondary Phone Number	
Company Name	

## Site Visit Information

As the requestor you can capture any preferences for meeting location, and preferred time of visit, if provided.

These are both optional, and a preferred window of visit is not a guaranteed appointment time.

### Site Visit Information

Let us know any instructions you may have for when our team comes to inspect your site, i.e. entrance location, meeting arrangement, etc.

#### Site Visit Instructions

#### Preferred Window of Visit

## Burn Material Information

Choose a Burn Material from the dropdown list. After a selection is made, a Burn Materials Comments field will appear where you can type more details if needed.

## Burn Material Information

Burn Material \*

- for a sweat lodge
- hand-piled brush piles
- in a burn barrel
- in a smokehouse
- in an incinerator
- machine-piled brush piles
- old buildings

### Definitions of Burn Materials

- **Bales** - Hay, straw or other crop residues bound together.
- **In a Burn Barrel** - A ventilated non-combustible container with a metal screen.
- **Dry Grass / Stubble** - Dead grass, short shanks of crops protruding from the ground.
- **Hand Piled** - Brush Piles - Small piles of vegetation and woody debris.
- **Machine Piled** - Brush Piles - Large machine piles of vegetation and woody debris
- **In an Incinerator** - Enclosed metal non-combustible apparatus with vents and a mesh screen designed for burning waste material at high temperatures.
- **Old Buildings** - Wooden structures requiring disposal with prohibited debris removed.
- **Root Rows/Piles** - Rows or piles of tree roots and vegetative debris.
- **Slab Piles** - Scrap pieces of wood and debris created from lumber or milling operations.
- **In a Smoke House** - A structure designed to preserve food with smoke.
- **A Smudge** - A small, contained fire giving off smoke to protect livestock from insects or garden plants from frost.
- **For a Sweat Lodge** - A heated structure, containing fire and heated rocks within and/or adjacent to the structure.
- **Swaths** - Rows of cut crops left by agricultural machinery.
- **Windrows** - Rows of piled woody debris.
- **Yard clean-up/debris** - Vegetative or woody debris from yard clean-up, lawn care and/or gardening activities.
- **Fireworks** - Fireworks include low-hazard, high-hazard fireworks and special effects pyrotechnics. Use, transportation and storage are governed through federal legislation and municipal bylaws.
- **Exploding Targets** - Exploding targets include incendiary devices, binary targets, low-hazard and high-hazard targets or explosives. Use and storage is governed through federal legislation and municipal bylaws.
- **Other (explain in comments)** - Wood products, wooden poles, woody debris, vegetative debris, cardboard and paper related products or special considerations not previously listed above.

Burn Material Comments

## Selected Locations

There are two tabs on the selected locations section of the request, navigate to either Land Description to enter an ATS Legal Land Description, or to the Lat/Long Tab to enter GPS Coordinates.

Location Examples:

Latitude and Longitude 52.6375, -115.9157

Legal Land Description **NW**-23-042-14-W5 or **13**-23-042-14-W5

### Important notes:

- This is intended to be the burn location, **not** the requestor's home or mailing address location.
- At least one location is required to submit a request.
- The location can be estimated, it only needs to be accurate enough for the issuer to arrange a site visit. The actual burn location(s) will be verified and updated by the issuer when the permit is approved.
- There is no ability to enter a rural address or lot number at this time, but it is a feature requested for future enhancement.
- The Lat/Long format is Decimal Degrees, and there is an enhancement request underway to allow entry of Degrees Minutes Decimal in a future release.

## Entering the first location

Enter a location in either tab and click the blue "Add Location" button.

Selected Locations \* Add a location use the lat/long or land description search below

Land Description	Lat and Long			
QS or LSD	Section	Township	Range	Meridian
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add Location"/>				

Land Description is Formatted as LS/QS-SEC-TWP-RNG-MER. For Example: NW-1-87-18-W4

You will receive a pop-up message in the following circumstances:

- The location is outside of Alberta (**red**) and will not let you proceed.
- The location is outside of the Forest Protection Area (**red**) and will not let you proceed.
- The location is currently under a Fire Ban, Fire Restriction, or Fire Advisory (**yellow**) and you can proceed with entering the request but permits may not be issued during this time.

## Entering additional locations for the same burn material

After clicking the blue Add Location button, the location will appear next to the Burn Material in the Your Chosen Locations section.

The fields in the Selected Locations section will be reset, and you can enter a second location in the tabs and click the Add Location button again.

Repeat this process until all locations for that same Burn Material are listed.

Enter a Disposition Number if applicable. This is a free text field.

Burn Material \*

Your Chosen Locations

- 13-23-042-14-W5  
(52.63 ... -115.91 ...)
- SE-24-042-14-W5  
(52.62 ... -115.87 ...)

Burn Material Comments

Selected Locations \* Add a location use the lat/long or land description search below

Land Description | Let and Long

QS or LSD	Section	Township	Range	Meridian
01	24	042	14	W5

Add Location

Land Description is Formatted as LS/QS-SEC-TWP-RNG-MER. For Example: NW-1-87-18-W4

Disposition Number (Optional)

## Adding photos and attachments

Photos of the proposed burn material and location can be attached at the time of the request, as can other documents such as a spreadsheet of burn pile locations or a fire control plan.

Click on the “Add Attachments” paper clip icon on the right.

Add images of your burn material

Images

Drop files here

Add attachments

## Confirm or remove Burn Material and Locations

Once all locations for that Burn Material are added, select the blue “Confirm” button. If you wish to remove the Burn material, and its locations, click the red “Remove” button.

Burn Material \*

Your Chosen Location

- 13-23-042-14-W5  
(52.63 ... -115.91 ...)

Burn Material Comments

Selected Locations \* Add a location use the lat/long or land description search below

Land Description | Let and Long

Latitude  Longitude

Add Location

Land Description is Formatted as LS/QS-SEC-TWP-RNG-MER. For Example: NW-1-87-18-W4

Disposition Number (Optional)

Add images of your burn material

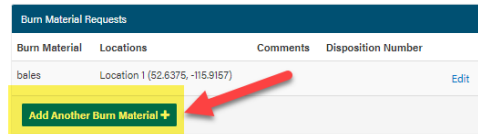
Images

Drop files here

Confirm Remove

## Adding another Burn Material

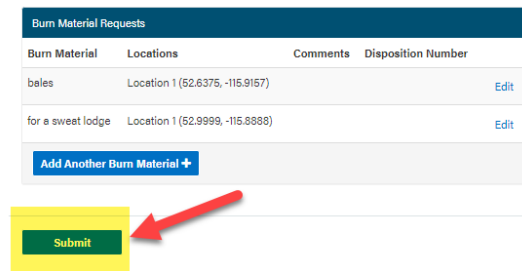
After confirming the first Burn Material and location(s), you will be presented with a panel to review the previous details, and the option to add another Burn Material. Click the blue “Add Another Burn Material” button to repeat the steps above.



## Submitting a permit request

When all the requested burn materials and locations are entered, select the blue “Submit” button at the bottom of the page.

Upon submitting a request, you will be returned to the Fire Permit System Home Page.



## How to view fire permit requests

### Active

An ‘Active’ state means that these permits have been approved and are currently active. These requests will display the active permit number and show as approved. The request number can be clicked on to show more information including the attached permit itself. This is the first tab listed left to right.

### Fire Permit Requests


Search


- Active
- Requested
- Inactive

Request: <a href="#">FPREQ0001841</a> Burn Material: Slab Piles					Approved
Requested Date	Permit Number	Forest Area	Effective Date	Extended Expiry Date	
2022-03-23 13:36:32	PRM0002038	Slave Lake	Mar 23, 2022	Mar 28, 2022	
Request: <a href="#">FPREQ0001798</a> Burn Material: Slab Piles					Approved
Requested Date	Permit Number	Forest Area	Effective Date	Extended Expiry Date	
2022-03-21 08:46:52	PRM0001992	Fort McMurray	Mar 21, 2022	Mar 26, 2022	

## Requested

A 'Requested' state means that these permits have been yet to be reviewed and are awaiting action. These requests will show the permit as pending. At this stage, citizens can add more locations or attachments and can withdraw the permit if they no longer require it by clicking on the request number. This is the second tab listed left to right.

Fire Permit Requests Search 

Active **Requested** Inactive 

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**Request: [FPREQ0001840](#) Burn Material: Swaths** **Requested**

Requested Date	Permit Number	Forest Area	Effective Date	Expiry Date
2022-03-23 13:31:40		Slave Lake		

**You are not legally allowed to burn until your request has been formally approved**

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**Request: [FPREQ0001826](#) Burn Material: Bales** **Requested**

Requested Date	Permit Number	Forest Area	Effective Date	Expiry Date
2022-03-23 08:57:20		Edson		

**You are not legally allowed to burn until your request has been formally approved**

## Inactive

An 'Inactive' state could be a variety of things: A permit could be denied, cancelled, withdrawn or expired. The request number can be clicked on to show more information. This is the third tab listed left to right.

## Email notifications to public citizens

The Fire Permit system will automatically send email notifications for the following events IF an email address was entered on the request:

- Request has been withdrawn
- Request has been received (for those submitting requests via the Fire Permit System)
- Permit has been denied
- Permit has been approved, with an attached PDF Fire Permit
- Permit has been cancelled
- Permit will expire in 3 days
- Permit has been suspended (to be used in the event of a Fire Control Order)
- Permit has been reinstated (after a Fire Control Order is lifted)
- Permit has been extended or updated

Not all permit holders will receive all the emails, the majority will receive 3: Request Received, Permit Approved, and Permit will expire in 3 days.