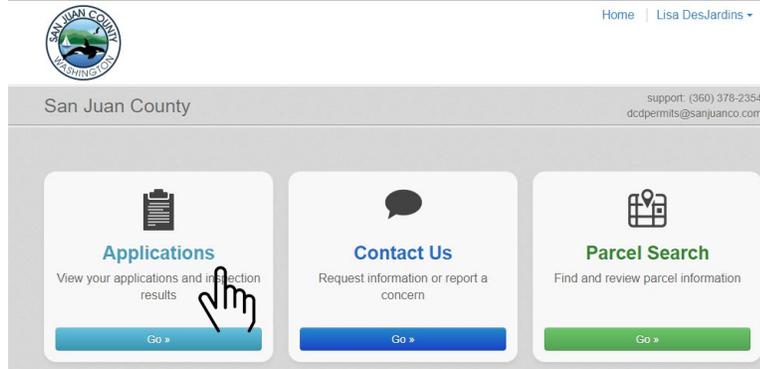




San Juan County's new Online Permit Portal

If you have not applied for a public portal account follow this link: <https://co-sanjuan-wa.smartgovcommunity.com/Public/Home>. There will be a verification link sent to your e-mail address.

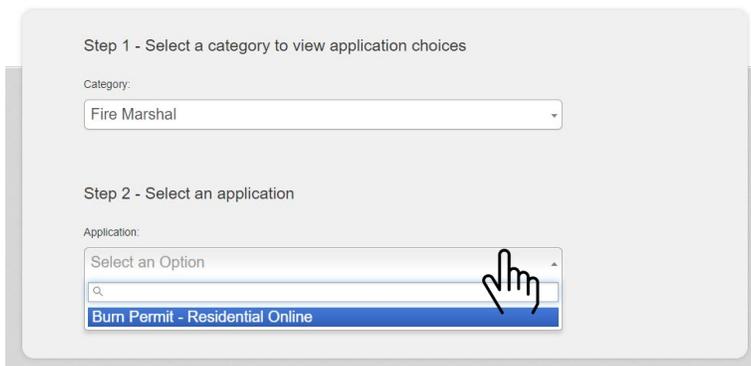
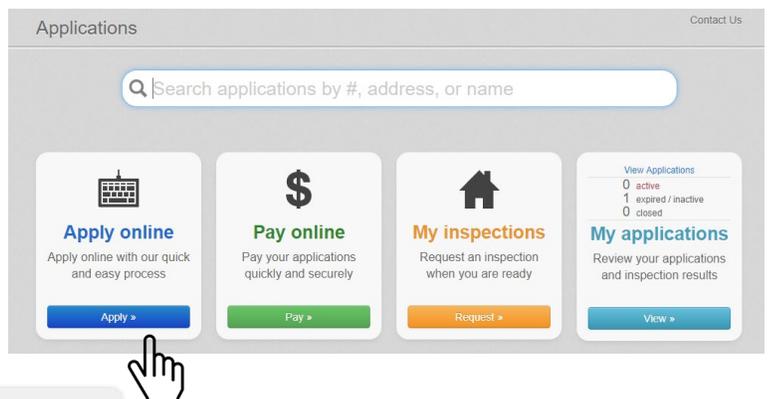
Once you click on this link, you will need to log out and sign in again.



Note: 2019 is the first year of the SmartGov Portal for purchasing burn permits online. All past accounts for Burn Permits are no longer valid.

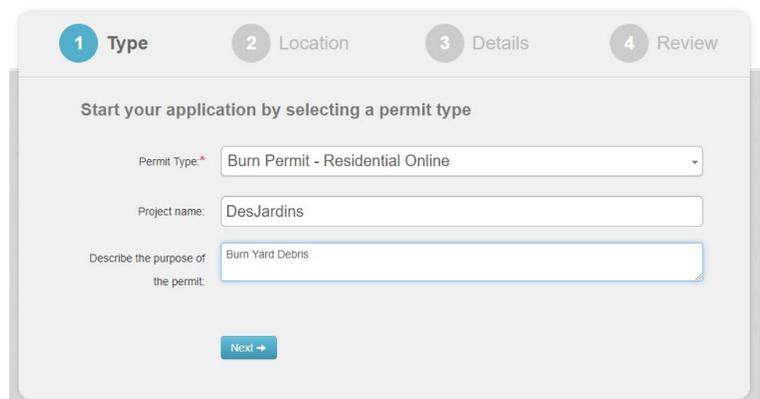
Once you have signed in to the San Juan County public Smartgov portal you will select "Applications"

Next you'll select "Apply Online".



There will be two dropdown menus (labeled in the red circle): one labeled "Category" and one labeled "Application." Please choose "Fire Marshal" for your category and "Burn Permit or your application.

Once you have chosen the "Fire Marshal" and "Burn Permit" the permit type Burn Permit-Residential Online, click next. At this point you may opt to add more details such as project name as well as description of the purpose of the permit, these are optional fields but are useful and appreciated.



You will next be prompted to enter your site location. Simply entering the number for your site as the example shows will often be sufficient for you to choose your property from the list.

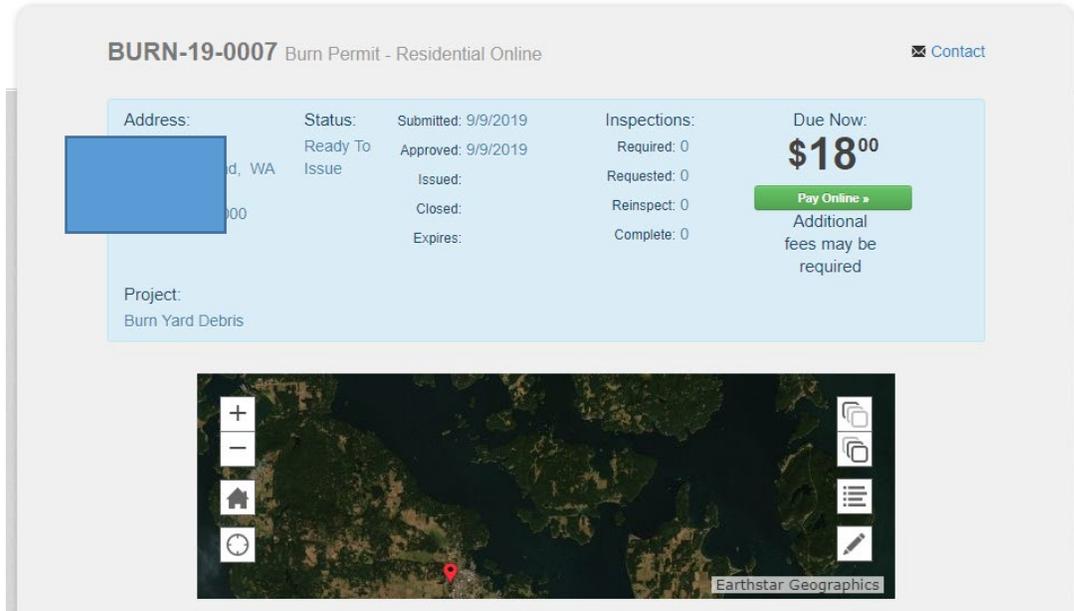
If you only have a parcel number, choose the option at the bottom of the page to search by parcel number at the bottom of the page.

There will be permit details to complete – all questions must be answered “Yes” in order for the permit to issue.

The next step is to review and submit the application.

Your permit is then generated but needs to be paid for. Click on the Pay Online button. This will take you to the payment portal where you will need to add the fee to your cart by clicking on the  plus symbol.

The fee amount shown is \$18 and there is a \$2.00 transaction fee assessed to total the \$20.00 Burn Permit fee. Once the fee is paid, you will be able to print and sign your permit, which must be kept on-site during any burn you conduct throughout the season.



Be safe and remember, you must have a shovel and a charged hose onsite. Burn piles can be no larger than 10' in diameter and 6' high. In the absence of a hose, you must have two five gallon buckets full of water and a shovel AND the burn pile can be no larger than 5' in diameter and 5' high.

The purpose of a residential burn is for tree trimmings and blow-down debris. Absolutely no garbage or hazardous waste materials can be burned.

Remember to check the website at <https://www.sanjuanco.com/1088/Fire-Marshal> for fire hazard levels and to know whether you are permitted to burn on any given day throughout the season.

