

## Getting Profile Setup

**DNR Burn Permits are now available online!** To apply for a burn permit, follow the prompts below. Please use Google Chrome or Mozilla FireFox – the portal does not work in Internet Explorer.

1. Navigate to <https://burnportal.dnr.wa.gov/>
2. Click the **LOGIN** button on the right side and select **SAW**. The first time you visit the site, you will be prompted to create a SAW (Secure Access Washington) account.  
**Already have a SAW account? Skip to step 6.**



The screenshot shows the top navigation bar of the Burn Portal. On the left is the Washington State Department of Natural Resources logo. On the right, it says "Click here for help | v1.19.12" and has a Wi-Fi icon. Below the logo is a navigation menu with "DASHBOARD", "REGIONS", "CALENDAR", "PERMITS", and "BURN REQUESTS". To the right of the menu are a refresh icon and a "LOGIN" button. Below the menu is a "Login" section with a dropdown menu showing "SAW" and "DNR". A mouse cursor is pointing at the "SAW" option.

3. On the SAW site, click **Sign Up!** and complete the account application prompts.
4. You will receive a confirmation email (this may take up to 15 minutes). Click the link in the email to activate your account.
5. A message will pop up. Click **LOGIN**.
6. On the SAW site, Click the red button that says **ADD A NEW SERVICE**.
7. Click **I would like to browse a list of services**.
8. Scroll down and click **Department of Natural Resources**.
9. Click the green **APPLY** button next to **BURN PORTAL**.
10. You will see a message that reads **REGISTRATION COMPLETE**. Click **OK**.
11. Click the blue **Burn Portal** link.
12. Click **CONTINUE**.
13. You will now be on your Burn Portal profile page. Add your **Preferred Contact Method**, **Person Type**, **Address** (click "Show 0 Addresses" to open the address box), and **Phone Number(s)**. Click **SAVE**.
14. In the **PERMITS** down-arrow, select **Apply**.

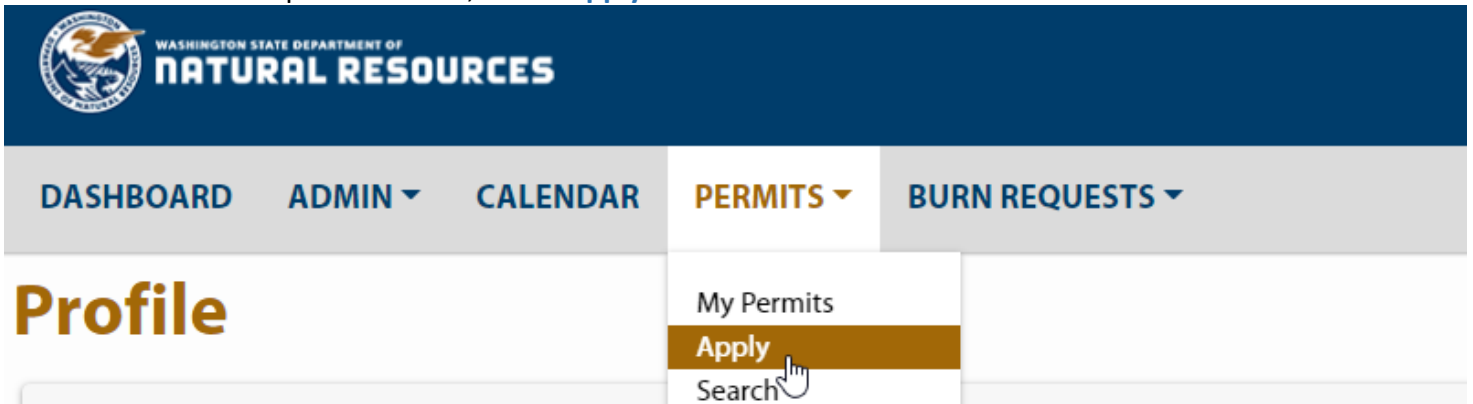


The screenshot shows the "Profile" page of the Burn Portal. The navigation bar is the same as in the previous screenshot, but with "ACCOUNT" instead of "LOGIN". Below the navigation bar is a "Profile" section with a box containing "Your Profile (ID: 7952)". To the right of the profile box is a dropdown menu for "PERMITS" with options: "My Permits", "Apply", "Search", and "Orders". A mouse cursor is pointing at the "Apply" option.

**Questions? Click the link at the top of the Burn Portal page that says "Click here for help" to send an email to the support group or find your local DNR Region Office contact information.**

# Starting Application Process

★ In the **PERMITS** drop down arrow, select **Apply**:



★ Click **YES** when asked if the burn permit is for unimproved property:

## Apply for Burn Permit

Is the debris you want to burn from an unimproved property?

★ The application skips over the **Application and Permit Status** section and opens the **Burn Area Information** section. Enter the size of unit, and burn type:

### Application and Permit Status

### Burn Area Information

Size of unit area (acres) \* ⓘ

120

Burn Types  
(Check all that apply)

Pile

Broadcast

Natural

Next Save Save & Next

★ Click **Save & Next** (not save)

★ In the **Applicant & Agent Information** section, check the box for **Landowner**, and **Agent**, if applicable.

**IMPORTANT** - when an agent is listed on the application, if both boxes are not checked you will only be able to add information for one or the other, not both.

### 1. Applicant & Agent Information

Section has unsaved changes

Email Burn Permit documents to:

Landowner

Agent

Created by veronica.randall@dnr.wa.gov 14 minutes ago on 12/05/2019  
Updated by veronica.randall@dnr.wa.gov 10 minutes ago on 12/05/2019

★As you begin to type the name, it will auto-populate matching entries:

Landowners

Hanc

- HANCOCK FOREST MANAGEMENT HANCOCK FOREST MANAGEMENT
- HANCOCK FOREST MANAGEMENT HANCOCK FOREST MANAGEMENT
- HANCOCK FOREST MANAGEMENT CATHLAMET HANCOCK FOREST MANAGEMENT CATHLAMET

★Select the correct name by clicking on it. Select the phone numbers associated with the name:

Landowners

HANCOCK FOREST MANAGEMENT

Unable to find who you're looking for? Add them [here](#).

| Mailing Address                   | Primary Phone | Secondary Phone |
|-----------------------------------|---------------|-----------------|
| 260 OAK STREET COLVILLE, WA 99114 | 5096852556    | 3609802967      |

★Select the agent in the same manner:

| Agents      | Email Address   |
|-------------|-----------------|
| Eric Hoberg | hoberg@nmi2.com |


  

| Mailing Address                     | Primary Phone | Secondary Phone |
|-------------------------------------|---------------|-----------------|
| 260 Oak Street N Colville, WA 99114 | 5096906174    | 4063601822      |

★In the **Burn Location Information** section, enter the **Legal Description**. NOTE: do not enter the Latitude/Longitude under Geolocation unless no physical address is listed for the burn location - this will automatically populate once you enter the address.

## 2. Burn Location Information

Section has unsaved changes

| <h3>Legal Description <span>i</span></h3> <p>Provide the legal description by ¼, ¼, Section, Township, and Range that most closely represents the location of the property where the forest material is being removed and burned. If the burn area is large provide the legal description that best represents the center of the burn area.</p> <table><thead><tr><th>Quarter</th><th>Quarter</th><th>Section</th><th>Township</th><th>Range</th><th>Direction</th></tr></thead><tbody><tr><td>SW</td><td>SW</td><td>23</td><td>30</td><td>41</td><td>East</td></tr></tbody></table> | Quarter     | Quarter | Section  | Township | Range     | Direction | SW | SW | 23 | 30 | 41 | East | <h3>Geolocation <span>i</span></h3> <p>Enter values in decimal degrees format.</p> <table><tbody><tr><td>Latitude</td><td>Longitude</td></tr><tr><td>48.078242</td><td>-117.585068</td></tr></tbody></table>  | Latitude | Longitude | 48.078242 | -117.585068 |
|--|-------------|---------|----------|----------|-----------|-----------|----|----|----|----|----|------|--|----------|-----------|-----------|-------------|
| Quarter  | Quarter     | Section | Township | Range    | Direction |           |    |    |    |    |    |      |  |          |           |           |             |
| SW   | SW          | 23      | 30       | 41       | East      |           |    |    |    |    |    |      |  |          |           |           |             |
| Latitude   | Longitude   |         |          |          |           |           |    |    |    |    |    |      |  |          |           |           |             |
| 48.078242  | -117.585068 |         |          |          |           |           |    |    |    |    |    |      |  |          |           |           |             |

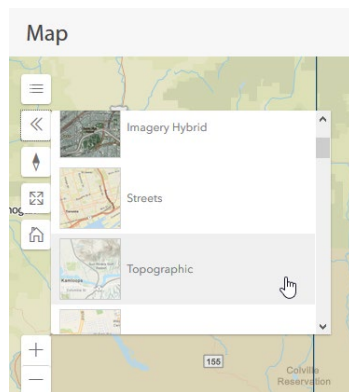
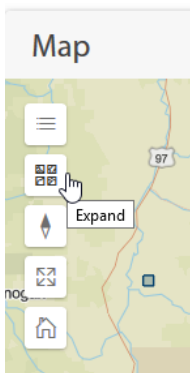
★Continue entering the information into the **Additional Location Information** section, and through **Section 6 – Total Tonnage and Fee.**

### Additional Location Information

|   |   |
|---|---|
| Elevation of Burn Unit<br>3000  | Slope (average percent slope of unit)<br>35 |
| Region<br>Northeast   | County<br>▼ Stevens ▼                       |
| Local Fire Department or Fire District Name ⓘ<br>STEVENS COUNTY F.P.D. 1 ▼  |   |
| Provide driving directions to the burn location from the nearest primary road, highway, or state route (895 characters)   |   |
| From the intersection of 395, 292, and Garden Spot Rd, travel up Garden Spot for .4 miles and take a left through a Hancock gate. From gate, travel 1.7 miles N to next Y and take a right. Travel .7 miles to next Y and stay right. Piles will be on the right in .6 miles. |   |

**SOME TIPS:**

- If no slope is given, you must enter “0”
- If elevation is unknown, in the map scroll down to topo map, which has elevation lines.



★In Section 7 – Application Documents, **Scan** and **Upload** any additions to the application, such as tonnage calculator or map.

**7. Application Documents**

Use the control below to upload supplemental documentation for your application.

This may include Burn Plans, Pile Calculator results, or .zip archives of .shp, .kmz, or other spatial data with boundary geometries of your burn locations.

#### Upload Files

Upload Files

Document Name  
**Calculator\_Map.pdf**

Document Type  
Other ▼

Created by veronica.randall@dnr.wa.gov a few seconds ago on 12/05/2019  
Updated by veronica.randall@dnr.wa.gov a few seconds ago on 12/05/2019

Download
DELETE

This is where you will locate additional documents such as addendums that the forester has uploaded for you to review.

★In Section 8 – **Certification and Signature**, this is where you will be able to sign your application through your SAW account.

# Adding Payment Information

★ Go to [My Permits](#)

WASHINGTON STATE DEPARTMENT OF NATURAL RESOURCES

DASHBOARD ADMIN CALENDAR PERMITS BURN REQUESTS ACCOUNT

Burn Portal

My Permits  
Apply  
Search

★ Go to [Create New Order](#)

## My Burn Permits

New Application **CREATE NEW ORDER** SHOW MAP

View the Burn Permits and Applications you're assigned to here.

Click **DOWNLOAD** to allow access to your Burn Permit Applications while offline.

Show 10 entries COLUMN VISIBILITY PRINT CSV Filter

| Application Id | Permit Number | Landowner | Agent        | Unit Name | Burn Type(s) | Status                    | Expiration Date | County  | Legal Description            |
|----------------|---------------|-----------|--------------|-----------|--------------|---------------------------|-----------------|---------|------------------------------|
| 9964           |               |           | Brett Turner | Lafleur   | Pile         | Submitted<br>Dec 06, 2019 |                 | Ferry   | NW of SW of S34 T36 R27 East |
| 9963           |               |           | Brett        | Bodies    | Pile         | Submitted                 |                 | Stevens | SE of SE of S32 T39          |

★ Select [Application ID](#) you want to add payment information to and [Add Permit to Order](#)

## My Burn Permits

**ADD PERMIT TO ORDER** CANCEL ORDER

View the Burn Permits and Applications you're assigned to here.

Click **DOWNLOAD** to allow access to your Burn Permit Applications while offline.

Creating a new Order: 1 application selected

Click the checkboxes in the table below to add Permit Applications to your Order, then Click Add Permit to Order to finish creating your order.

Show 10 entries COLUMN VISIBILITY PRINT CSV Filter

| Application Id                      | Permit Number | Landowner | Agent        | Unit Name | Burn Type(s) | Status                    | Expiration Date | County | Legal Description        |
|-------------------------------------|---------------|-----------|--------------|-----------|--------------|---------------------------|-----------------|--------|--------------------------|
| <input checked="" type="checkbox"/> | 9964          |           | Brett Turner | Lafleur   | Pile         | Submitted<br>Dec 06, 2019 |                 | Ferry  | NW of SW of S34 R27 East |

★ You will be routed to a payment window and prompted to add payment information.