Completing an Open Burn Permit Application through the Dust and Miscellaneous Portal

How to Submit an Open Burn Permit Application

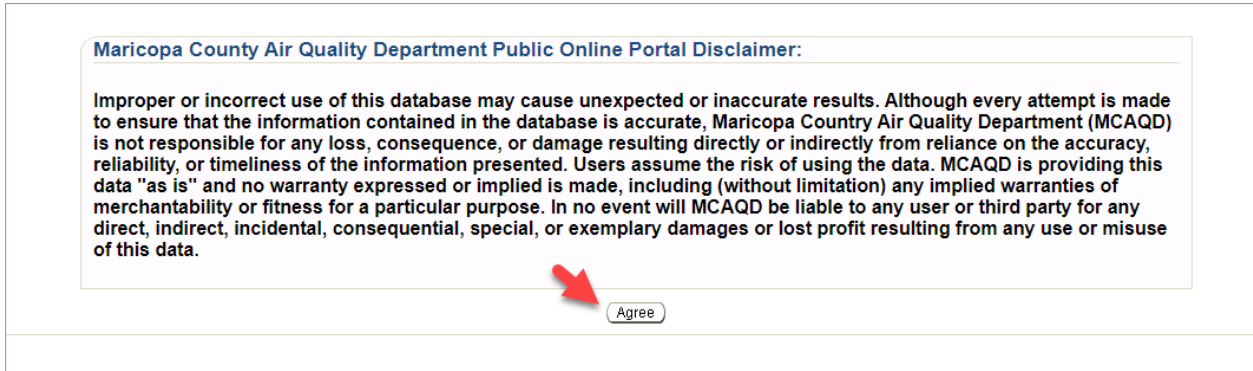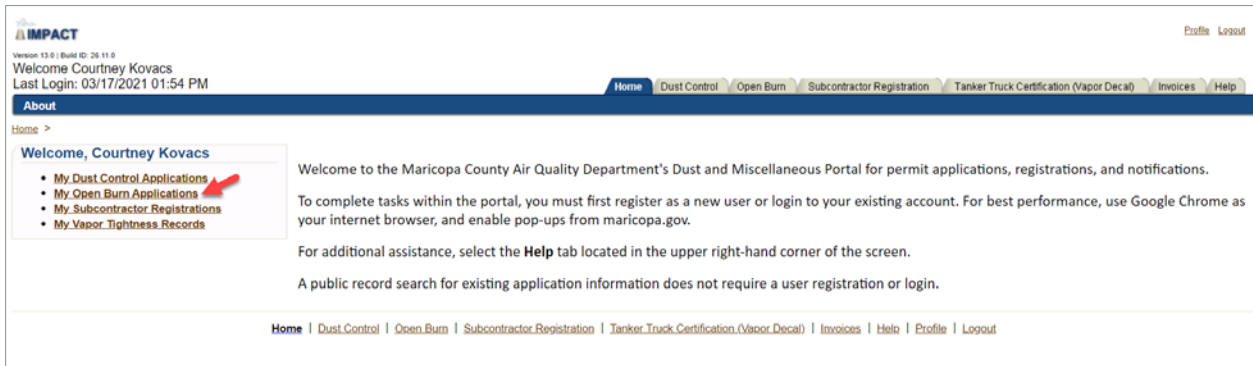**Maricopa County Air Quality Department**

April 2021

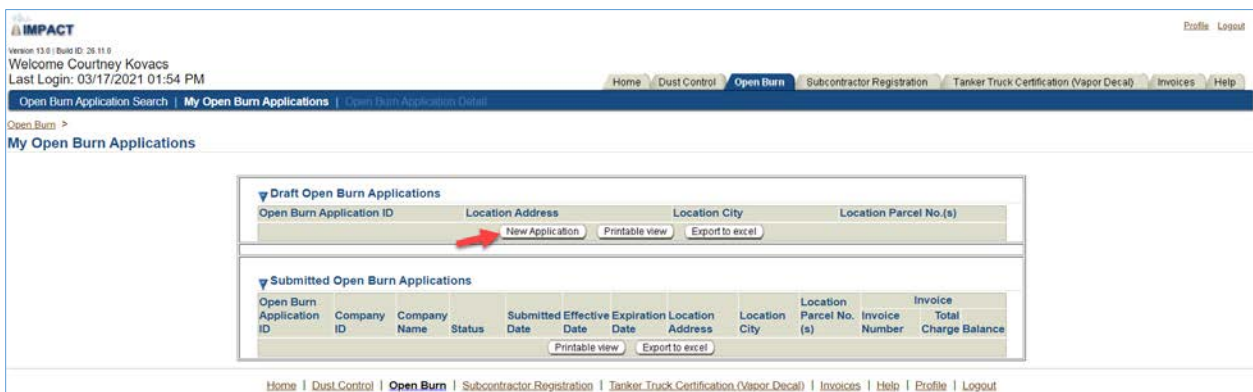# Table of Contents

Navigating to the New Application Screen

Begin by accessing the Dust and Miscellaneous Portal. After reviewing the disclaimer, select **Agree.**

After logging in to your account, begin a new open permit burn application by selecting **My Open Burn Applications**.

Then select **New Application** under the Draft Open Burn Applications section.

A pop-up screen will appear. Select **Create** to proceed.

Burn Application Instructions

Please refer to the Burn Application Instructions for information on the following topics related to burn activity types:

- Fire Hazard, Pest Prevention, Diseased Trees, and/or Watershed Rehabilitation burn activity types must be declared necessary in writing by an agency or public officer requesting to burn. This must be uploaded to the **Attachments** section.
- An on-site inspection will be conducted before approving the burn permit application. The purpose of the inspection is to ensure that the information provided is accurate and complete, and that no prohibited materials will be burned.
- After the burn permit has been issued, and before the fire is ignited, you must obtain permission to ignite the fire and ensure it is not currently a No Burn Day. Call the local fire department and Maricopa County Air Quality Department Burn Hotline 602-506-6400 before igniting the fire. A No Burn Day status can also be found at Maricopa.gov/AQ.
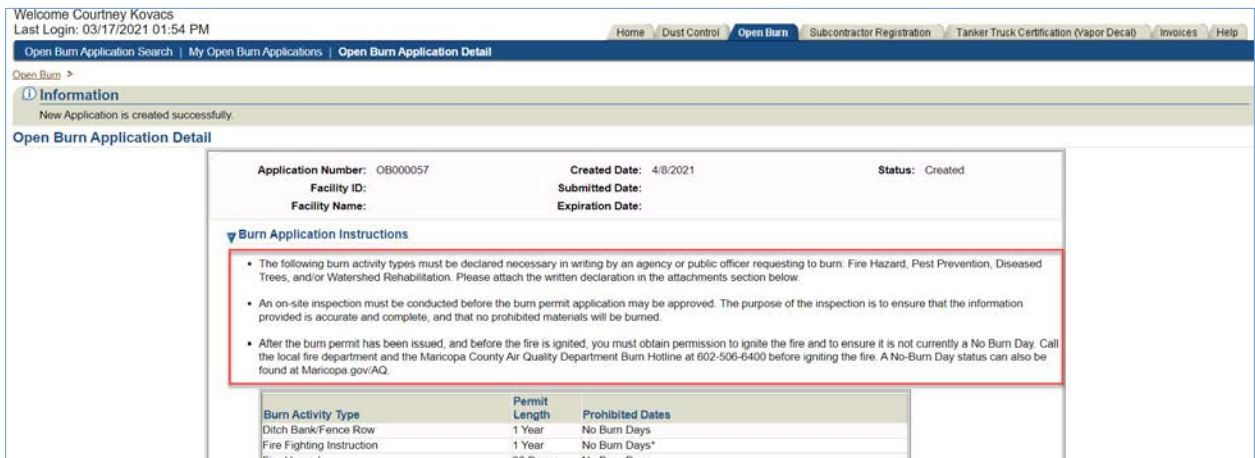
Burn Activity Type and Fee

Select the burn activity type from the drop-down. The permit fee field will then auto populate with the appropriate fee.

Burn Activity Type and Fee
* Burn Activity Type: Watershed Rehabilitation
Permit Fee: $100.00
The application fee is based on current date and the burn activity type. Fee schedule used: 2020 Fee Schedule (Effective Date: 01/01/2020)

Applicant Information

Please complete all required fields. Please note the Applicant is the organization or individual that is responsible for the permit.

Applicant Information
* Applicant Name: Will
* Address 1: 3800 N Central Ave
Address 2:
Optional
* City: Phoenix
* State: Arizona
* Zip Code: 85012
* Phone No.: (602) 506-6010

Burn Location

Enter the burn location by completing any one of the following fields: Address, Latitude/Longitude, or Parcel Number. A separate, site-specific burn permit application and permit fee is required for each burn site. If you have more than one location, you must complete a separate application.

Burn Location
- A separate, site-specific burn permit application and permit fee is required for each burn site location. A burn site location is:
  - A single, contiguous area where all burning will occur, or
  - Two or more non-contiguous areas where burning will occur, all within an area not to exceed one mile in length or width.
- All areas where burning will take place must be under the same ownership. If the area of your planned burn does not meet these requirements, a separate burn permit application and permit fee will be required for each burn site location.

Address:
City:
State: Arizona
Zip Code:

- OR -

Latitude:
The value must be between 31.32 ~ 37.01.
Longitude:
The value must be between -114.82 ~ -109.0475.

- OR -

Parcel Id   Parcel Number
Add Parcel Number   Export to excel

Attachments

Fire Hazard, Pest Prevention, Diseased Trees, and/or Watershed Rehabilitation burn activity types must first be declared necessary in writing by an agency or public officer requesting to burn. This must be uploaded to the **Attachments** section.
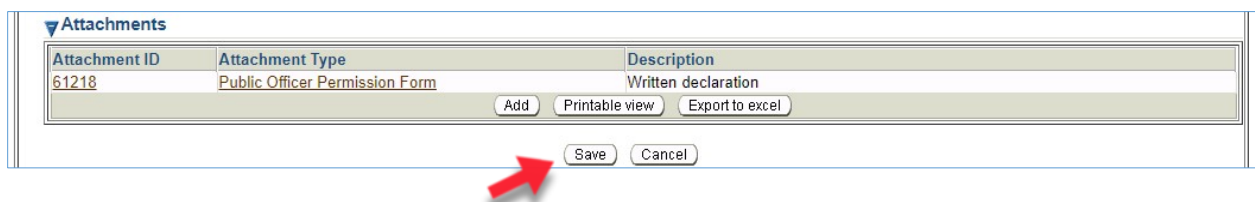
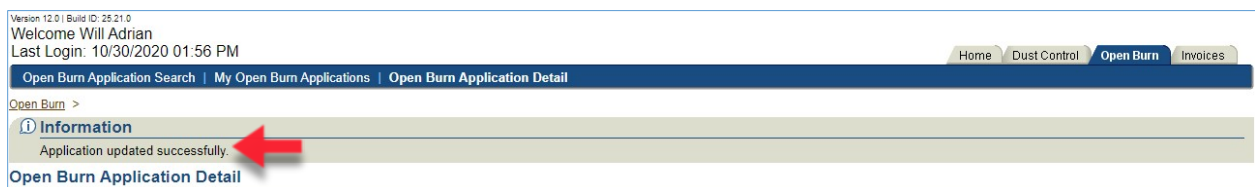To upload an attachment, select **Add** on the left side.
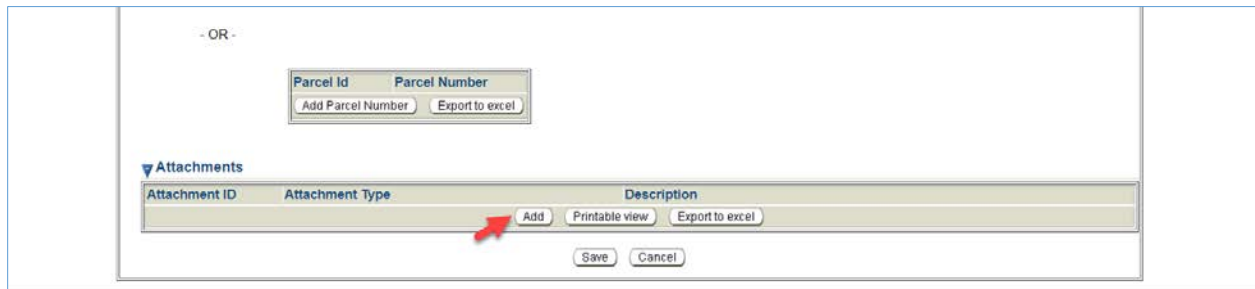
A pop-up screen will appear where you may identify the Attachment Type, Description, and select the File to Upload.
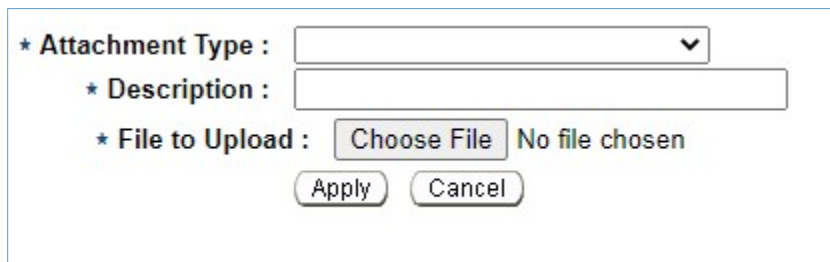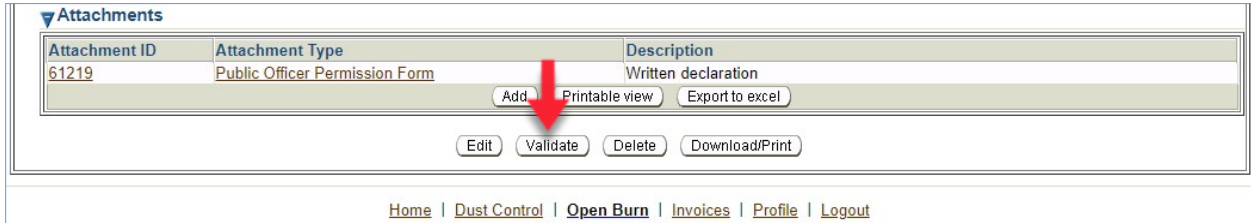

Select **Save** at the bottom to finalize the application.

You will receive a confirmation message at the top of the screen stating the application was updated successfully.

Submission and Payment

After reviewing your application scroll to the bottom and select **Validate**.

You will receive confirmation that validation was successful at the top of the screen.
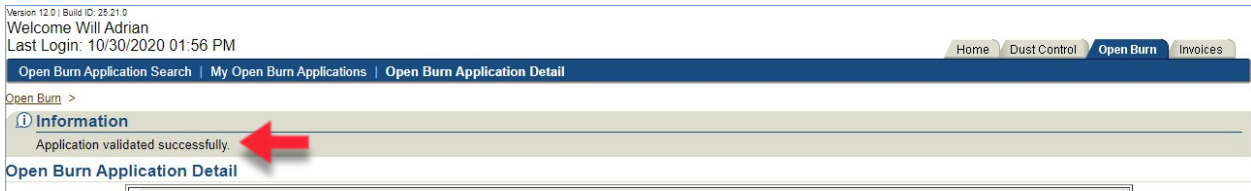
Select **Submit** at the bottom of the screen and proceed to the payment portal.
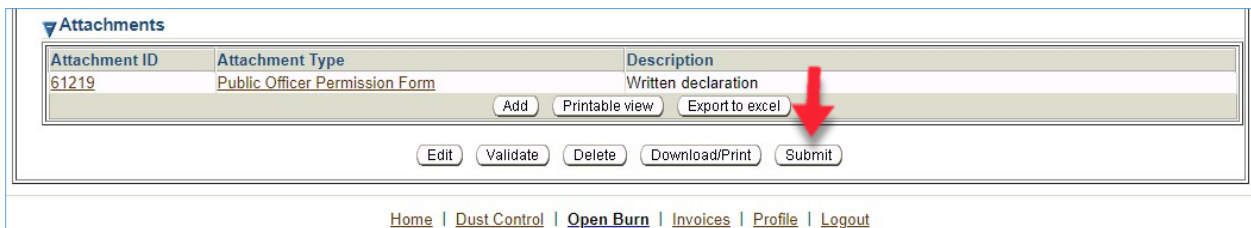
A pop-up screen will appear describing the payment process. Applications submitted but not paid for within 30 days are deleted. Select **Yes** to proceed to the payment portal.
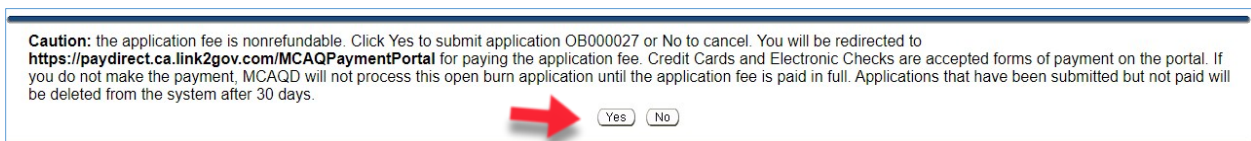
Enter payment information. Select **Continue** to proceed.

Review the information on the screen and select **Process Payment**.
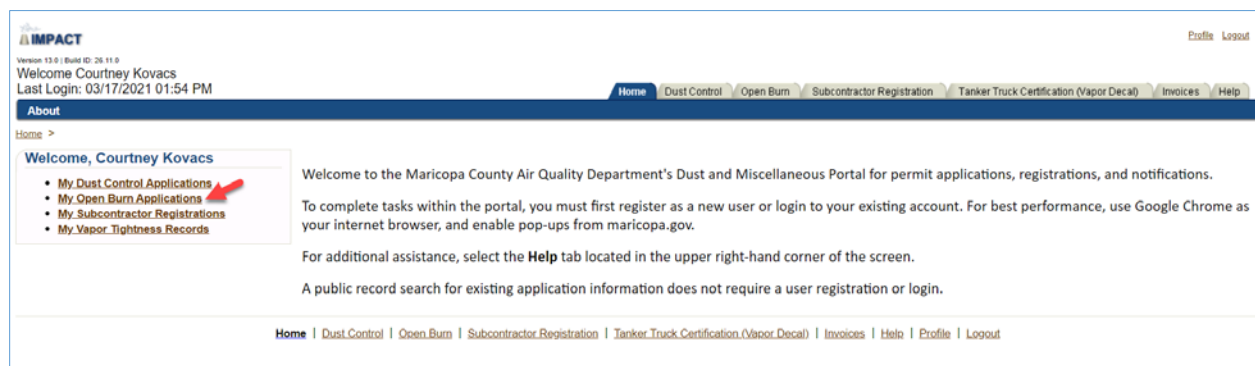
Once the payment is processed, you will be redirected back to the disclaimer screen for the online portal. A confirmation email will be sent to the email address provided in the payment screen.

Sample Email with Payment Confirmation
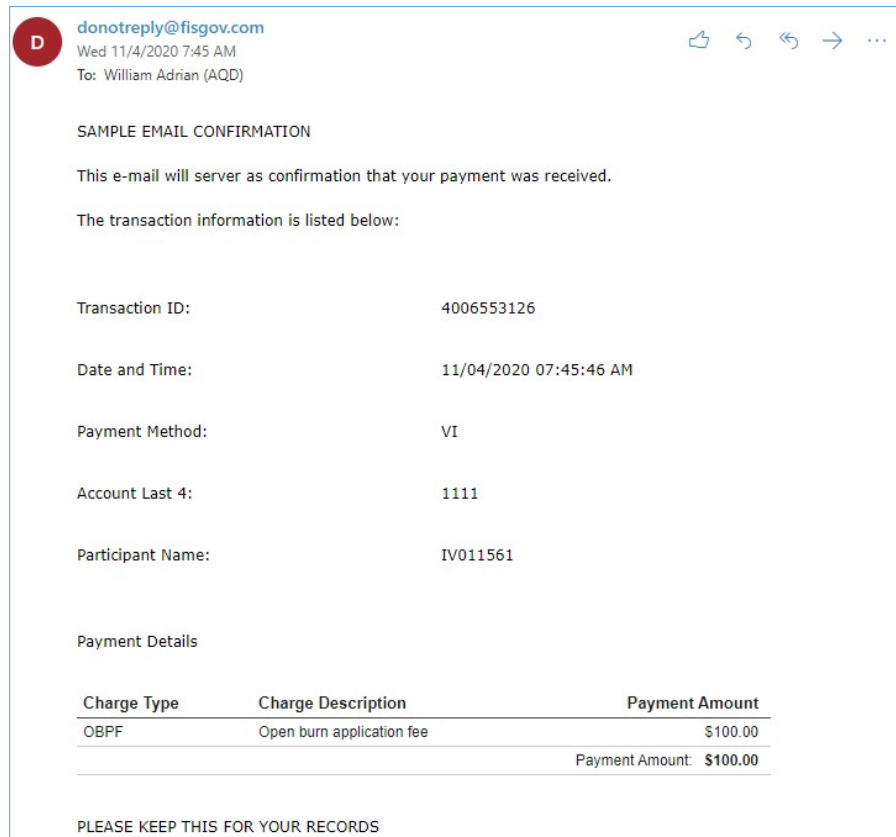
To view your drafts and/or submitted open burn permit application(s), from the Home screen select **My Open Burn Applications**.

Under Draft and/or Submitted Open Burn Applications, you can view each application, the total charged, and any remaining balance. Select the **Open Burn ID** for more information.

Please contact the department at 602-506-6010 or email AQPermits@maricopa.gov for further assistance.