

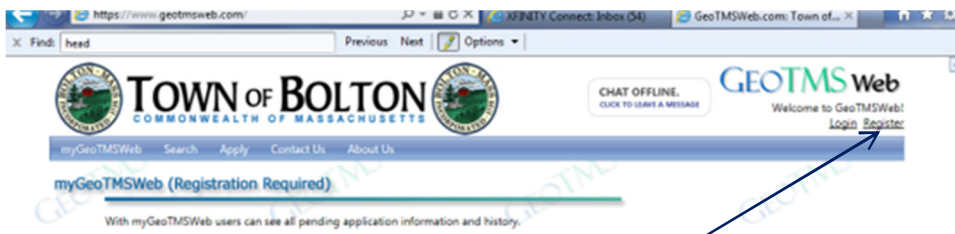
# Bolton Fire Department Season Burning Permit Directions

January 14, 2012

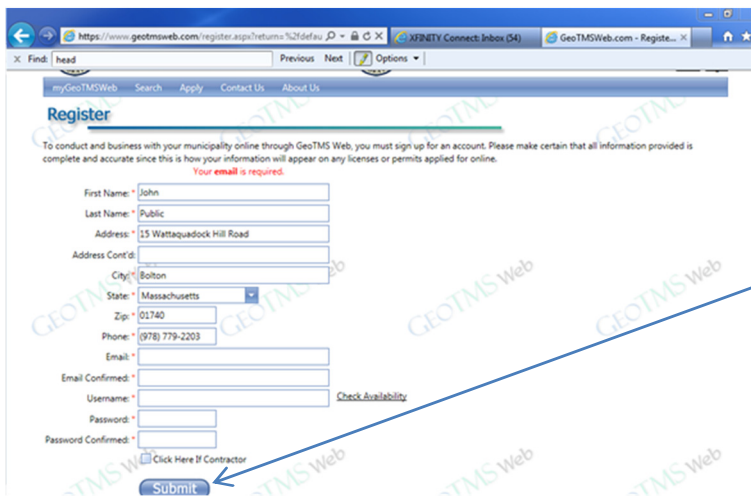
## Step 1: Register for an account



From the Fire Department website, click on the link in the lower right corner that says: *Burning Permit-Online Application*.



Register for a GEOTMS Web account. Click on the *Register* link.

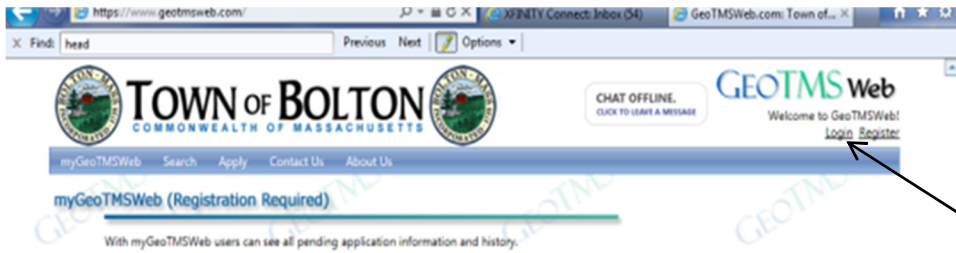


Fill out the application with your information. Don't forget to write down the username/password you create for this site. You will need it later. When done, press the *Submit* button.

You will then receive an email requesting you verify your account. Open the email, and click on the embedded link.

January 14, 2012

**Step 2: Logging in**

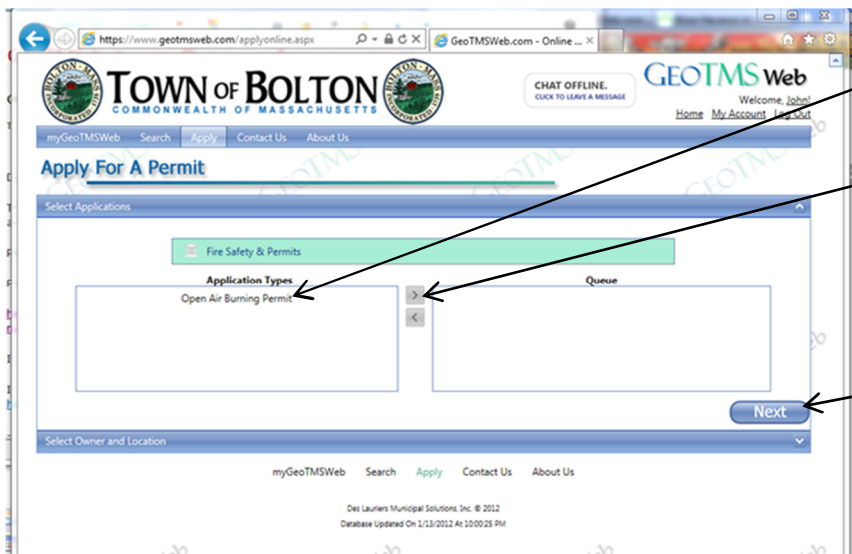


Now you need to log in to the GEOTMS Webpage. Click on the *Login* link and enter your username and password.

**Step 3: Applying for a Burning Permit**



To apply for a Burning Permit, click on the words *Apply for a Permit or License*.

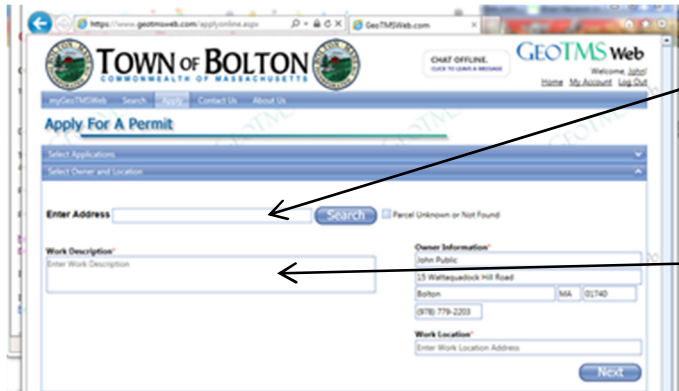


Click once on the words *Open Air Burning Permit* on the left window, and click the right arrow to move it to the queue.

Click *Next*.

# Bolton Fire Department Season Burning Permit Directions

January 14, 2012

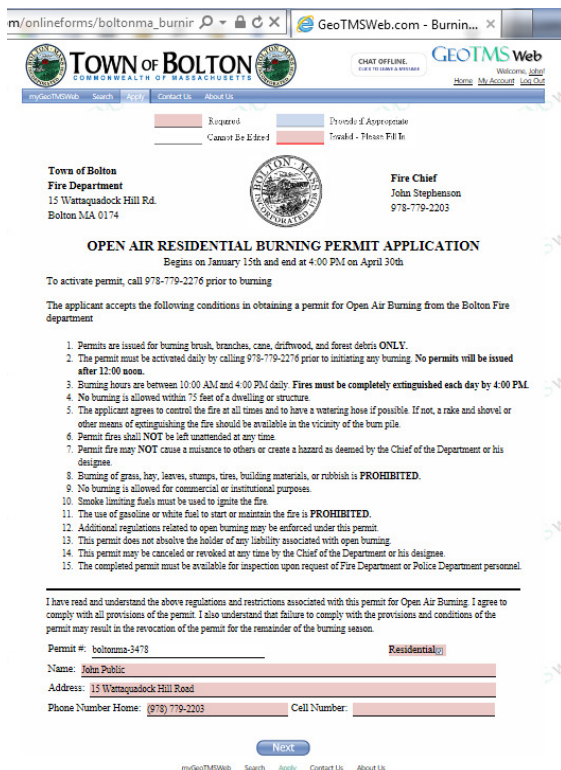


Enter the address for the burning permit. It will start to auto-fill your address for you.

Enter a brief description of the work:

Example: Burning brush and limbs from last few storms.

Click *Next*.



This page is the application you just created. Please enter a cell phone number in the cellphone field. If you do not have a cellphone, enter your home number again.

We need the cellphone number to insure we can contact you while you are burning in the event that conditions require all fires to be extinguished on short notice.

Click *Next*, and review the page. If everything appears correct, click the *Next* button again.

Your application has now been forwarded to the Fire Department for review and approval. **Completing these steps is not authorization to burn.** After the Fire Department approves your permit, you will need to log back into GEOTMS to activate the permit each and every day you burn. Please remember to apply for your permit at least 24 hours prior to the day on which you wish to burn.