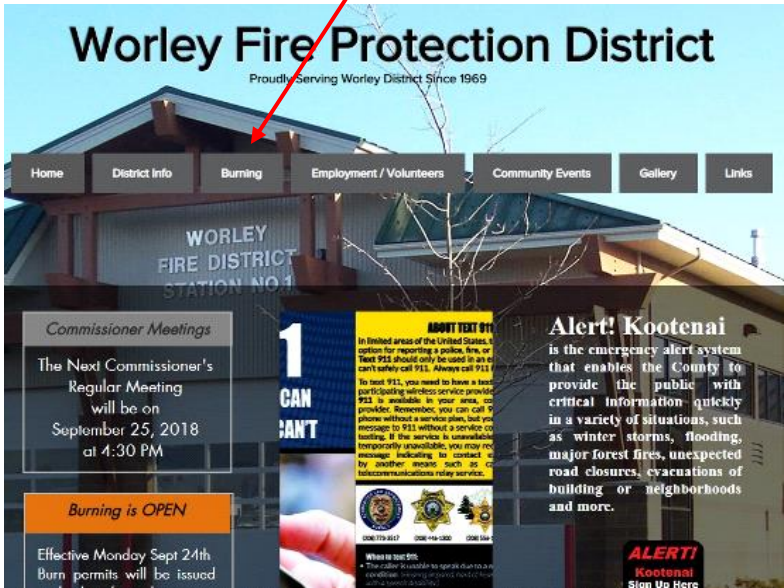





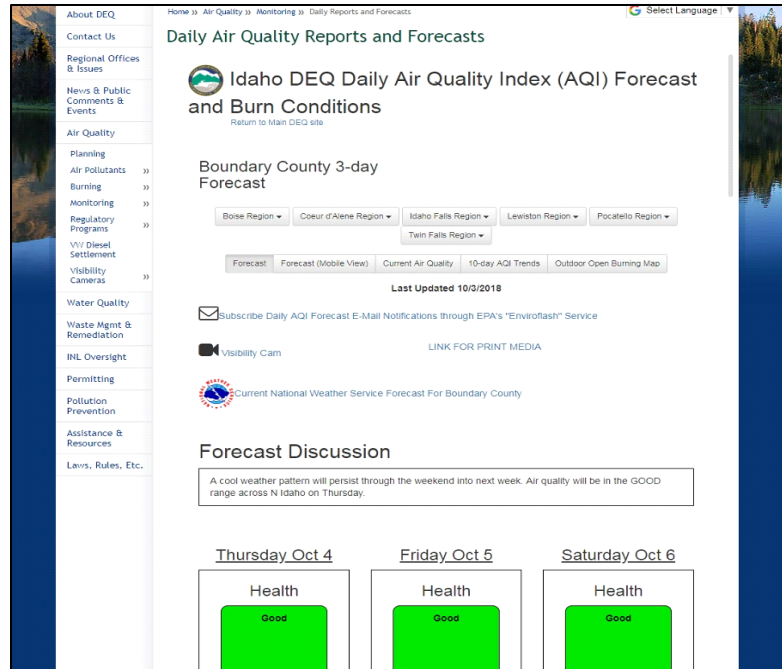
PROCEDURE NAME:	Burn Permits on Website
DESCRIPTION:	How to apply for a burn permit on our website.
CREATED BY:	Carmen Saranto
DATE:	10/4/18
PROCEDURE DETAILS:	<ol style="list-style-type: none"> 1. Open a browser and type in www.worleyfire.com 2. Click on the burning page  3. Click on Air Quality (Check this before burning) 



PROCEDURE NAME:

Burn Permits on Website

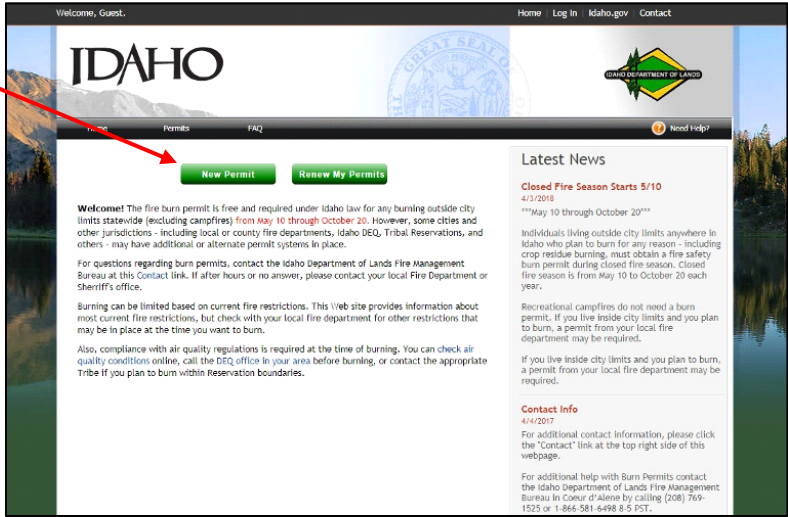

Idaho DEQ - Daily Air Quality Reports



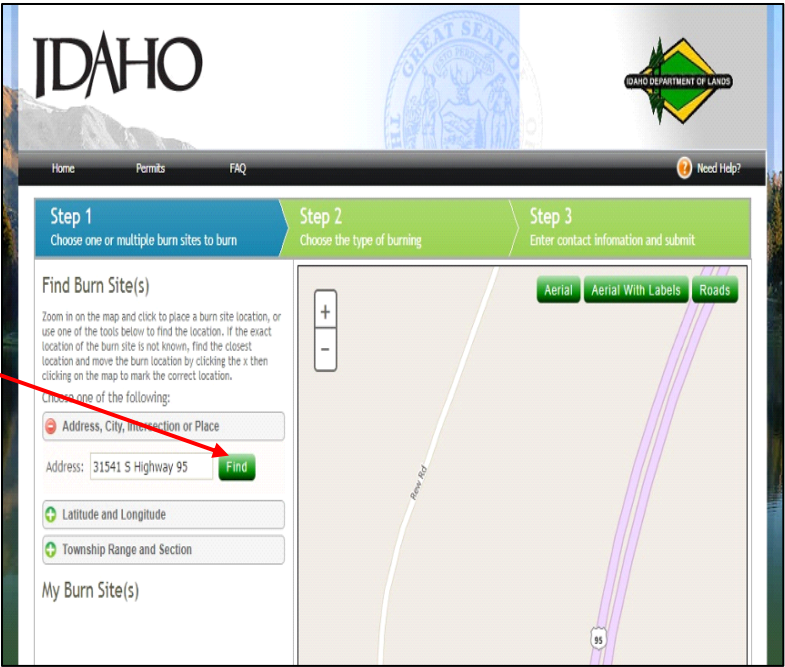
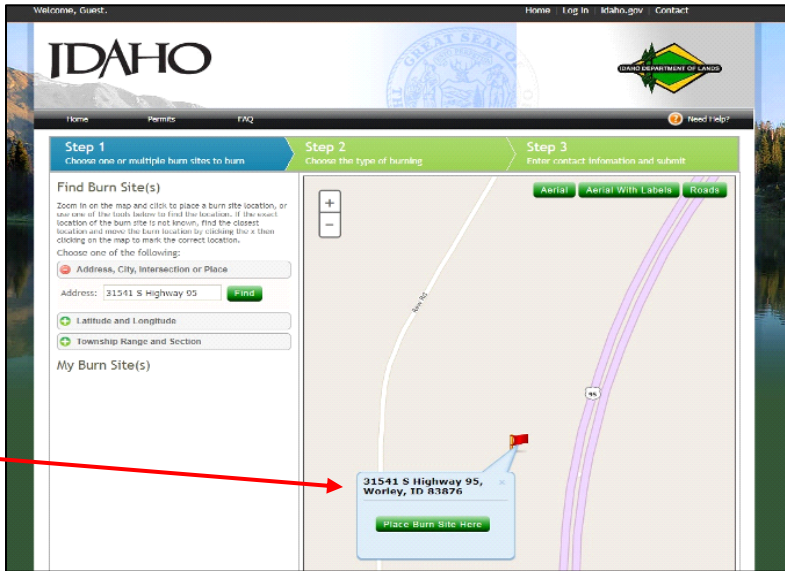
- Once you have determined air quality is good for burning click on ***Burn Permits - Apply Here***



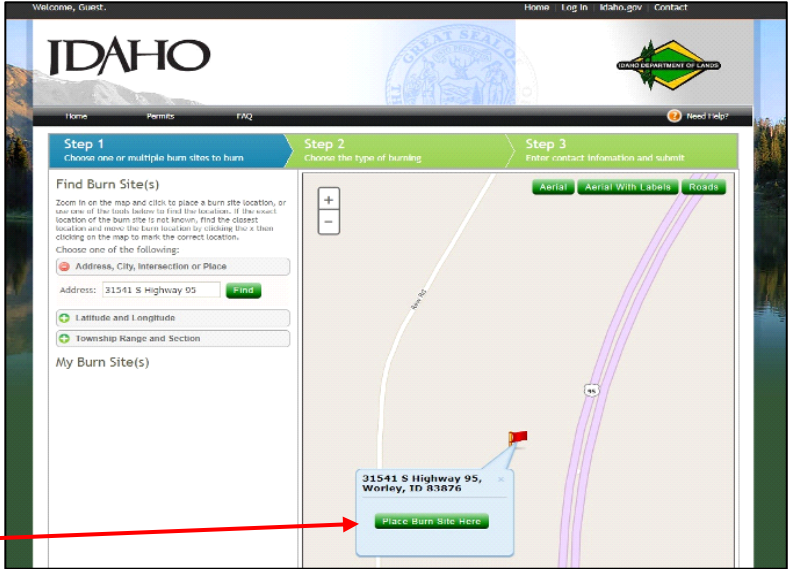
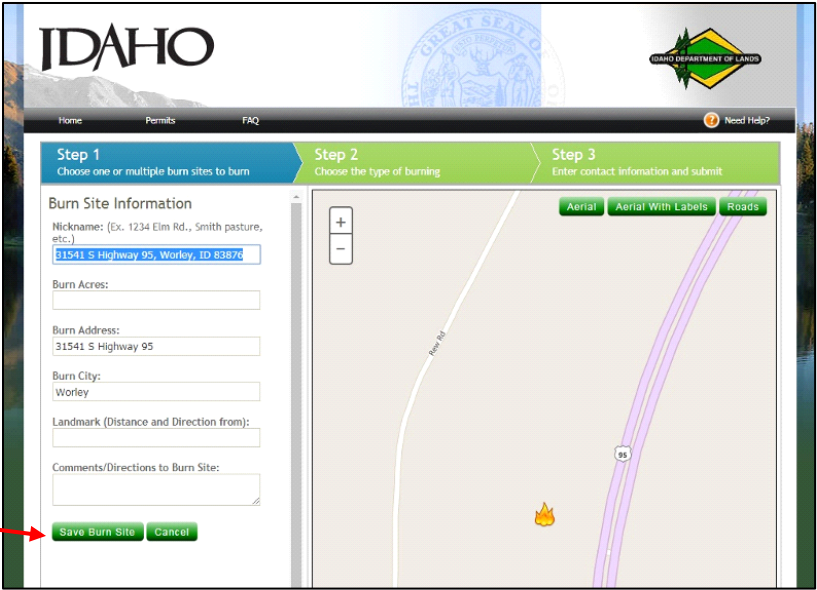


PROCEDURE NAME:	Burn Permits on Website
	<p data-bbox="524 388 878 422">Idaho Department of Lands</p> <p data-bbox="570 449 883 483">5. Click on <i>New Permit</i></p> <div data-bbox="574 501 1357 1014">A screenshot of the Idaho Department of Lands website. The header includes the "IDAHO" logo, the "IDAHO DEPARTMENT OF LANDS" logo, and navigation links for Home, Log In, Idaho.gov, and Contact. Below the header, there are tabs for "Permits" and "FAQ". A red arrow points to a green "New Permit" button. To the right of the button is a "Renew My Permits" button. Below the buttons, there is a "Welcome!" section with text about burn permits, a "Latest News" section with a "Closed Fire Season Starts 5/10" announcement, and a "Contact Info" section.</div> <p data-bbox="570 1066 1211 1100">6. Enter the site address where you are burning.</p> <div data-bbox="574 1161 1357 1617">A screenshot of the Idaho Department of Lands website showing the "Find Burn Site(s)" step. The page has a green header with "Step 1" (Choose one or multiple burn sites to burn), "Step 2" (Choose the type of burning), and "Step 3" (Enter contact information and submit). The "Find Burn Site(s)" section includes instructions on how to find a burn site, a "Choose one of the following:" section with three options: "Address, City, Intersection or Place", "Latitude and Longitude", and "Township Range and Section". The "Address, City, Intersection or Place" option is selected, and the address "31541 S Highway 95" is entered. A red arrow points to the "Find" button. To the right of the address input is a map showing the location of Highway 95.</div>

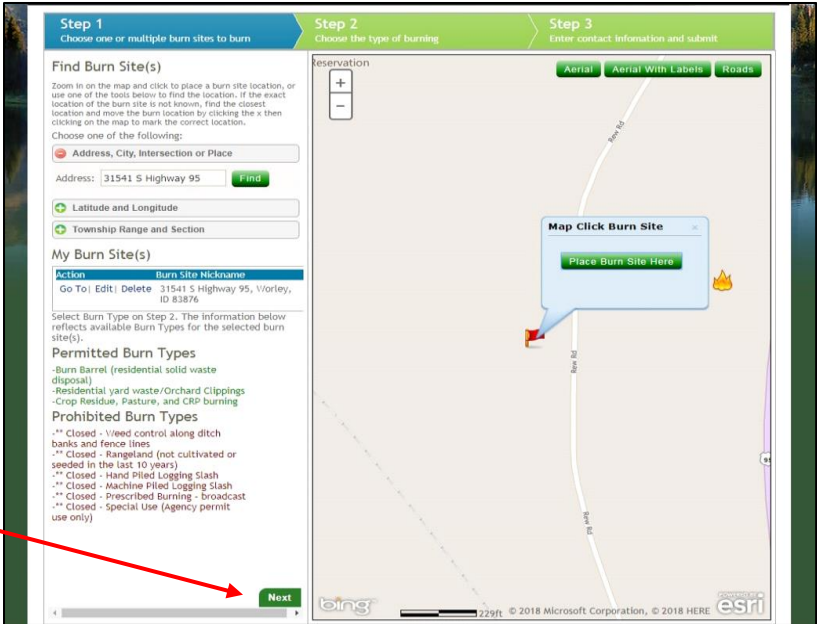
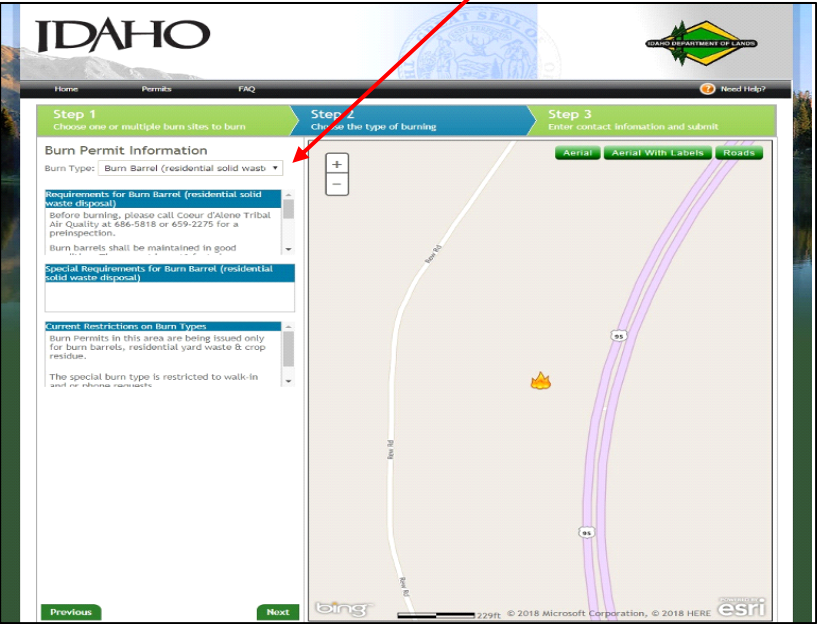


PROCEDURE NAME:	Burn Permits on Website
	<p data-bbox="574 388 786 420">7. Click on <i>Find</i></p> <div data-bbox="574 459 1354 1121">This screenshot shows the 'Find Burn Site(s)' section of the Idaho Department of Lands website. It includes a map on the right and a form on the left. The form has three options: 'Address, City, Intersection or Place', 'Latitude and Longitude', and 'Township Range and Section'. The first option is selected, and the address '31541 S Highway 95' is entered. A red arrow points to the green 'Find' button next to the address field.</div> <p data-bbox="574 1171 1321 1281">8. Be sure it brings up the right address. If it doesn't you might need to also enter the city and state (right after your street address)</p> <div data-bbox="574 1320 1354 1887">This screenshot shows the same website interface as the previous one, but with a red arrow pointing to a location pin on the map. The pin is labeled '31541 S Highway 95, Worley, ID 83876' and has a green button below it that says 'Place Burn Site Here'.</div>



PROCEDURE NAME:	Burn Permits on Website
	<p data-bbox="570 390 1292 457">9. Once you have the right address Click on <i>Place Burn Site Here</i></p> <div data-bbox="574 497 1357 1062">This screenshot shows the 'Find Burn Site(s)' step of the Idaho Burn Permit application. On the left, there are input fields for 'Address, City, Intersection or Place' (containing '31541 S Highway 95'), 'Latitude and Longitude', and 'Township Range and Section'. A 'Find' button is next to the address field. On the right, a map shows the location of '31541 S Highway 95, Worley, ID 83876' with a red pin. A blue box with the text 'Place Burn Site Here' is overlaid on the map, and a red arrow points to it from the left.</div> <p data-bbox="570 1087 915 1117">10. Click on <i>Save Burn Site</i></p> <div data-bbox="565 1169 1377 1755">This screenshot shows the 'Burn Site Information' step of the Idaho Burn Permit application. On the left, there are input fields for 'Nicknames' (containing '31541 S Highway 95, Worley, ID 83876'), 'Burn Acres', 'Burn Address' (containing '31541 S Highway 95'), 'Burn City' (containing 'Worley'), 'Landmark (Distance and Direction from)', and 'Comments/Directions to Burn Site'. At the bottom, there are 'Save Burn Site' and 'Cancel' buttons. A red arrow points to the 'Save Burn Site' button from the left.</div>




PROCEDURE NAME:	Burn Permits on Website
	<p>11. Click on <i>Next</i></p>  <p>12. Select your burning type in the drop-down menu. Burn barrel (residential solid waste or residential yard waste/Orchard clippings. (for Camp Fires select Yard Waste)</p>  <p>13. Then Click on <i>Next</i></p>



PROCEDURE NAME:	Burn Permits on Website
	<p data-bbox="573 386 1049 420">14. Click on <i>I Don't Have an Account</i></p> <div data-bbox="586 430 1343 934"><p>Website header: Welcome, Guest. Home Log In Idaho.gov Contact</p><p>IDAHO IDAHO DEPARTMENT OF LANDS</p><p>Home Permits FAQ Need Help?</p><p>Step 1 Choose one or multiple burn sites to burn Step 2 Choose the type of burning Step 3 Enter contact information and submit</p><p>Login to your account</p><p>If you need to get periodic permits, login or create an account to save your contact information and burn permit history for renewal purposes. If you do not have an account click "I Don't Have An Account". To create an account you will have the option to enter your email and password on the next screen. You will not be required to create an account.</p><p>Email: <input type="text"/></p><p>Password: <input type="password"/></p><p>Send Password Hint Forgot Password</p><p><input type="button" value="Login"/></p><p><input type="button" value="I Don't Have An Account"/></p></div> <p data-bbox="573 945 1404 1056">15. Enter your email address, name, burn site address, Worley Fire District, contact phone number, create a password and password hint. Then click <i>Submit Permit</i>.</p> <div data-bbox="529 1060 1421 1911"><p>Website header: IDAHO IDAHO DEPARTMENT OF LANDS</p><p>Home Permits FAQ Need Help?</p><p>Step 1 Choose one or multiple burn sites to burn Step 2 Choose the type of burning Step 3 Enter contact information and submit</p><p>* denotes a required field</p><p>Get a copy of permit by email.</p><p>Email: <input type="text" value="admin@worleyfire.com"/></p><p>*First Name: <input type="text" value="Worley"/></p><p>*Last Name: <input type="text" value="District"/></p><p>*Mailing Address 1: <input type="text" value="31541 S HIGHWAY 95"/></p><p>Mailing Address 2: <input type="text"/></p><p>*City: <input type="text" value="WORLEY"/></p><p>*State: <input type="text"/></p><p>*Zip Code: <input type="text" value="83876-6003"/></p><p>Organization: <input type="text" value="Worley Fire District"/></p><p>Phone Number</p><p>* 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, or enter a new number in the "Contact Number For Burn" text box.</p><p>Business Phone: <input type="text" value="2086861718"/> <input type="radio"/></p><p>Home Phone: <input type="text"/> <input type="radio"/></p><p>Mobile Phone: <input type="text" value="2086861718"/> <input checked="" type="radio"/></p><p>Contact Number For Burn: <input type="text" value="2086861718"/></p><p>Fax Number: <input type="text"/></p><p>Create Account</p><p>Save your contact information and burn permit history to manage and renew your burn permits in the future.</p><p>Password: <input type="password"/></p><p>Retype Password: <input type="password"/></p><p>Password Hint: <input type="text"/></p><p><input type="button" value="Previous"/> <input type="button" value="Submit Permit"/></p></div>



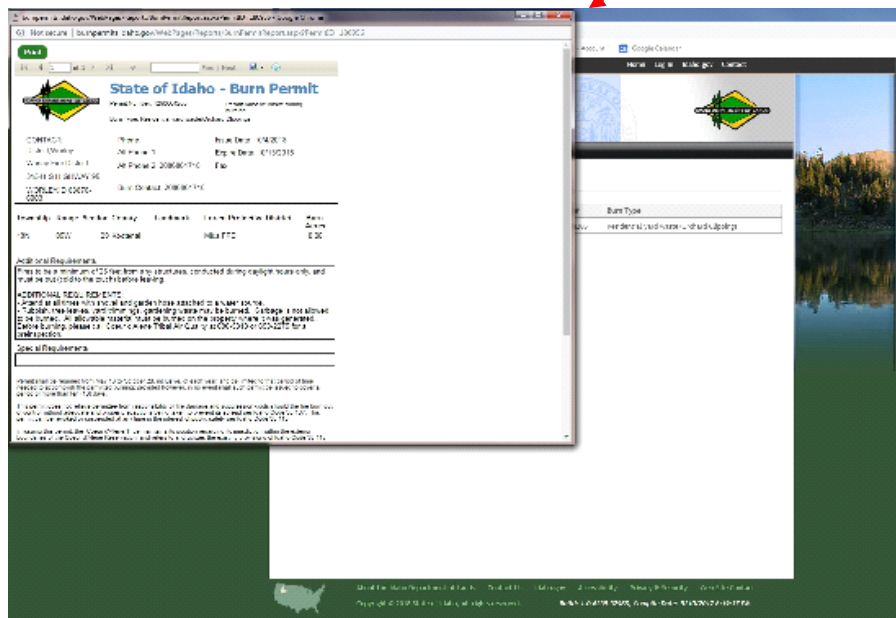
PROCEDURE NAME:	Burn Permits on Website
	<p>16. It is your legal responsibility to print out and read the burn permit. The permit contains requirements, fire safety issues, and fine print. Click Ok to acknowledge this responsibility and continue.</p>  <p>The screenshot shows the Idaho Burn Permits website. A pop-up window from burnpermits.idaho.gov is displayed, stating: "It is your legal responsibility to print out and read the burn permit. The permit contains requirements, fire safety issues, and fine print. Click Ok to acknowledge this responsibility and continue." A red arrow points from the text "Click Ok" in the procedure description to the "OK" button in the pop-up. Below the pop-up, the website's registration form is visible, showing fields for email, name, address, city, state, zip code, organization, and phone numbers. The form is divided into three steps: Step 1 (Choose one or multiple burn sites to burn), Step 2 (Choose the type of burning), and Step 3 (Enter contact information and submit). The "Previous" and "Submit Permit" buttons are at the bottom of the form.</p>



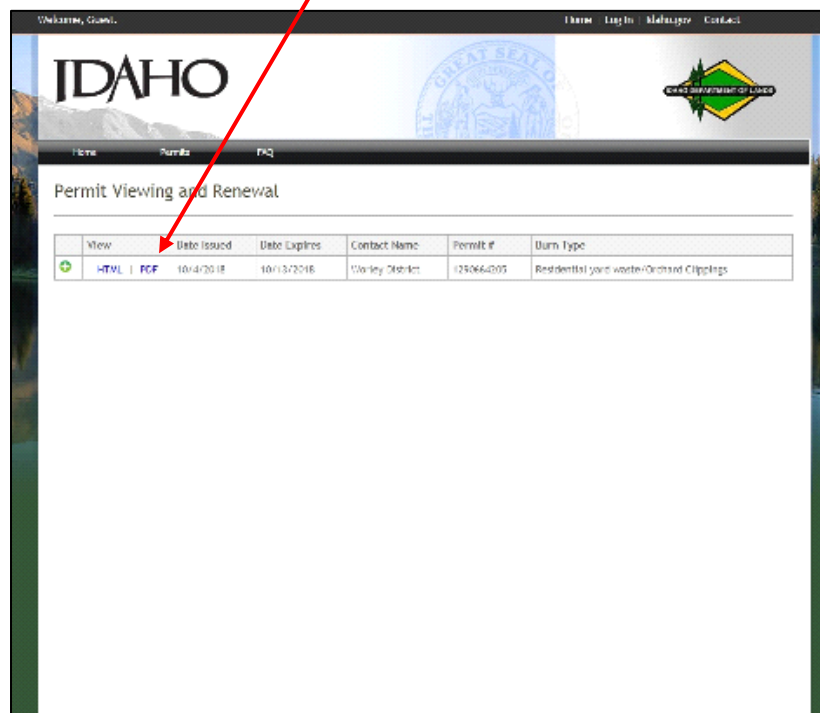
PROCEDURE NAME:

Burn Permits on Website

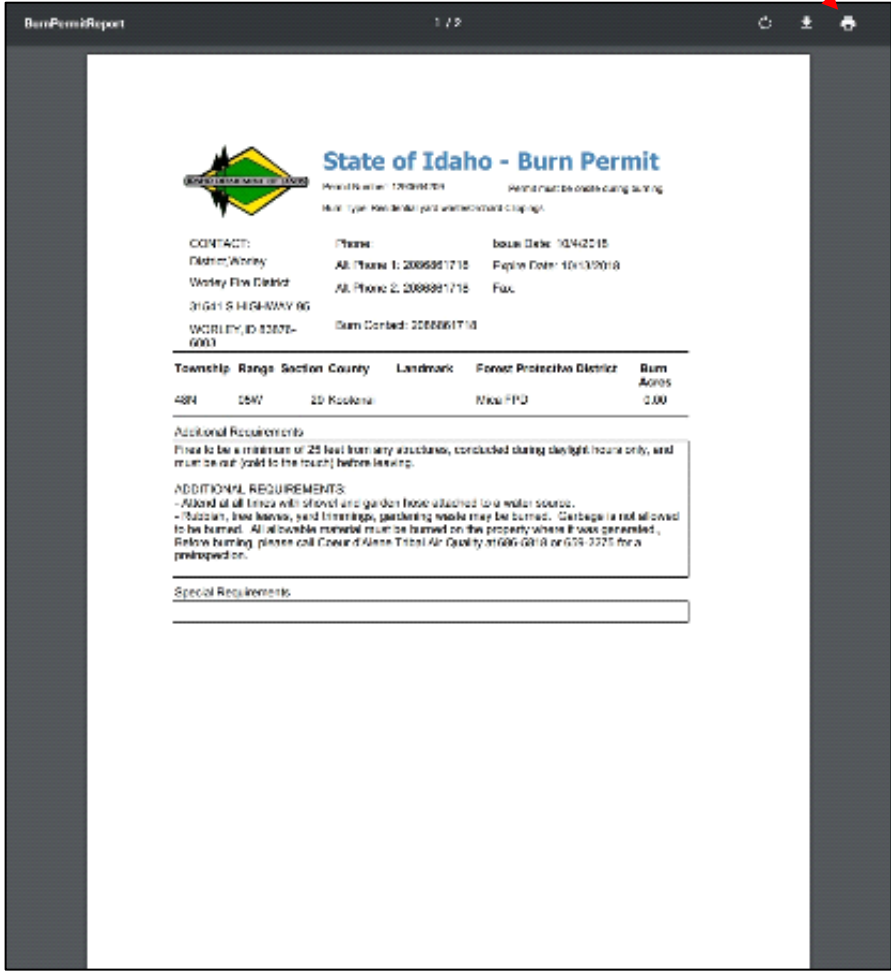
17. Close this window by *Clicking on the Red X*



18. Click on the *PDF*





PROCEDURE NAME:	Burn Permits on Website
	<p>19. Click on the Printer Icon to print (if the printer icon is not showing click anywhere on the page and it should show up)</p> <div data-bbox="527 619 1412 1585">  <p>The screenshot shows a web browser window titled 'BurnPermitReport' with a page number '1 / 2'. The main content is a 'State of Idaho - Burn Permit' form. It includes contact information for Worley Fire District, a table with permit details (48th, 6th, 20, Kootenai, Missoula, 0.00), and sections for 'Additional Requirements' and 'Special Requirements'.</p> </div> <p>20. This permit is good for 10 days, if you need another one you will need to renew your permit. (see renew permit instructions)</p>