How to apply for an online burn permit
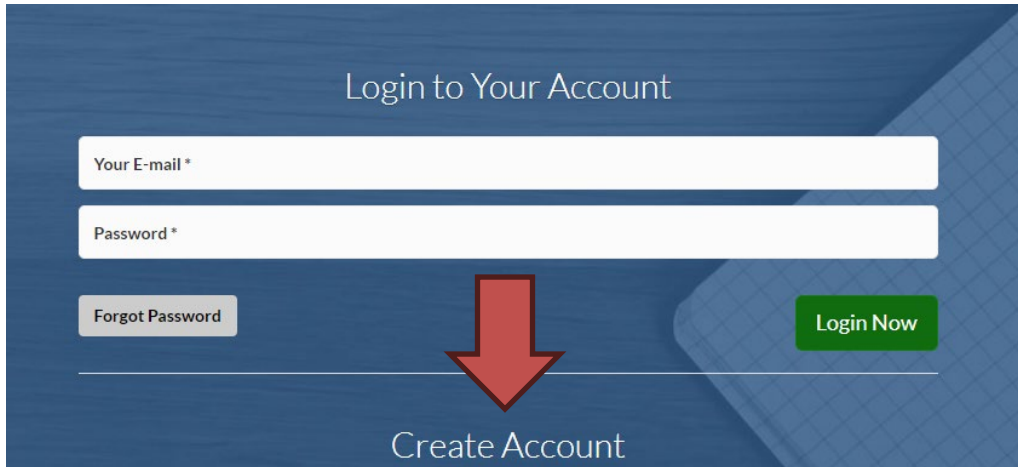
This process takes you through the steps needed to apply for an online burn permit. Please note before applying for a permit you must create a user account.

1. Visit Leduc County's burn permits website at https://lcfs.burnpermits.com/

2. Select "Create Account."

3. Select the appropriate permit type

4. Input the information requested, including contact information and set a password. Once complete, select **continue** at the bottom of the page.

5. Next, enter a description of what is being burned. Please be as detailed as possible. Example:

   Partial straw bale in a cultivated field. OR
   Small brush pile 100 ft from any burnable material.

Personal Information

First Name

Telephone Number

Last Name

Home Address If different to open burn address
Click to expand

> This is the home address or mailing address and may not be the burn location- that is added later

Additional Info

Please list the type(s) of material being burned.

Login Details

tonybarony@leduc-county.com

Password *

Confirm Password *

< Backward   Continue >

6. Add location where burning is taking place. Multiple locations can be added for one permit.

CURRENT PROGRESS (1/5)

Select Address:

+ Additional Burn Address

No Active Addresses!

Add an address to get started.

Add Address

> Add address here

> Add additional burn addresses here

< Backward   Continue >

Add Address

1 —— 2

23543

NW Section 30 Township 49 Range 23 4th Meridian
23543 Twp Rd 495 (572010), Leduc

Cancel   Next →

When typing in a rural address, as soon as you start typing it will autofill and pop up in blue below; click on the appropriate blue choice of address to select it.

Add Address

1 —— 2

NW Section 30

NW Section 30 Township 50 Range 21 4th Meridian
50459 Rge Rd 220 (57000), Leduc

NW Section 30 Township 50 Range 21 4th Meridian
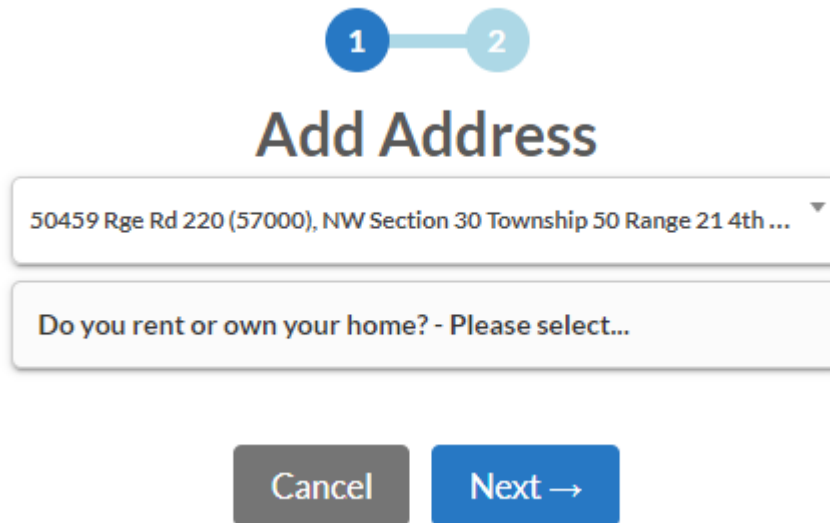50449 Rge Rd 220 (57010), Leduc

NW Section 30 Township 50 Range 21 4th Meridian
A,B 50441 Rge Rd 220 (57050), Leduc

NW Section 30 Township 48 Range 22 4th Meridian
48479 Rge Rd 230 (91000), Leduc

When entering a long legal location, please make sure you include appropriate spaces, like the following example:

NW Section 30 Township 50 Range 21 4th Meridian

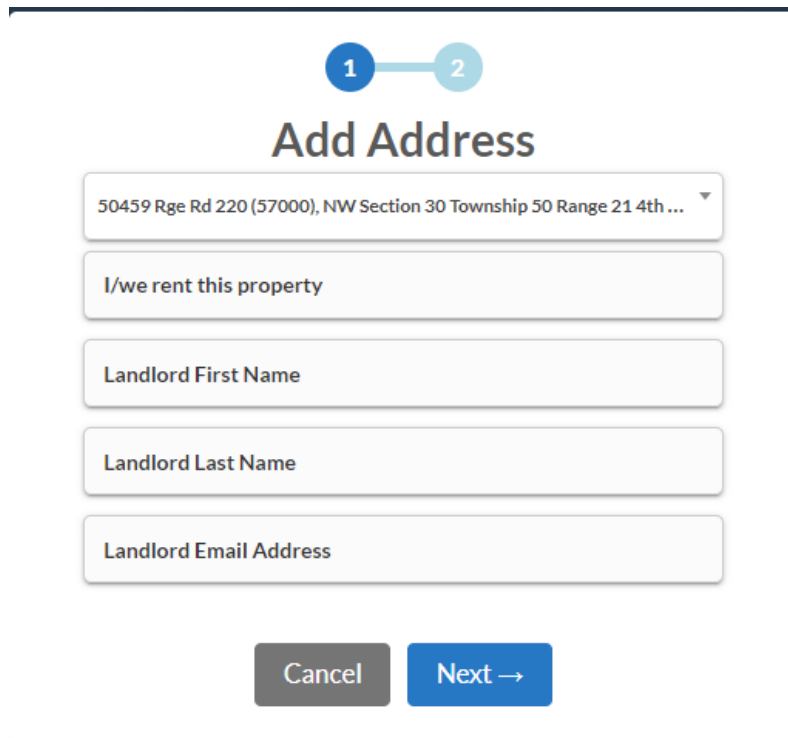If you do not include a space after each word the program will not find the address.

You also must indicate if you own the property or if it is rented. Burning is not allowed if the property is rented without approval from the landlord. If you choose rental, the following message will pop up in order for the landlord to be contacted to give approval.

7. A map of your property will pop up and the red marker will be bouncing. Select the red marker (close to the pointy end) to move it to the location of the burn on the property.

As seen in the example below, the red marker has been placed further into the property where the burning will take place. Click on the **add address** blue button when complete.

Click on OK to move to the next step
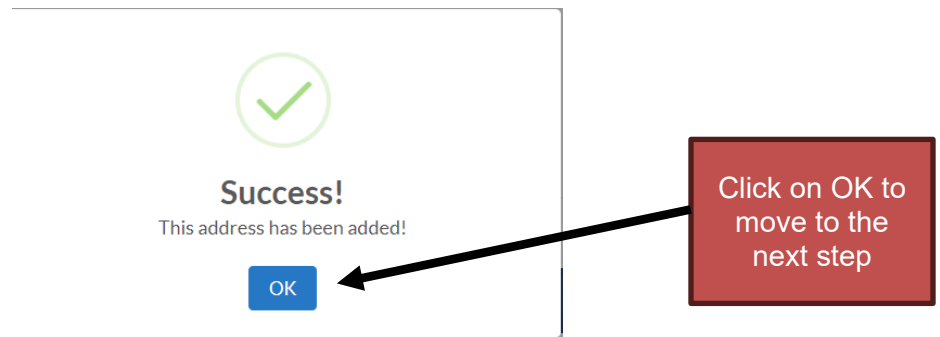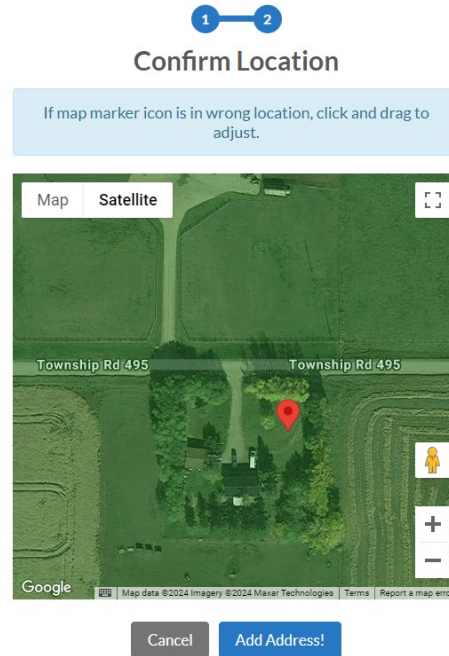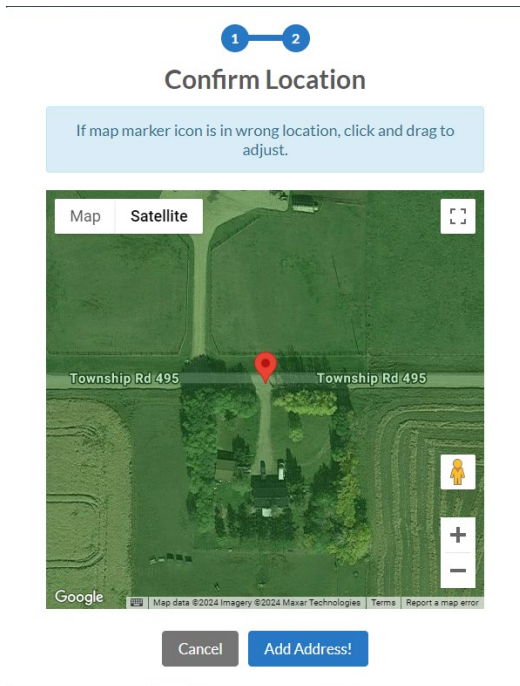
Additional addresses can be added at this point if needed. For example, this may be needed if a farmer is burning at several fields as they clean up broken bales in the fall. Once all addresses have been added, click on the blue **continue box** at the bottom of the page.

CURRENT PROGRESS (1/5)

Select Address:

Select here to add additional addresses

+ Additional Burn Address

○ 23543 Twp Rd 495 (572010), NW Section 30 Township 49 Range 23 4th Meridian, Leduc
No Active Permit

‹ Backward   Continue ›

8. The next stage is where you will get to the "agree statements." The person applying for the permit will have to agree to each statement to be issued a permit. There is also a link to Leduc County's burning bylaw for your reference.

CURRENT PROGRESS (2/5)

Your account has been successfully created!

Terms & Conditions

i agree

☐ I Agree to the Terms and Conditions and Bylaw as stated above.

Agreements
Please confirm that you agree to the following:

☐ I Agree   i agree

‹ Backward   Continue ›

Please note in this example, all of the conditions are not noted. Select the blue **continue** button to go to the next step.

9. The next field gives an option for users to upload photos, which will show on the final permit and may assist fire staff or guardians in assessing the burn for approval. Select the blue **continue** button to move to the next page.

CURRENT PROGRESS (3/5)

Upload Photos for Permit

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

Drop files or click here to upload.

‹ Backward   Continue ›

10. The next field indicates the length of the permit (two weeks) and gives the user a place to sign.

CURRENT PROGRESS (4/5)

Select Burn Permit

⦿ Rural Burning Permit (Larger than 100 sq. ft.) - Valid for 2 Week(s) - Free

Start Date

October 4th, 2024

End Date

October 18th, 2024

Sign Here

Signature Of **Tony Barony**

🖍 Reset

11. Below the signature you will choose how you would like to be notified should the County have future messages that need to be shared, such as "Leduc County is now under a fire restriction. Please put out all fires."

    You will have the choice of email, phone number or text message. Click on the red box that says **non preferred** to change it to **preferred**. When entering your phone number, you must follow the specified format in order for it to be accepted. Select the blue **continue** box when completed.

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.)

Text Msg.

Non-preferred   Please select...   e.g. (123) 456-7890

Click on this box to select – it will turn green to incidate preferred, then fill out the required information

E-mail

Non-preferred   e.g. john.smith@example.com

Phone Call

Non-preferred   e.g. (123) 456-7890

‹ Backward   Continue ›

12. The permit has now been completed and will be available to you. If it is a larger burn that requires an inspection or approval, this will be indicated until the permit has been approved.
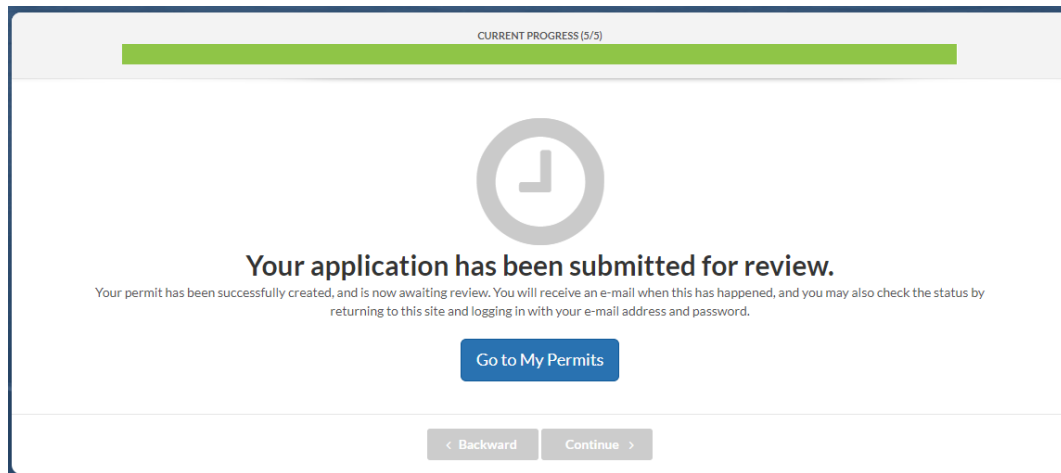
13. Remember, you must call to register your burn when you are ready. Please call 587-805-0262 to register your burn. It will be approved for 24 hours. If you do not register your burn, it will not be considered permitted.