



SAN JUAN COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

135 Rhone Street, PO Box 947, Friday Harbor, WA 98250
(360) 378-2354 | (360) 378-2116
dcd@sanjuanco.com | www.sanjuanco.com

RESIDENTIAL BURN PERMIT INSTRUCTIONS START TO FINISH:

Below are some helpful links, screenshots, and information for using the SmartGov permit portal.

If your parcel is located in the **Eastsound Urban Growth Area** or **Town of Friday Harbor**, you cannot purchase a burn permit, as residential burning is prohibited.

GO TO: <https://co-sanjuan-wa.smartgovcommunity.com/Public/Home> and **log in** if you have an account. If you need to create an account, click on “sign up”



[Sign Up or Log In](#)



San Juan County

support: (360) 378-2354
dcdpermits@sanjuanco.com

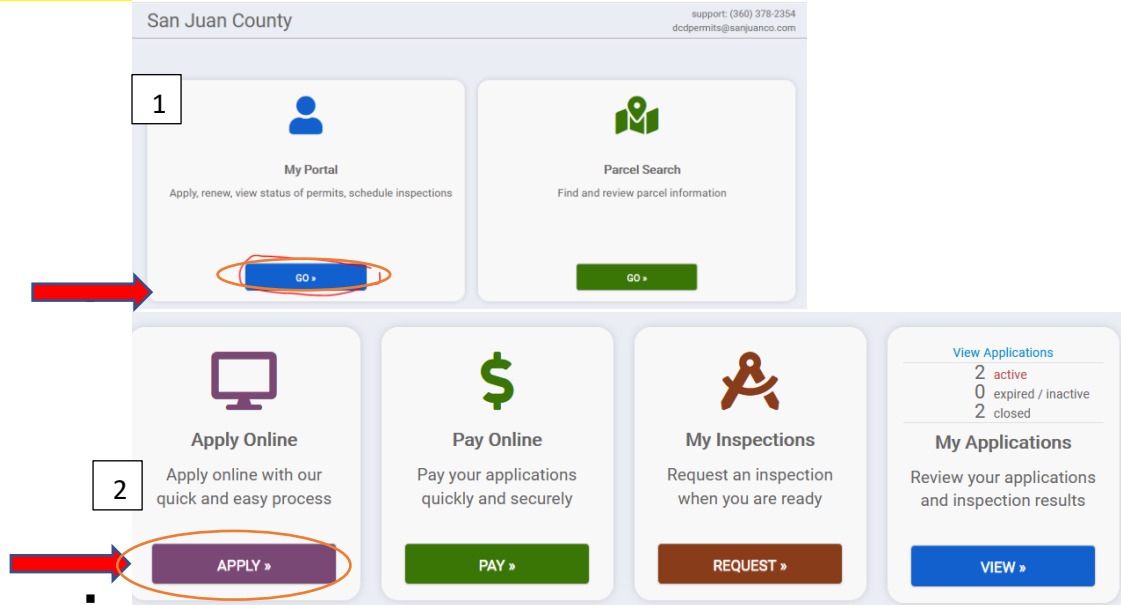
- Enter your e-mail address and choose a password:
- You will receive a verification link in your e-mail. *(this may take a few minutes)
After receiving the email, click on the “Verify” button to verify your e-mail address. You may need to check your spam folder.
Return to the browser.

Log out and log back in again.

The screenshot shows the SmartGov permit portal interface with several callouts:

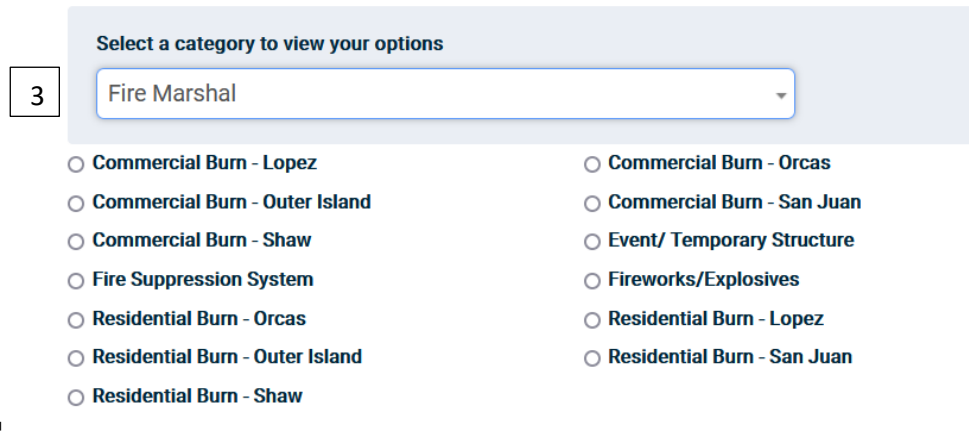
- portal home page**: Points to the San Juan County logo in the top left.
- login and account settings here**: Points to the "Sign Up or Log In" link in the top right.
- search here**: Points to the search bar in the "Applications" section.
- all new permit applications here**: Points to the "Apply Online" button.
- pay fees due at permit issuance and renewals**: Points to the "Pay Online" button, which shows a fee of \$6.55.
- request inspections here**: Points to the "My Inspections" button.
- click here to see your active or pending permits**: Points to the "View Applications" button, which shows 4 active, 0 expired/inactive, and 1 closed applications.
- check daily inspection schedule**: Points to the "Inspection schedule" icon in the bottom navigation bar.
- links back to San Juan County website**: Points to the footer area containing links to "San Juan County Portal", "Community Development", "Public Works", "Health and Community Services", "Privacy Policy", and "Refund Policy".

- **APPLYING FOR PERMITS** Click "My Portal- GO" to **APPLY** or pay fees.



- Click on **Apply**

- **Select Category: Fire Marshal** - Here you will select the Residential Burn permit and the location.





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1. Begin entering the Address of your project. **Start typing and you'll see the option to select from the entries that populate below, then select your parcel from the dropdown list.** If your address is not selectable here and you write it in entirely, it will not allow you to proceed. You have the option to choose by parcel instead. (If this happens, E-mail dcd@sanjuanco.com or call 360-378-2354.)
 - a. Once entered properly, and selected, click **"Save and continue"**

If you are located in the Eastsound Urban Growth Area or Town of Friday Harbor, you cannot purchase a burn permit, as residential burning is prohibited.

Site location

Start typing the address of the site location. Select your address from the list that populates below. Not all address information is available at this time, so your address may not show up.

If your address does not populate, you will need to enter a parcel number by clicking on the "enter a parcel number" link on the bottom right side of this frame.

If you are located in the Eastsound Urban Growth Area or Town of Friday Harbor, you cannot purchase a burn permit, as residential burning is prohibited.

Address:

City: **12 Beachclub Rd Decatur Island, WA 98221**
Parcel Number: 132950029000 Owner: CENTER ISLAND BEACH CLUB
Primary: Yes Begins: 11/4/2019

State: **12 Biggs Ln Lopez Island, WA 98261**
Parcel Number: 251224012000 Owner: ALBERT R & MARY ANN TORRICO
Primary: Yes Begins: 11/4/2019

Zip Code: **12 Bright Water Ln Eastsound, WA 98245**
Parcel Number: 271463001000 Owner: PER W & SYDNI M CRAWFORD
Primary: Yes Begins: 11/4/2019

12 Brown Is Friday Harbor, WA 98250
Parcel Number: 351250012000 Owner: WILLIAM C & CAROL J BUCHAN
Primary: Yes Begins: 11/4/2019

12 Cobblestone Ln Friday Harbor, WA 98250
Parcel Number: 462352035000 Owner: BARRY BARR & SOFIA ZUBIRIA
Primary: Yes Begins: 11/4/2019

12 Dolphin Ln Lopez Island, WA 98261
Parcel Number: 252750006000 Owner: KARLY K & BRIAN E LEYDE
Primary: Yes Begins: 11/4/2019

12 Leeward Ln Eastsound, WA 98245
Parcel Number: 160523002000 Owner: KEVIN & GIGI CARTER
Primary: Yes Begins: 11/4/2019

12 Mulno Cove Ln Friday Harbor, WA 98250
Parcel Number: 352642002000 Owner: DARRYL B & MARY ANN DOBRAS
Primary: Yes Begins: 11/4/2019

12 Nharan Ln San Juan Island, WA

San Juan County Portal Health and Safety Services

I want to **enter a parcel #** instead.

Address:

3

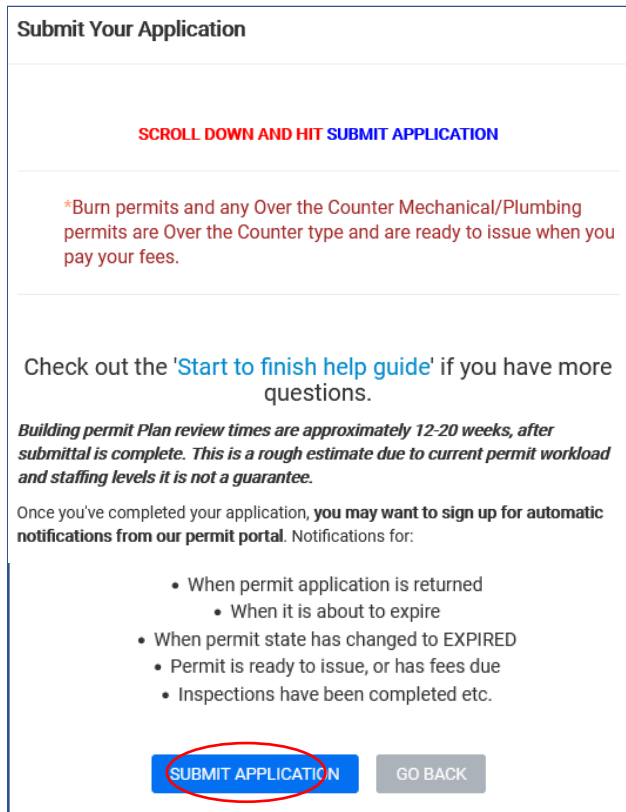
115 Albert St Olga, WA 98279
Parcel Number: 160250201000 Owner: ELLEN A PANISKO
Primary: Yes Begins: 11/4/2019

115 Brooks Ln Friday Harbor, WA 98250
Parcel Number: 461452009000 Owner: CHARLES R & NANCY M HOGAN TTEES
Primary: Yes Begins: 11/4/2019

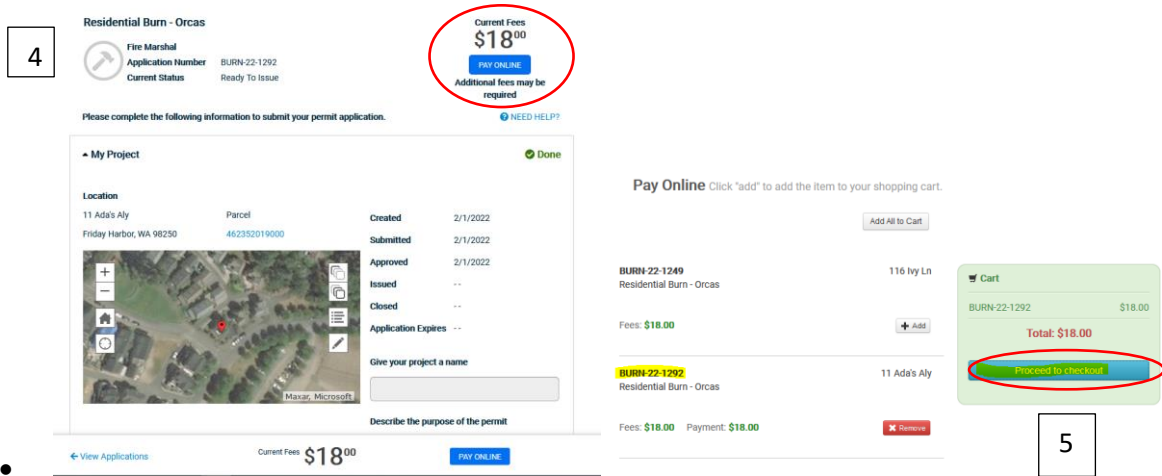
115 Clipper Way Friday Harbor, WA 98250
Parcel Number: 353034008000 Owner: 115 CLIPPER LLC
Primary: Yes Begins: 11/4/2019

- If you don't have an address, you can enter a Parcel number. Click on **I want to enter a parcel # instead.** and enter in the same manner as described above. Then click **SAVE AND CONTINUE**
 - If you don't know your parcel number, you may need to search SJC's mapping application - [Polaris - mapping application on the SJC website.](#)

- You are now ready to pay fees and issue your permit. You should see this at the bottom of the page. Click on the submit application button.



- Burn permits and any Over the Counter Mechanical/Plumbing permits are ready to issue at next stage no staff review is needed. Burn permits are \$18 and the \$2 credit card fee is added at the final step.
- **FEES:** to pay fees on permits click on the button 'PAY ONLINE' your total will show up, here you can pay individual permit fees, or add fees from other permits. Click on proceed to checkout.



Review your invoice

Item Number	Total Amount Due	Payment
BURN-22-1292	\$18.00	\$18.00
Total:	\$18.00	\$18.00

[edit invoice](#)

******* WE ARE CURRENTLY EXPERIENCING PAYMENT CONNECTION ISSUES *******

If your payment fails, PLEASE DO NOT RESUBMIT, instead, send an e-mail to dcdpermits@sanjuanco.com, with your permit number and we will connect your payment.

Note that there is a credit card convenience charge of 2.5% assessed on purchases over \$80.00. The credit card charge for a transaction of \$80.00 or less is \$2.00. Burn permits are \$20 including the credit card fee.

○ 6 Proceed to Checkout »

○ 7 Your permit is ready to issue. ISSUE MY PERMIT

○ Now you should see 'issue my permit at the bottom: You can now print your permit and retain onsite during the burn season.

■ [← View Applications](#) PRINT PERMIT SUBMIT APPLICATION