

Fire Permit - Public Portal Instructions



This document provides instructions for:

- Applicants applying through the online public portal
- General Public Portal Information

STEP ONE: To Set Up Your Account – One-Time Only

1. Go to the County of St. Paul Website – Click on Residents and then Fire Permits.
2. Register for a Public Portal Account through the County of St. Paul's public link:
<https://home.munisight.com/createaccount/organization/35>

The screenshot shows a web form titled 'Planner' with a logo consisting of a blue and yellow square. The form has three input fields: 'First Name*', 'Last Name*', and 'Email*'. Below these fields is a large purple button labeled 'Create Account'.

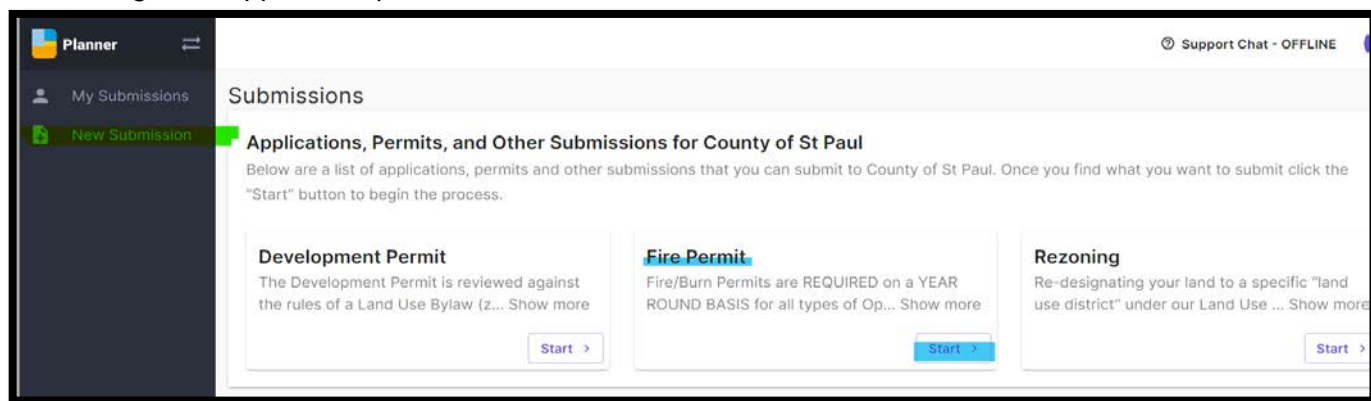
3. An email will be sent to your inbox. The email will specify the next steps to set up a password. The applicant will have access to Planner once password is set.
 - *Check junk or spam email folder if no email was received*

STEP TWO: To apply for a Fire Permit – through your account

1. Go onto the Planner home page and log in using the credentials you created in Step One:
<https://home.munisight.com/>

The screenshot shows a web form titled 'Login' with the instruction 'Enter your credentials below for access.' There are two input fields: 'Email' and 'Password'. Below these fields is a blue button labeled 'Login'. Below the button is a link that says 'Forgot password?'.

2. Click **"New Submissions"** and various types of permits will appear. Select the required **FIRE PERMIT** to begin the application process.



3. Adding Owner Property Information
 - a. Search for property information in the smart search bar by searching:
 - i. Rural Address (Currently a required field) – the green sign at your driveway
 - ii. Roll Number (Currently a required field) – you can find this on your Tax Notice

A screenshot of the 'Add Owner Property Information' form. It features a search bar at the top with a yellow highlight. Below the search bar are several input fields: 'Roll Number *', 'Zone', 'Long Legal Description', 'Short Legal Description', and 'Address *'. The form is enclosed in a black border.

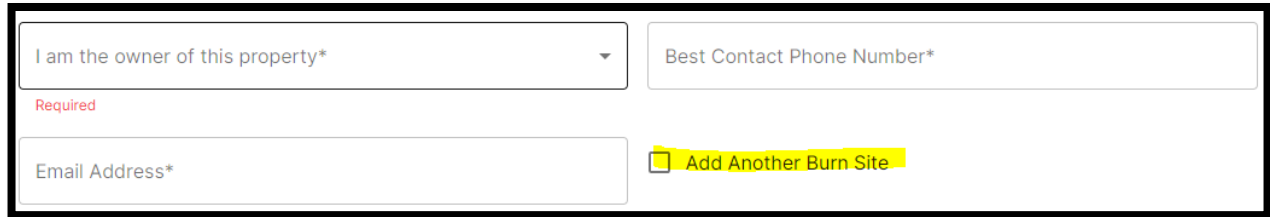
4. Property Owner Contact
 - a. If the Property Owner Contact is the same as Applicant Contact – User can check **"Also Applicant Contact"**. This will duplicate the information in the next tab *"Applicant Contact"*

A screenshot of a form section showing a checkbox labeled 'Also Applicant Contact' (highlighted in green). Below the checkbox are three buttons: 'Remove' (with a trash icon), 'Cancel', and 'Save'.

5. Applicant Contact – *as designated by the Property Owner to acquire a Fire Permit and assume all responsibility to ensure it is monitored, controlled, and extinguished.*
 - a. This section is for the applicant's contact information
 - b. Users can manually enter contact information that is applicable
 - c. Any documents or emails will be sent to the email address recorded in this section

6. Application Step

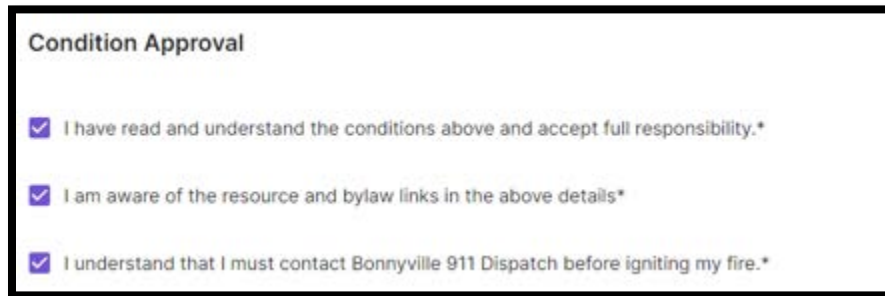
- a. Enter burn detail Information
- b. The mandatory fields are listed with an * **asterisk** *
- c. If you have multiple burn sites - check off “*Add Another Burn Site*”. There can be up to 4 burn sites added in the application



The screenshot shows a form with four fields. The first field is a dropdown menu with the text "I am the owner of this property*" and a downward arrow. Below it, the word "Required" is written in red. The second field is a text input with the label "Best Contact Phone Number*". The third field is a text input with the label "Email Address*". The fourth field is a checkbox with the label "Add Another Burn Site".

7. Conditional Approval

- a. Ensure you acknowledge and understand the conditions identified
- b. The disclaimers must be checked off to complete the application



The screenshot shows a section titled "Condition Approval". It contains three checkboxes, all of which are checked with a purple checkmark. The first checkbox is labeled "I have read and understand the conditions above and accept full responsibility.*". The second checkbox is labeled "I am aware of the resource and bylaw links in the above details*". The third checkbox is labeled "I understand that I must contact Bonnyville 911 Dispatch before igniting my fire.*".

8. Click **Save**

- a. All required fields needs to be filled – then click **Complete**
- b. The application status will be changed to “*Pending*” for Fire Guardian review

9. The Fire Guardian will be notified of a new submission to be approved. At this point – your application *may* take up to 24 hours for approval.

10. Applicants can log onto their Public Portal account to view

- a. Application status; which will be set by the Fire Guardian
- b. Recorded applications – **Click MY SUBMISSIONS**
- c. Comments for each step (Applicants and Fire Guardians can post, edit, and delete comments)
 - i. Fire Guardian and Applicants will be notified of the comments

11. Approved Permits:

- a. Fire Guardian will contact the Applicant on the decision of the application via email
- b. **An approved Fire Permit will be emailed to you for final execution, in which you must call the number on the top of the permit to notify Fire Dispatch of your Permit to Burn.**