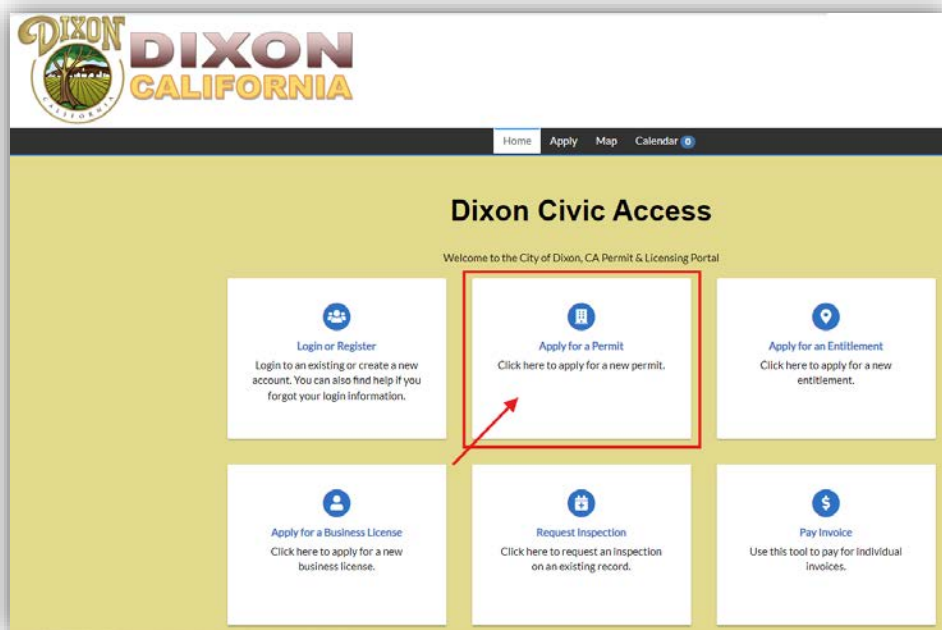


# Online Burn Permit Application Instructions

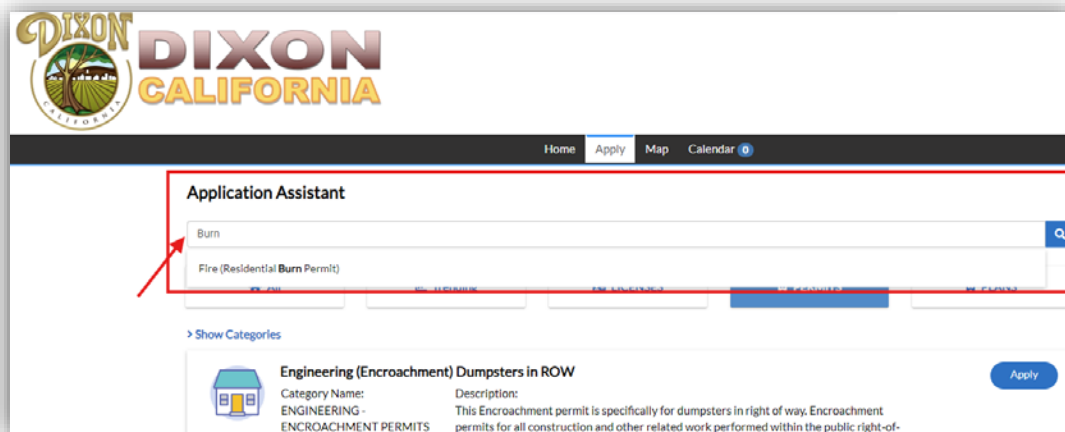
1. Login (or register for an account if you have not already).



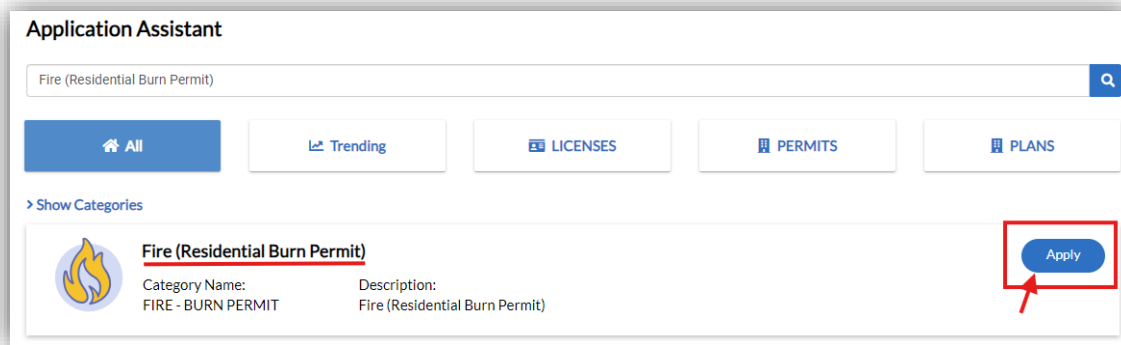
2. Once logged in, click on “Apply for a Permit”



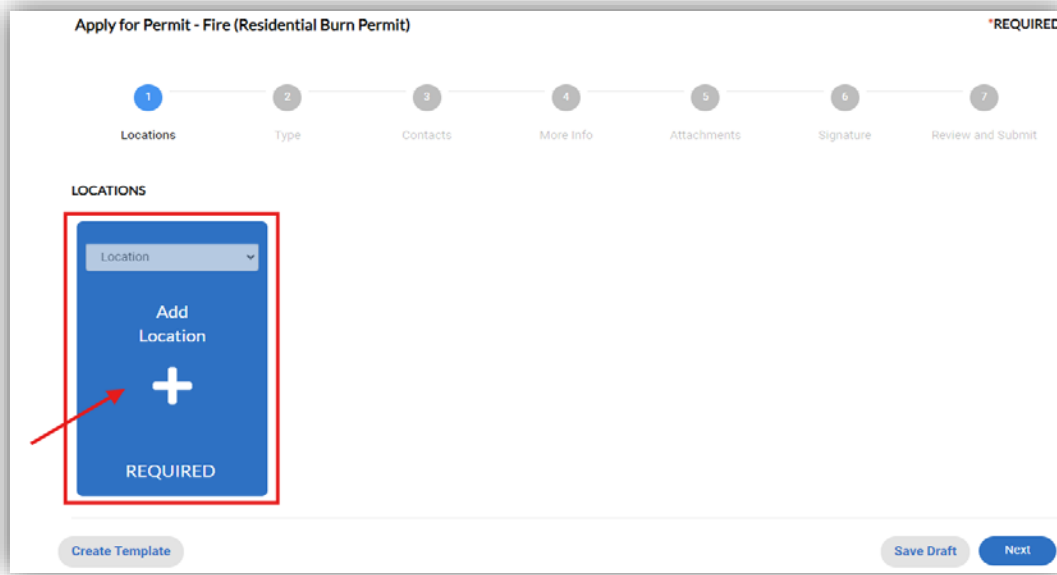
3. In the Search bar, type the word “Burn” and click on “Fire (Residential Burn Permit)”



#### 4. Click “Apply”



#### 5. Click “Add Location”



#### 6. Click “Enter Manually”

[← Back to Application](#)

Add Location

[Address](#) [Parcel](#)

Add Address As [Location](#)

[Search](#) [Enter Manually](#)

Address Information

Search  [Q](#)

7. Fill in: **Address Line 1, City, State** and **Postal Code** and then click “Save”

PLEASE DO NOT USE “ENTER ADDRESS”. IT WILL NOT SAVE CORRECTLY ON YOUR PERMIT.

Enter Manually

Country Type

Enter Address

**Address Line 1**

Pre Direction

Address Line 2

Street Type

Post Direction

Unit Or Suite

**City**

**State**

**Postal Code**

County

8. Click “Next”

Apply for Permit - Fire (Residential Burn Permit) \*REQUIRED

1 2 3 4 5 6 7  
Locations Type Contacts More Info Attachments Signature Review and Submit

LOCATIONS

Type: Location  
US  
123 Test St, Dixon, CA, 95620  
Main Address

Add Location  
+

9. You do not have to enter any description for residential burn permit, please click “Next”

Apply for Permit - Fire (Residential Burn Permit) REQUIRED

Locations Type Contacts More info Attachments Signature Review and Submit

PERMIT DETAILS

Click here to view all Residential Burn Permit Regulations [Welcome to the Official Website of the City of Dixon, CA - Residential Burning](#)

\* Permit Type: Fire (Residential Burn Permit)

Description: [Empty text area]

Back Create Template Save Draft **Next**

10. You are automatically filled in as applicant, click on “Owner - Add Contact”

Apply for Permit - Fire (Residential Burn Permit) REQUIRED

Locations Type **Contacts** More info Attachments Signature Review and Submit

CONTACTS

Required Home Owner & Applicant (if different)

Applicant: Rachel Test (You), 205 Ford Way, Dixon, CA, 95620

Owner: Add Contact (+)

Applicant: Add Contact (+)

Back Create Template Save Draft Next

11. If you are the owner, search your own name. If someone else is the home owner, search their name. Use “Enter manually” if they are a brand-new contact.

Back to Application

Add Contact

Add Contact As : Owner

Search Enter Manually My Favorites

Search Name, E-mail, or Company

12. Once you find the correct contact, click “Add”

Search Enter Manually My Favorites

Search rachel

Sort: Relevance

Favorite	First Name	Last Name	Company	Action
☆	[Redacted]	[Redacted]	[Redacted]	Add
☆	Rachel	Test		<b>Add</b>

### 13. Click “Next”

Apply for Permit - Fire (Residential Burn Permit) \*REQUIRED

Locations Type **Contacts** More Info Attachments Signature Review and Submit

**CONTACTS**  
Required Home Owner & Applicant (if different)

**Applicant**  
Rachel Test (You)  
205 Ford Way, Dixon, CA, 95420

**Owner**  
Rachel Test (You)  
[Remove](#)

**Add Contact**

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

### 14. Review and acknowledge all residential burn permit conditions and then click “Next”.

Locations Type Contacts **More Info** Attachments Signature Review and Submit

**MORE INFO**

**General Info** [Next Section](#) | [Top](#) | [Main Menu](#)

→ \*Is there a residence on the property?

→ \*Are you burning agricultural materials?

**Burn Conditions** [Previous Section](#) | [Top](#) | [Main Menu](#)

1. \*THIS PERMIT IS VALID ONLY ON THOSE DAYS WHICH ARE NOT PROHIBITED BY THE STATE AIR RESOURCES BOARD PURSUANT TO SECTION 41855 OF THE HEALTH AND SAFETY CODE.\*
2. ALL BURNING IS PROHIBITED FROM MAY 1ST THROUGH OCTOBER 31ST.
3. Burning shall be constantly attended by at least one able-bodied person at all times. A garden hose connected to a water supply or other approved fire-extinguishing equipment shall be readily available for use.
4. The permit is valid for the permittee and must be available for inspection at the burn site at time of burn.
5. You are only permitted to burn vegetative materials. The waste shall be arranged to facilitate efficient burning and shall be free of other waste such as tires, rubbish, tar paper or construction debris.
6. BURN PILES CANNOT EXCEED 4 FEET HIGH BY 6 FEET DIAMETER.

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

13. Burning hours are from 9:00 a.m. to 3:00 p.m. on permissible burn days. No burn shall be started after 3:00 p.m. and shall be extinguished by dusk.

14. ALL ILLEGAL BURNING WILL BE REPORTED TO YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT.

→ \*Acknowledgement

Acknowledgement is required.

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

## 15. No attachments are required, click “Next”

Apply for Permit - Fire (Residential Burn Permit) \*REQUIRED

Progress: Locations (✓) Type (✓) Contacts (✓) More Info (✓) Attachments (1) Signature (1) Review and Submit (1)

**Attachments**

No attachments are required, please click the **NEXT** button to proceed.

click or drag files

Add Attachment

+

Supported: pdf, jpg, png, bmp, ppt, xls, doc, docx, xls, xlsx, text, docx, zip, csv, xls, xlsx

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## 16. Type name electronically and sign. Then, click “Next”

Apply for Permit - Fire (Residential Burn Permit) \*REQUIRED

Progress: Locations (✓) Type (✓) Contacts (✓) More Info (✓) Attachments (✓) Signature (1) Review and Submit (1)

**SIGNATURE**

By signing this application, I affirm that I legally control or own the aforementioned land and acknowledge the residential burning conditions and terms. I understand that once my payment has been received, I am expected to receive my Residential Burn Permit via email within 2-3 business days or by mail in 5-7 business days.

→ Please type your name as consent to electronically sign this application.

Enable Type Signature

Rachel Test  
November, 01 2024

x TEST

Clear

Back Create Template Save Draft Next

## 17. Review all application information is correct and then click “Submit”

Apply for Permit - Fire (Residential Burn Permit) \*REQUIRED

Progress: Locations (✓) Type (✓) Contacts (✓) More Info (✓) Attachments (✓) Signature (✓) Review and Submit (1)

Submit

**Locations**

Location	123 Test St , Dixon, CA , 95620
----------	---------------------------------

**Basic Info**

Type	Fire (Residential Burn Permit)
Description	
Applied Date	11/01/2024

**Contacts**

Applicant	Rachel Test 205 Ford Way , Dixon, CA , 95620
Owner	Rachel Test

18. PERMIT WILL NOT BE ISSUED UNTIL PAYMENT IS RECEIVED.

Click "View Details"

The screenshot shows the Dixon California website dashboard. At the top left is the Dixon California logo. The top right shows the user name "Rachel Test" and a shopping cart icon with "0". A navigation bar contains "Home", "Dashboard", "Apply", "My Work", "Map", and "Calendar". The main content area features a green checkmark icon and the text: "Your application was successfully submitted! Your application was successfully submitted. Click 'add to Cart' to proceed to payment. Your permit will be issued once payment is received." Below this is a blue button labeled "Continue to permit". To the right, a white box titled "Fees" displays "\$25.00" and two buttons: "View Details" (highlighted with a red box and arrow) and "Add to Cart".

19. Click "Add to Cart"

The screenshot shows the invoice details page. At the top left is a "Back" link. The invoice number is "INV-0000440". In the top right, there is a blue "Add to Cart" button (highlighted with a red box and arrow) and a printer icon. Below this is a summary section with the following information: Invoice Total: \$25.00, Status: Due, Invoice Date: 11/01/2024, Due Date: 12/01/2024, and Description: NONE. Below the summary are tabs for "Primary Fees", "Misc Fees", "Payments", "Attachments", and "Contacts". The "Primary Fees" section is active, showing a table with columns: Fee Name, Fee Total, Amount Due, Case Number, Case Type, and Notes. The table contains one row: FIRE - Burn Permit Fee, \$25.00, \$25.00, BURN-2024-0031, Permit. Below the table is a pagination control showing "Results per page 10", "1 - 1 of 1", and navigation arrows.

20. Click "Go to Cart"

The screenshot shows the invoice details page with a modal dialog box open. The dialog box is titled "Add cart result" and contains the text "1 item(s) added to cart". At the bottom of the dialog are two buttons: "Continue" and "Go To Cart" (highlighted with a red box and arrow). The background page is dimmed and shows the same invoice details as in the previous screenshot, including the "Add to Cart" button and printer icon.

## 21. Click “Check Out”

Payments | City of Dixon

Review your cart items

Permit: BURN-2024-0031 | Invoice: INV-00000440 \$25.00

[View details](#) [Remove](#)

Cart summary

Subtotal \$25.00

Additional fees may be applied at checkout

[Check out](#)

Find more items to pay

[Return to City of Dixon, CA](#)

## 22. Fill in all requested information and then submit payment.

How are you going to pay?

Card number

MM

YYYY

Cardholder name

Address

Billing ZIP code

Security code

Remember this card

Where should we send your receipt?

Email for receipt\*

You will not be charged until you review your payment on the next step

[Back](#) [Continue](#)

Subtotal	\$25.00
Processing fee	\$0.00
<b>Total</b>	<b>\$25.00</b>

**YOUR PERMIT WILL BE ISSUED BY FIRE ADMINISTRATIVE STAFF AND EMAILED TO YOU WITHIN TWO BUSINESS DAYS.**