
Online Fire Permit System User Guide



Alberta

Online Fire Permit System User Guide | Alberta Agriculture, Forestry and Rural Economic Development
© 2022 Government of Alberta | May 24, 2022



Contents

- Introduction 4**
- MyAlberta Digital ID for Individuals and MyAlberta Digital ID for Business 4
- Logging into the Fire Permit Request Portal..... 4
- Entering a fire permit request 5**
- How to enter a fire permit request 5
- Contact information 5
- Site visit information 6
- Burn material information 6
- Definitions of burn materials 7
- Selected locations 8
- Obtaining your GPS location 8
- Entering the first location 9
- Entering additional locations for the same burn material 10
- Adding photos and attachments 10
- Confirm or remove burn material and locations 10
- Adding an additional, different burn material 11
- Submitting the permit request 12
- How to view a fire permit request 12**
- Active 12
- Requested..... 12
- Inactive..... 13
- Email notifications 13**
- Further questions..... 14**

Introduction

This user guide provides an explanation on how to use the online Fire Permit Request Portal to submit fire permit requests to the Government of Alberta. Fire permits are free and are required for any burning activity, with the exception of campfires, in Alberta's Forest Protection Area between March 1 and October 31 annually.

MyAlberta Digital ID for Individuals and MyAlberta Digital ID for Business

To access the fire permit public portal, a basic MyAlberta Digital ID (MADI) or MyAlberta Digital ID for Business (MADI-B) is required. If you require one of these accounts, there are existing resources to help:

MADI related resources:

1. [MyAlberta Digital ID website](#)
2. [MADI FAQ](#)
3. [MADI-B reference guide](#)
4. [MADI-B FAQ](#)

Logging into the Fire Permit Request Portal

Once you have established your MADI or MADI-B account, the fire permit request portal can be accessed through the following website: <https://wildfire.alberta.ca/prevention/fire-permits.aspx> Select the blue Fire Permit System button at the top of the page.

For the best experience, use Google Chrome or Microsoft Edge.

Fire Permits

Wildfire Season

Alberta's wildfire season begins March 1 every year and runs until October 31.

Starting March 1, all burning activities in Alberta's Forest Protection Area, excluding campfires, will require a fire permit.

Fire Permit System



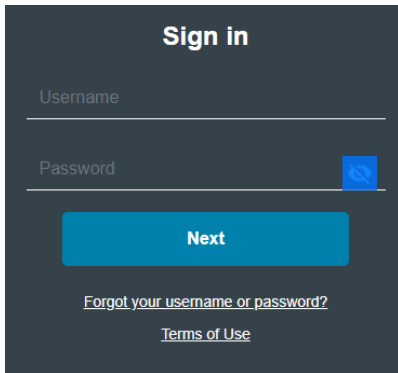
Questions? Call 1-866-FYI-FIRE (394-3473)

Supported by Google Chrome and Microsoft Edge browsers

When the Secure Sign-in window appears, select either "MyAlberta Digital ID" (if you are an individual) or "MyAlberta Digital ID for Business" (if you are applying on behalf of a business).



This will redirect you to the MyAlberta Digital ID login page where you enter in your username, password and click the blue “next” button. If you have still not created a MADI or MADI-B account, you can select “create account” to begin the process.



Once your credentials are verified, the Fire Permit Request window will be displayed and you can begin to complete the request.

New here?

Sign up for MyAlberta Digital ID and access government services online.

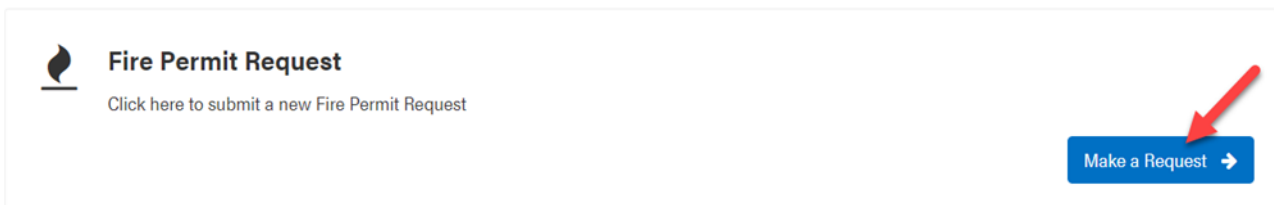
[Create account](#)

Entering a fire permit request

This system was designed to collect request information from the public via an online request form. Some data will be pre-populated based on the MADI account used to sign-in.

How to enter a fire permit request

In the box underneath the blue bar that says Fire Permit Request, click on the blue “Make a Request” button.



This will open the fire permit request form. Some of the information will be auto-populated from the MADI account that was used to login. Ensure that your contact details are correct.

Contact information

The fields marked with a red asterisk on the form are mandatory. These fields must be completed before proceeding.

The email address is not mandatory, but is **highly recommended** as it will be used to contact permit holders to remind them when their permit is about to expire, and in the event that permits are suspended or cancelled.

Fire Permit Request

Contact Information

First Name *

Last Name *

Address *

City *

Province *

Postal Code * ⓘ
Please provide a valid Canadian postal code with a space. E.g., T6K 1E7 ✖

Email Address ⓘ
Please provide a valid email address. E.g., example@domain.com ✖

Primary Phone Number *

Secondary Phone Number

Company Name

- First Name *
- Last Name *
- Mailing Address *
- City *
- Province *
- Postal Code *
- Email Address
- Primary Phone Number *
- Secondary Phone Number
- Company Name

Site visit information

As the permit requestor, you can capture any preferences for or details regarding the meeting location and preferred time of visit, if provided

These are both option and a preferred window of visit is **not** a guaranteed appointment time.

Site Visit Information

Let us know any instructions you may have for when our team comes to inspect your site, i.e. entrance location, meeting arrangement, etc.

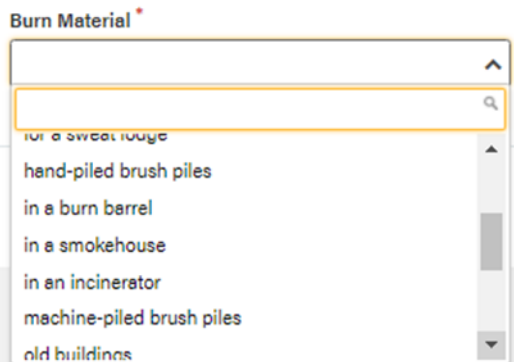
Site Visit Instructions

Preferred Window of Visit

Burn material information

Choose a burn material from the dropdown list. After a selection is made, a Burn Materials Comments field will appear where you can include additional details if needed. You can also type the burn material in the box.

Burn Material Information



Definitions of burn materials

A Smudge - A small contained fire giving off smoke to protect livestock from insects or garden plants from frost.

Bales - Hay, straw or other crop residues bound together.

Dry Grass/stubble - Dead grass, short shanks of crops protruding from the ground.

Exploding Targets - Exploding targets include incendiary devices, binary targets, low-hazard and high-hazard targets or explosives. Use and storage is governed through federal legislation and municipal bylaws. *Note: written permission is required year round for the use of exploding targets within the Forest Protection Area. Additional information may be required beyond what is available in the online permit request.

Fireworks - Fireworks include low-hazard, high-hazard fireworks and special effects pyrotechnics. Use, transportation and storage is governed through federal legislation and municipal bylaws. *Note: written permission is required year round for the use of fireworks within the Forest Protection Area. Additional information may be required beyond what is available in the online permit request.

For a Sweat Lodge - A heated structure, containing fire and heated rocks within and/or adjacent to the structure.

Hand Piled - Brush Piles - Small piles of vegetation and woody debris.

In a Burn Barrel - A ventilated non-combustible container with a metal screen.

In a Smoke House - A structure designed to preserve food with smoke.

In an Incinerator - Enclosed metal non-combustible apparatus with vents and a mesh screen designed for burning waste material at high temperatures.

Machine Piled - Brush Piles - Large machine piles of vegetation and woody debris

Old Buildings - Wooden structures requiring disposal with prohibited debris removed.

Root Rows/piles - Rows or piles of tree roots and vegetative debris.

Slab Piles - Scrap pieces of wood and debris created from lumber or milling operations.

Swaths - Rows of cut crops left by agricultural machinery.

Windrows - Rows of piled woody debris.

Yard clean-up/debris - Vegetative or woody debris from yard clean-up, lawn care and/or gardening activities.

Other (explain in comments) - Wood products, wooden poles, woody debris, vegetative debris, cardboard and paper related products or special considerations not previously listed above.

Burn Material Comments

Selected locations

There are two tabs on the “selected locations” section of the request.

Select either the “Land Description” tab to enter an ATS Legal Land Description or select the “Lat. and Long.” tab to enter GPS coordinates. Enter the location where the burning activity will be taking place.

Location Examples:

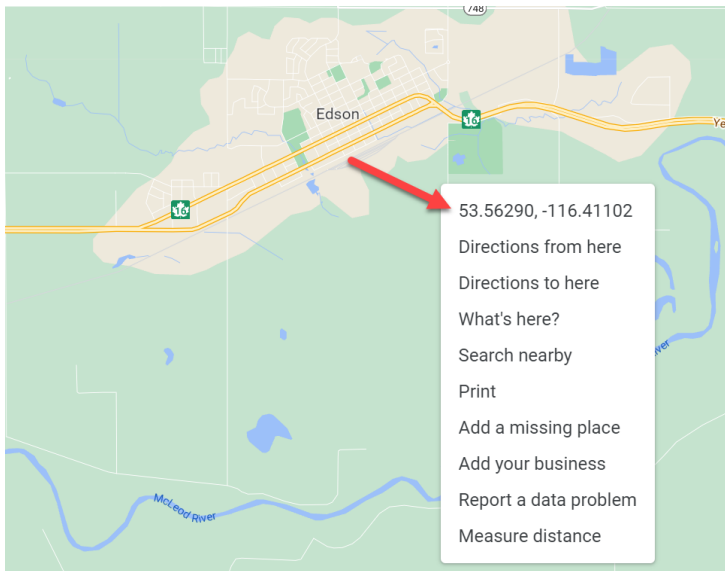
Latitude and Longitude 52.637, -115.915

ATS Legal Land Description NW-23-042-14-W5 or 13-23-042-14-W5

Obtaining your GPS location

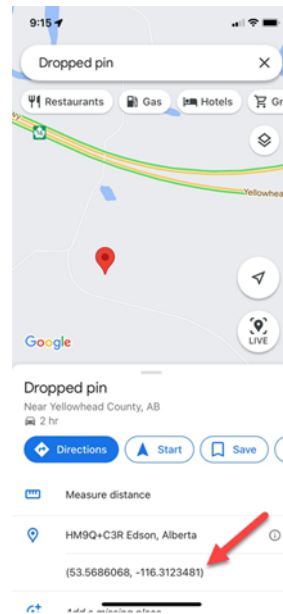
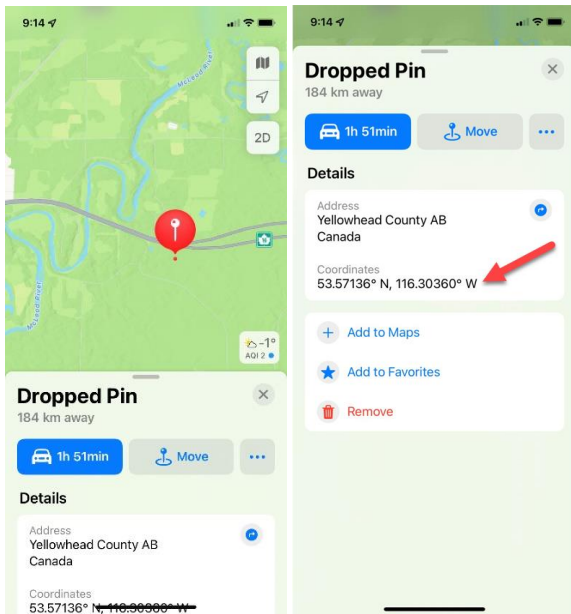
Computer

Navigate to your preferred map service. Identify the general location where the burning activity will be occurring. Right click on the location. The GPS location will appear at the top of the box.



Mobile Device

Navigate to your preferred mapping app on your mobile device. Identify the general location where the burning activity will be occurring. Long press on the location. A pin will be dropped and displayed on the screen. A details card will display the GPS coordinates. *Note: steps may vary depending on the device and mapping app used.



Below are approximate GPS locations associated with each Forest Area. For assistance in obtaining your fire permit, please contact your local Forest Area office. Contact details can be found on the last page of this document or by visiting the Alberta Wildfire website: wildfire.alberta.ca/prevention/fire-permits.

Forest Area	GPS	Forest Area	GPS
Calgary Forest Area	51.093, -115.420	Lac La Biche Forest Area	55.251, -112.248
Edson Forest Area	53.482, -116.766	Peace River Forest Area	56.387, -117.633
Fort McMurray Forest Area	56.626, -111.616	Rocky Mountain House Forest Area	52.485, -115.420
Grande Prairie Forest Area	54.537, -118.739	Slave Lake Forest Area	55.442, -114.401
High Level Forest Area	58.215, -117.313	Whitecourt Forest Area	54.172, -116.336

IMPORTANT NOTES:

- This is intended to be the burn location, not the requestor’s home or mailing address location.
- At least one location is required to submit a request.
- The location can be estimated, it only needs to be accurate enough for the issuer to arrange a site visit. The actual burn location(s) will be verified and updated by the issuer when the permit is approved.
- There is no ability to enter a rural address or lot number at this time but it is a feature requested for future enhancement.
- The Lat./Long. format at this time is Decimal Degrees, and there is an enhancement request underway to allow entry of Degrees Minutes Decimal in a future release.

Entering the first location

Enter a location in either tab and click the blue “Add Location” button.

Selected Locations * Add a location use the lat/long or land description search below

Land Description | Lat and Long

QS or LSD | Section | Township | Range | Meridian

| | | |

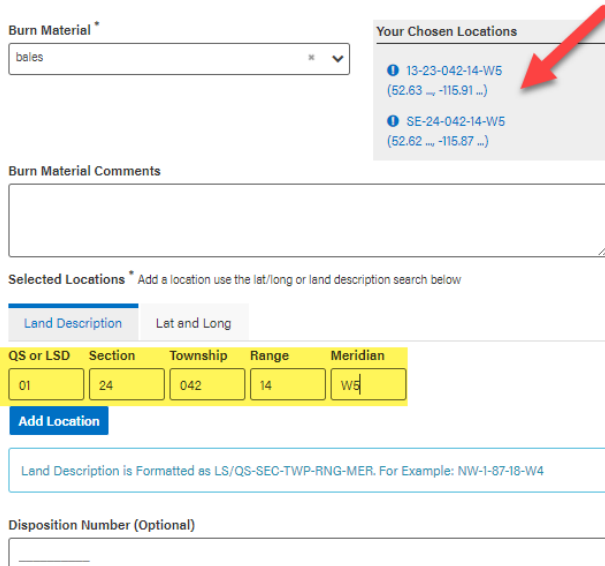
Add Location

Land Description is Formatted as LS/QS-SEC-TWP-RNG-MER. For Example: NW-1-87-18-W4

You will receive a pop-up message if your location meets the following criteria:

- The location is outside of Alberta (red) and will not let you proceed
- The location is outside of the Forest Protection Area (red) and will not let you proceed
- The location is currently under a fire ban, fire restriction, or fire advisory (yellow) and you can proceed with entering the request but permits may not be issued during this time

Entering additional locations for the same burn material



The screenshot shows a form for entering burn material. At the top, there is a dropdown menu for 'Burn Material' with 'beles' selected. Below it is a text area for 'Burn Material Comments'. To the right, a box titled 'Your Chosen Locations' contains two entries: '13-23-042-14-W5 (52.63 ... -115.91 ...)' and 'SE-24-042-14-W5 (52.62 ... -115.87 ...)'. A red arrow points from the 'Add Location' button below to the first entry in this list. Below the comments is a section for 'Selected Locations' with a search bar and a table with columns: 'QS or LSD', 'Section', 'Township', 'Range', and 'Meridian'. The table contains one row with values: '01', '24', '042', '14', and 'W5'. Below the table is an 'Add Location' button and a text box with a placeholder: 'Land Description is Formatted as LS/QS-SEC-TWP-RNG-MER. For Example: NW-1-87-18-W4'. At the bottom is a 'Disposition Number (Optional)' field.

After clicking the blue “Add Location” button, your location will appear next to the burn material in the “Your Chosen Locations” section.

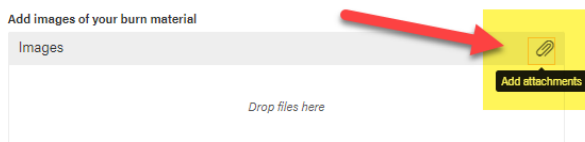
The fields in the selected locations section will be reset, and you can enter a second location in the tabs and click the “Add Location” button again.

Repeat this process until all locations for the **same** burn material are listed.

Enter a Disposition Number if applicable.

Adding photos and attachments

Photos of the proposed burn material and location can be attached at the time of the request, as well as other documents such as a spreadsheet of burn pile locations or a fire control plan. This is an option field and is not required to submit your request.



The screenshot shows a section titled 'Add images of your burn material'. It features a large grey area with the text 'Drop files here' and a paper clip icon. To the right of this area is a yellow button labeled 'Add attachments'.

Click on the “Add Attachments” paper clip icon on the right side. The following file formats are accepted:

Confirm or remove burn material and locations

Once all locations for that burn material have been added, select the blue “Confirm” button. If you want to remove the burn material and its locations, click the red “Remove” button.

You must confirm the location(s) of the burn material before you can add a new burn material.

Burn Material * Your Chosen Location
 13-23-042-14-W5
 (52.63 ... -115.91 ...)

Burn Material Comments

Selected Locations * Add a location use the lat/long or land description search below

Land Description Let and Long

Latitude Longitude

[Add Location](#)

Land Description is Formatted as LS/QS-SEC-TWP-RNG-MER. For Example: NW-1-87-18-W4

Disposition Number (Optional)

Add images of your burn material
 Images

Drop files here

[Confirm](#) [Remove](#)

Once the burn material and location(s) have been confirmed, if necessary you can edit the request by selecting the “Edit” option on the right. This will reopen the Burn Material Information section. All of the fields can be edited including changing the burn material and location. To save any changes made, select confirm at the bottom of the page.

Burn Material Requests			
Burn Material	Locations	Comments	Disposition Number
dry grass/stubble	Location 1 (53.4998, -117.3402)		Edit
Add Another Burn Material +			

Adding an additional, different burn material

After confirming the first burn material and location(s), you will be presented with a panel to review your request details and the option to add another burn material. If applicable, click the blue “Add Another Burn Material” button and repeat the steps listed above.

Burn Material Requests			
Burn Material	Locations	Comments	Disposition Number
beles	Location 1 (52.6375, -115.9157)		Edit
Add Another Burn Material +			

Submitting the permit request

When all the requested burn materials and locations have been entered, select the blue “Submit” button at the bottom of the page.

Burn Material	Locations	Comments	Disposition Number
beles	Location 1 (52.6375, -115.9157)		Edit
for a sweet lodge	Location 1 (52.9999, -115.8888)		Edit

[Add Another Burn Material +](#)

[Submit](#)

Upon submitting a request, you will return to the Fire Permit Portal home page.

How to view a fire permit request

The status of submitted fire permit requests can be viewed from the home page in the Fire Permit Requests table.

Active

An “Active” state means that these permits have been approved and are currently active. This is the first tab listed left to right. These requests will display with active permit number and show as approved. The request number, indicated in blue, can be clicked to show more information including the permit itself.

Fire Permit Requests

Search

[Active](#) [Requested](#) [Inactive](#)

Request: [FPREQ0001841](#) Burn Material: Slab Piles

Requested Date	Permit Number	Forest Area	Effective Date	Extended Expiry Date
2022-03-23 13:36:32	PRM0002038	Slave Lake	Mar 23, 2022	Mar 28, 2022

Approved

Request: [FPREQ0001798](#) Burn Material: Slab Piles


Requested Date	Permit Number	Forest Area	Effective Date	Extended Expiry Date
2022-03-21 08:46:52	PRM0001992	Fort McMurray	Mar 21, 2022	Mar 26, 2022

Approved

Requested

A “Requested” state means that these permits have yet to be reviewed and are awaiting action. This is the second tab listed left to right. These requests will show the permit as requested and pending. At this stage, by clicking the request number you have the ability to add more locations or attachments, or you can withdraw the request if it is no longer required.

Fire Permit Requests

Search 

Active **Requested** Inactive 

Request: [FPREQ0001840](#) Burn Material: Swaths

Requested Date	Permit Number	Forest Area	Effective Date	Expiry Date
2022-03-23 13:31:40		Slave Lake		

Requested

You are not legally allowed to burn until your request has been formally approved

Request: [FPREQ0001826](#) Burn Material: Bales

Requested Date	Permit Number	Forest Area	Effective Date	Expiry Date
2022-03-23 08:57:20		Edson		

Requested

You are not legally allowed to burn until your request has been formally approved

Inactive

An “Inactive” state could be as a result of a variety of things. A permit could be denied, cancelled, withdrawn or expired. This is the third tab listed left to right. More information will be displayed by selecting the request number.

Email notifications

The Fire Permit system will automatically send email notifications for the following events related to a fire permit request if an email address was entered.

- Request has been received (for those submitting requests via the public portal)
- Request has been withdrawn
- Permit has been denied
- Permit has been approved, with an attached PDF fire permit
- Permit has been cancelled
- Permit will expire in three days
- Permit has been suspended (to be used in the event of a Fire Control Order)
- Permit has been reinstated (after a Fire Control Order is lifted)
- Permit has been extended or updated

Not all permit holders will receive all of the email notifications. The majority of permit holders will receive three: *request received*, *permit approved* and *permit will expire in three days*.

Further questions

For questions and concerns regarding MADI or MADI-B please call 1-844-643-2789 or visit the [Common Questions](#) page.

For questions and concerns about using the Fire Permit Request Portal, call 1-866-FYI-FIRE (394-3473) and select option four.

For information on fire bans, restrictions and advisories call 1-866-FYI-FIRE (394-3473) and select option two or visit albertafirebans.ca.

For more information about Alberta Wildfire, visit our website: wildfire.alberta.ca/

For questions about your fire permit, please contact your local Forest Area. You can also call 310-0000 (toll free within Alberta).

Forest Area	Phone Number	Forest Area	Phone Number
Calgary Forest Area	403-297-8800	Lac La Biche Forest Area	780-623-5388
Edson Forest Area	780-723-8269	Peace River Forest Area	780-624-6190
Fort McMurray Forest Area	780-743-7125	Rocky Mountain House Forest Area	403-845-8250
Grande Prairie Forest Area	780-538-5560	Slave Lake Forest Area	780-849-7377
High Level Forest Area	780-926-5407	Whitecourt Forest Area	780-778-7166