Fire - Application - Controlled Burn

Follow the instructions below for creating a **Controlled Burn Fire Prevention Code Permit** in PLUS. The steps below review the application process from beginning to end.

Sections of this document

Required Information Locate Application Create Application

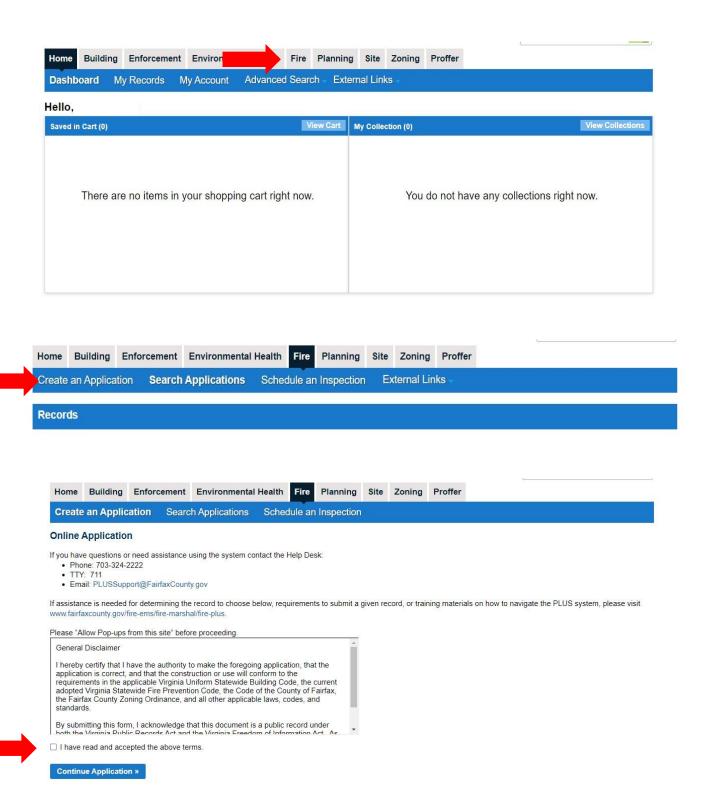
Required Information

A registered account

Locate Application

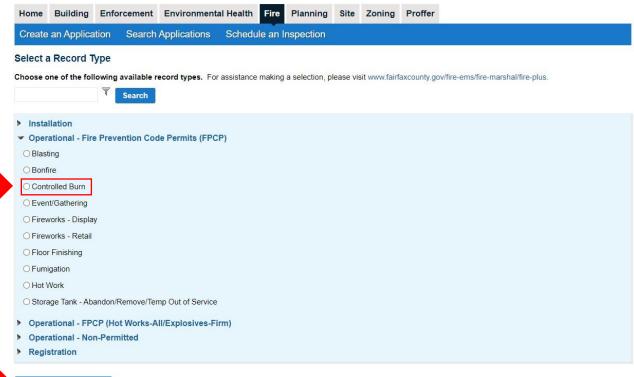
- 1. Login to PLUS using your registered email address and password
- 2. Click Fire module tab
- 3. Click Create an Application
- 4. Check the box to indicate you have read and accepted the terms





5. Expand the **Operational – Fire Prevention Code Permits (FPCP) dropdown menu** on the Select a Record Type screen

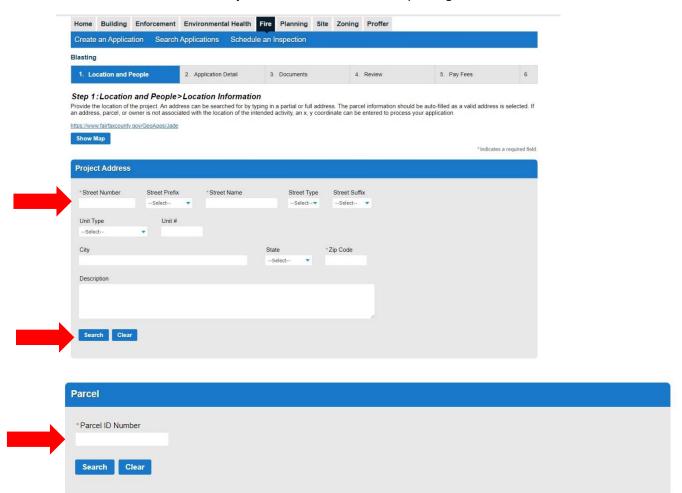
- 6. Select the option for Controlled Burn
- 7. Continue Application



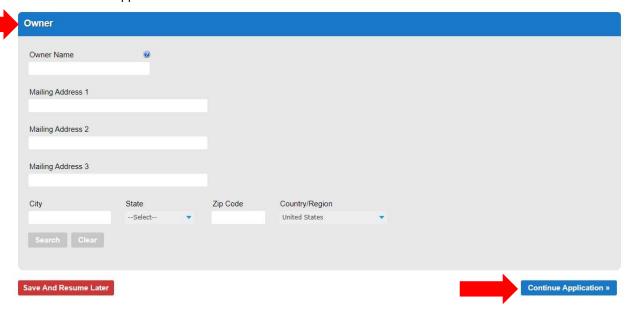
Continue Application »

Create Application

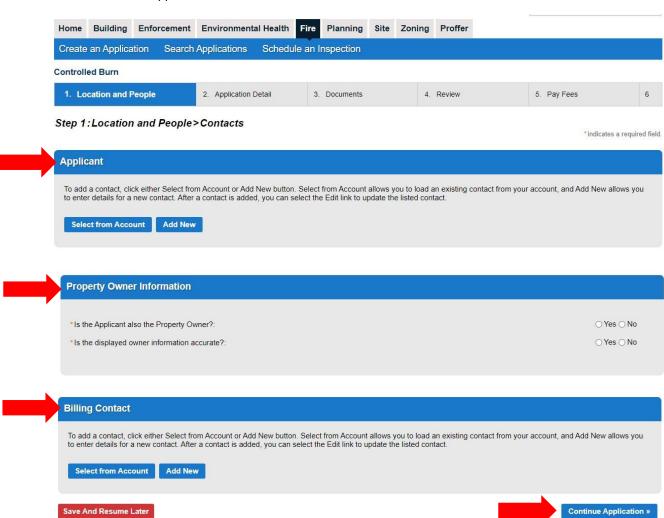
- 1. Complete Step 1: Location and People
- 2. To fill in a location, use either the Project Address or Parcel information boxes:
 - a. To search for an address using Project Address, type address information into the text boxes and click **Search**. Addresses containing the corresponding information will be displayed.
 - b. To search for an address using a Parcel ID, type the Parcel ID number in the textbox and click **Search.** The Project Address information corresponding to that Parcel ID will be auto filled.



- 3. Owner information will be auto populated based on the Location provided
- 4. Continue Application



- 5. Fill in information for Applicant, Property Owner, and Billing Contact
- 6. Use the **Select** button to search for saved contacts on the account or the **Add New** button to create a new contact
- 7. Continue Application

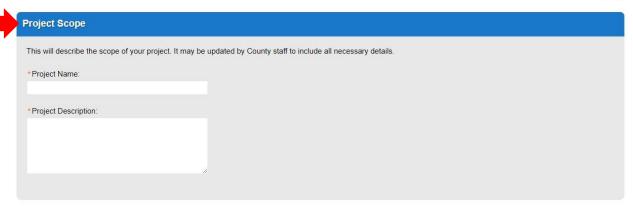


- 8. Complete Step 2: Application Details
- 9. Fill out the Project Scope
- 10. Answer the questions in General Information
- 11. Continue Application



Step 2: Application Detail > Application Information

*indicates a required field.





- 12. Complete Step 3: Documents
- 13. Attach any documents required by PLUS
- 14. Continue Application

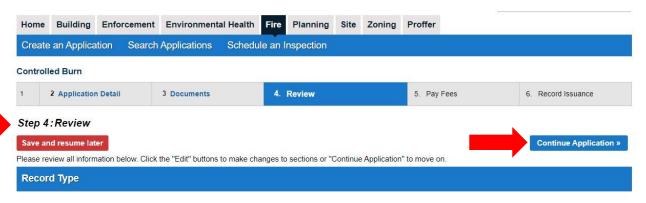


Step 3: Documents > Documents

*indicates a required field.

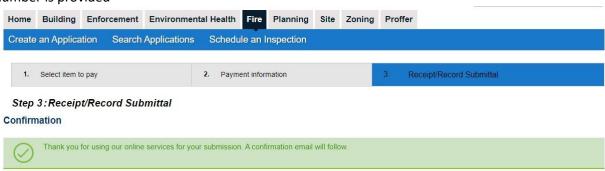


- 15. Complete Step 4: Review
- 16. Review application to make sure all information is correct
- 17. Continue Application



Controlled Burn

18. Step 5: A confirmation screen will verify that your application was submitted and a record number is provided



19. Once your application has been reviews & approved you will be sent notice to make payment in PLUS