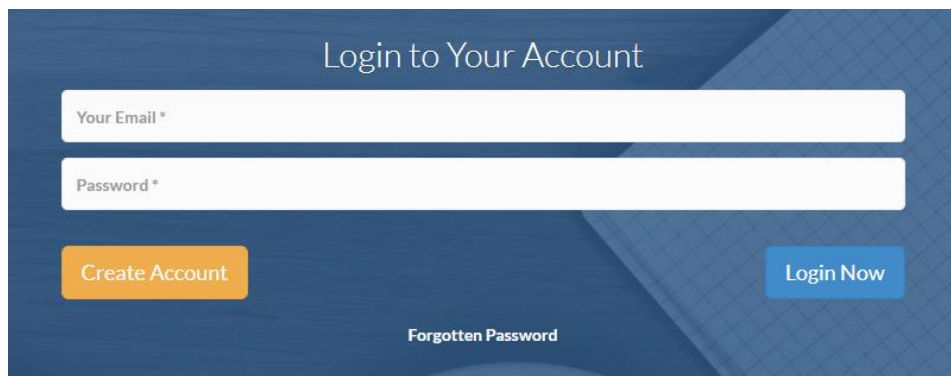


# Burn Permit Account Setup Instructions

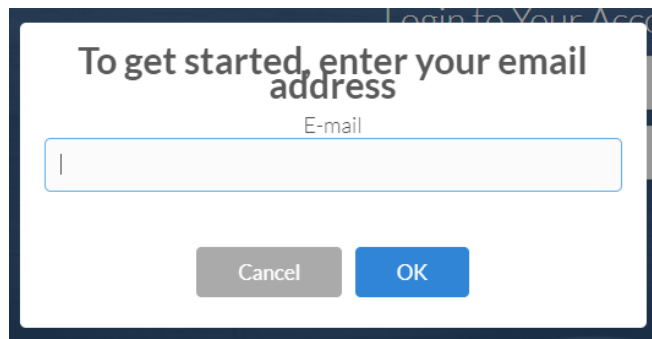


Log into <https://hfpd.burnpermits.com/login>, if you are new the site you will need to create a user account, if you are returning, simply log in with your user name and password.



## **Create Account:**

To create an account, click "Create Account", your next prompt will be to enter your email address, then click "OK"



## Personal Information:

Enter your name and phone number into the appropriate fields.

Select Permit Type:

Open Air Burning Permit

### Personal Information

First Name  
John

Telephone  
(719) 555-1234

Last Name  
Doe

Renters: You will need to provide information for your property Landlord and/or the homeowner on record. This request will require approval by Landlord and/or the homeowner before permit can be issued.

Do you rent or own your home?

#### Information for Renters

If you rent your home, your permit will require approval by your landlord before it becomes valid.

Do you rent or own your home? - Please select...

Enter your property address you intend to have a fire/burn.

### Open Burn Address 1

+ Add

Address Line 1  
123 Main St

State / Province  
CO

Address Line 2

ZIP Code  
80449-0000

City  
Hartsel

**Second Home/Vacation Home/Lot Property Owners:** If your mailing address is different than the burn address; click to expand to add your proper mailing information.

**Property Owner Address** If different to open burn address

*Click to expand*

Address Line 1

CO

Address Line 2

ZIP Code

City

< Backward

Continue >

**Renters:** You will need to provide information for your property Landlord and/or the homeowner on record. This request will require approval by Landlord and/or the homeowner before permit can be issued.

I/we rent this property

**Landlord Information**

First Name

E-mail Address

Last Name


**Login Details:** Your email will be your username, simply add your password to have return access to your permit account. When completed click "Continue".

**Login Details**

admin@hartselfire.org

Password \*

**Confirm Your Location:**

The next screen will ask you to confirm you address location on our map, the marker symbol  will represent your mapped location, if it is mapped incorrectly just click-and-drag the marker to place it in the correct location. When correct click "Continue".

### Confirm Your Location

Please ensure the marker on the map below indicates the correct location for your property. You may use the + and - buttons to zoom in and out, and click-and-drag the marker to place it in the correct location.



Congratulation, you have successfully set up your account.

Your account has been successfully created!

### Terms & Conditions:

Now for some legal business. You will need to read the Term & Conditions; a copy of Park County Ordinance No. 19-01 is available by clicking on the link. After reading the Terms & Conditions and Ordinance 19-01 you will need to click on the green box that you agree.

#### Terms & Conditions

References: section 307-2012 International Fire Code, [www.colorado.gov/cdphe/openburn](http://www.colorado.gov/cdphe/openburn), Park County ordinance 19-01

#### Requirements:

- \*The burn site must be located at least 50 ft. from any structure or combustible material (trees, shrubs, wood piles, etc.)
- \*The burn site must be clear of all combustible material to mineral soil & have a minimum of 10 ft. of cleared space.
- \* Flying embers, brands, and cinders must be confined or contained to the cleared space within the approved area.
- \*Burns must be attended at all times by a competent, responsible individual until the burn is completely out/cold.
- \*An adequate water supply, fire extinguisher, and firefighting tools (shovels, rake etc.) must be available on site.

[Click to review Park County Ordinance No. 19-01](#)

I Agree to the above terms and conditions and Park County Ordinance No. 19-01

## Agreements:

Next you find 9 additional agreements to acknowledge. When completed click "Continue".

**Agreements**

Please confirm that you agree to the following:

- I Agree Permit holders must contact Hartsel Fire Protection District prior to burning to ensure that a fire ban is NOT in effect
- I Agree Permit holders must not set or maintain an open air burn when a fire ban is in effect
- I Agree Permit holders must ensure that a person eighteen (18) years of age or older maintain constant watch and control over the open air fire at all times from the time of setting the fire until the fire is totally extinguished

## Upload Photos for Permit (Optional):

Next, if you wish to add a picture of your burn site and what your intent to burn you can do so here. When completed click "Continue".

**Upload Photos for Permit (Optional)**

Please upload photos, if available, of the burning site and what you intend to burn.

Drop files or click here to upload.

< Backward Continue >

## Signature:

Using your mouse with the index finger side of the mouse pressed, sign your name inside the box marked "Sign Here".

**Select Burn Permit**

- Open Air Burning Permit - Valid until Dec 30, 2019 - US\$10.00 USD

*Sign Here*

John Doe

---

Signature of John Doe

✎ Reset

## Notification Methods:

Here you select how you are to be notified of when burn ban are placed in force, burn ban being recinded, and other important Hartsel Fire information. When completed click "Continue".

### Notification Methods

#### Notifications

Enabling notifications by providing one or more contact methods below will ensure that you receive important information (e.g. changes to risk level, ban status changes etc.)

<input checked="" type="checkbox"/>	<b>Text Msg.</b>
	Verizon Wireles (719) 555-0123
<input type="checkbox"/>	<b>E-mail</b>
	e.g. john.smith@example.com
<input checked="" type="checkbox"/>	<b>Phone Call</b>
	(719) 555-1234

# DON'T FORGET TO CALL!

Toll-free: 1-855-945-0688

## Making Payment:

Below is an example of how easy it is to pay for your new annual Burn Permit. If you are unable to advance through the payment process or you wish to pay in cash click "Pay Later" after creating your Burn Permit you will need to stop by Hartsel Fire Protection district Station #1 located at 86 Valley in Hartsel to complete the process.



## Making Payment (continued):



## Pay with PayPal

With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more.

Stay logged in for faster purchases [?](#)

[Having trouble logging in?](#)

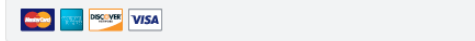
or



\$10.00 USD [v](#)

## PayPal Guest Checkout


We don't share your financial details with the merchant.



### Billing address

### Contact Information

## Making Payment (continued):



Save your payment info for faster checkout on this device

Speed through checkout faster than ever with One Touch™ and a PayPal account.

How fast?

- Choose PayPal on eligible merchant sites
- Review your purchase and click to pay

That's it! With One Touch, you can skip login on this device – no password or card info to enter. (We don't recommend enabling One Touch on shared devices.)

You'll need to create a password later to access all other member benefits and account statements – check your email for important details.

Save my payment info and create a PayPal account

**Pay Now**

### That's it, you're all set.

Don't forget: Each time you wish to have a fire/burn you are required to call **1-855-945-0688** from the phone number assigned to the burn permit, check to see if your area is currently under a burn ban, follow the prompts notifying the system you are having a fire/burn in the next 24 hours at the address on the Burn Permit, and enjoy your fire/burn safely

# DON'T FORGET TO CALL!

Toll-free: 1-855-945-0688