

Apply for an Open Air Burning Permit - Follow these steps to apply:

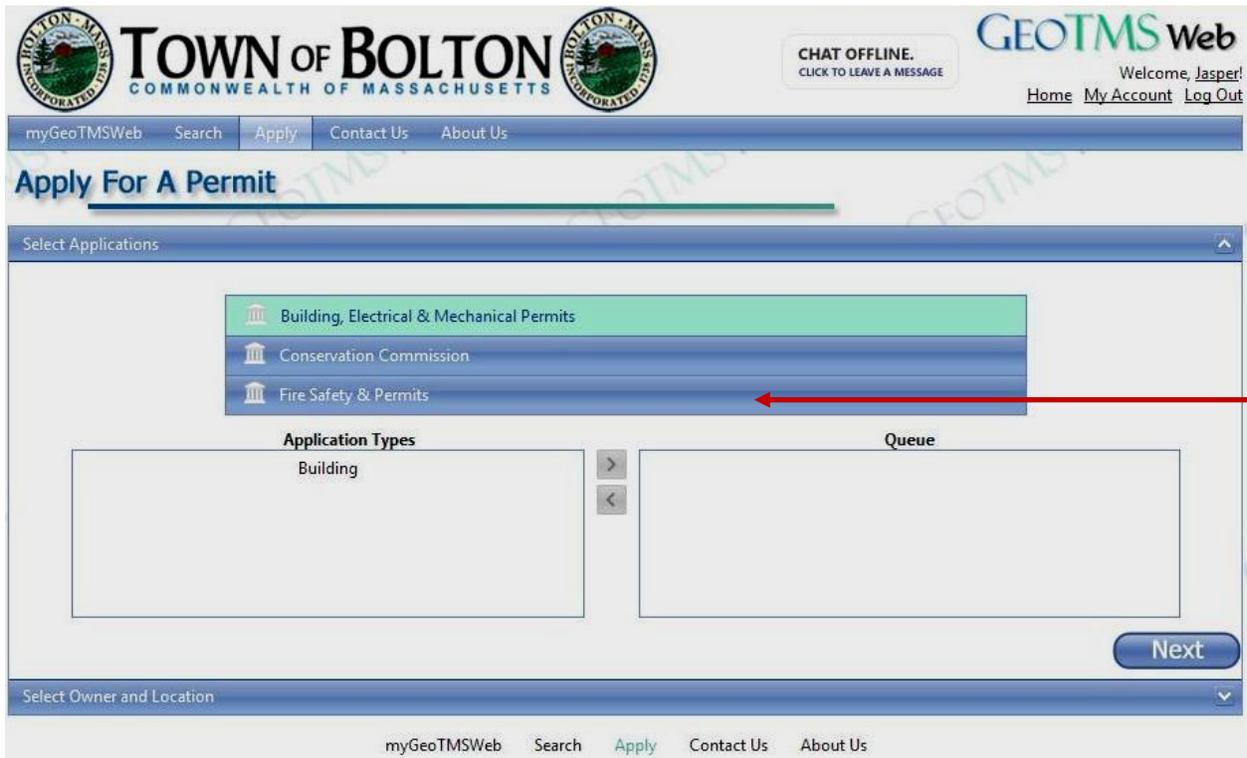
(First go to <http://www.geotmsweb.com/towns/boltonma> and login to your online permit account.)

Step 1 – Click the “Apply For a Permit or License” option in the menu

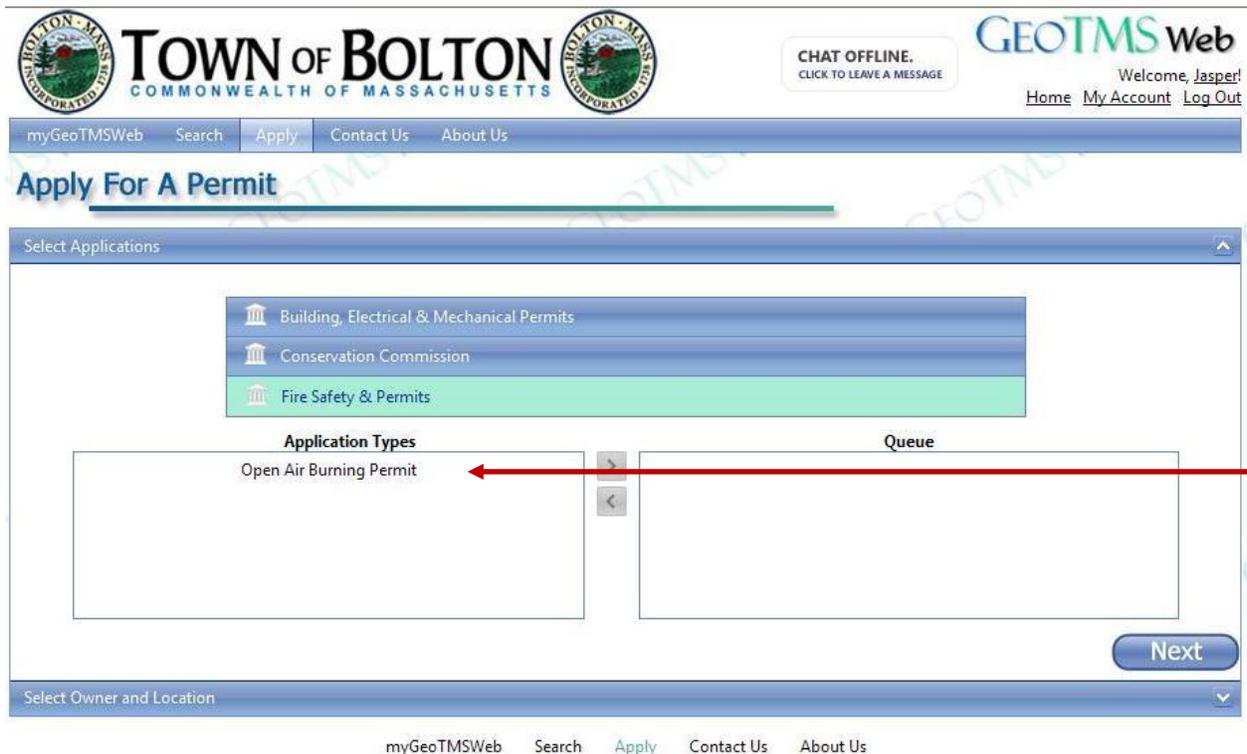
The screenshot shows the GeoTMS Web interface for the Town of Bolton. At the top, there are two circular logos for the Town of Bolton, Massachusetts. To the right, a chat box says "CHAT OFFLINE. CLICK TO LEAVE A MESSAGE". Further right, the text "GEO TMS Web" is displayed, along with a welcome message "Welcome, Jasper!" and links for "My Account" and "Log Out". Below this is a navigation bar with links: "myGeoTMSWeb", "Search", "Apply", "Pay Fees", "Contact Us", and "About Us". The "Apply" link is highlighted with a red arrow. Below the navigation bar, there are three main sections: "myGeoTMSWeb" (with a sub-header "With myGeoTMSWeb users can see all pending application information and history."), "Apply For A Permit Or License" (with a sub-header "GeoTMSWeb allows residents and contractors to apply online."), and "Search" (with a sub-header "To check the status of an existing Permit or Inspection, please use our Search menu."). Below these is a "Contact Us" section with the text "Do you have questions or suggestions? Use our Contact Us page." At the bottom, there is a footer with the text "myGeoTMSWeb Search Apply Pay Fees Contact Us About Us" and "Des Lauriers Municipal Solutions, Inc. © 2012 Database Updated On 9/11/2012 At 12:20:21 AM".

Tip: A new feature available in 2013 will allow you to quickly and easily submit your annual Open Air Burning Permit with just a few clicks as long as you have a valid burning permit from the previous year. The first time you apply for a burning permit requires several detailed steps but applying in future years will effectively renew your annual permit based on data you've already submitted. For more information click here: [Burning Quick Re-apply](#)

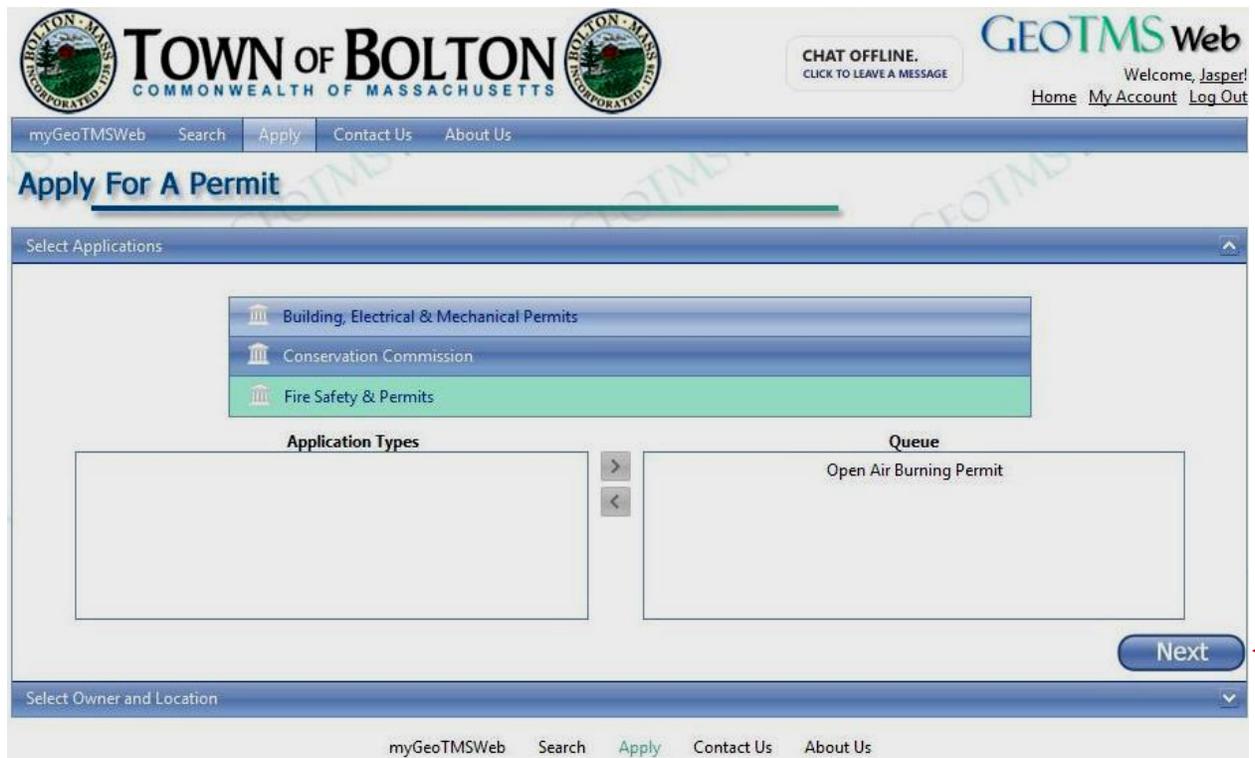
Step 2 - Click on the "Fire Safety & Permits" line to get a list of Fire permit types:



Step 2.1 - Double click on the Fire Permit type you wish to apply for:



Step 2.2 – The “Open Air Burning Permit” should have moved from the left side to the right side (the “Queue”). If it hasn’t try clicking once on the words “Open Air Burning Permit” under Application Types, then click the right arrow to move the words into the “Queue” section. When the screen looks like this click on “Next”



Clicking next will take us to Step 3 and a new screen where address and contact information will be captured.

TOWN OF BOLTON
COMMONWEALTH OF MASSACHUSETTS

myGeoTMSWeb Search Apply Pay Fees Contact Us About Us

Apply For A Permit

Select Applications
Select Owner and Location

Enter Address **Search** Parcel Unknown or Not Found

Work Description*
Enter Work Description

Owner Information*
Jasper Resident
663 Main St
Bolton MA 01740
(978) 123-4567

Work Location*
Enter Work Location Address

Next

Step 3 – Enter the address where the work will be done and click search

The owner information will automatically fill in once a valid address is found.

Tip: you can also select your address from the dropdown that appears as you type which will also automatically fill in owner information.

As an example, we'll enter 663 Main St:

myGeoTMSWeb Search Apply Contact Us About Us

CHAT OFFLINE. CLICK TO LEAVE A MESSAGE

GEOTMS Web Welcome, Jasper Home My Account Log Out

Apply For A Permit

Select Applications

Select Owner and Location

Enter Address Search Parcel Unlabeled or Not Found

Assessor ID	Street Number	Street Name	Owner Name
002.0-0000-0009.0	663	MAIN ST	TOWN OF BOLTON TOWN HALL

Page size: 10 1 items in 1 pages

Enter the overall work description for this permit

Work Description*

Burning brush during late winter and early spring

Owner Information*

TOWN OF BOLTON TOWN HALL

P O BOX 278

BOLTON MA 01740

() _ - _

Work Location*

663 MAIN ST

Next

myGeoTMSWeb Search Apply Contact Us About Us

Step 3.1 – Enter a work description for the permit you are applying for

Step 3.2 – Fill out Owner Information, phone number and Work Location (if needed)

(Note that in our example we are using Jasper Resident as a fictitious homeowner with the address for the town hall, 663 Main. Normally you, as a homeowner, will be applying for a permit for your own home and your real address would appear. You should check that all the owner information fields are complete and correct.)

Step 4 - After completing work description, owner information and work location click next. The program will check to make sure all the information is filled in properly and, if not, the program will display an error message and highlight the area(s) needing correction. In our example, we forgot to fill out the “Zip Code” and “Phone Number”. Click on each red highlighted fields (the zip code and phone), enter the correct data and, when you’re done, click Next again.

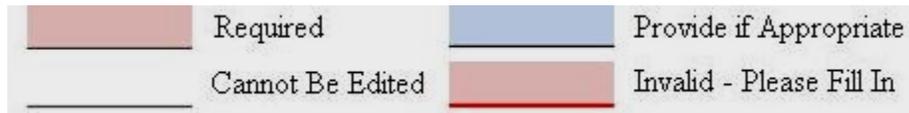
Error message

The screenshot shows the 'Apply For A Permit' page on the Town of Bolton website. At the top, there is a navigation bar with 'myGeoTMSWeb', 'Search', 'Apply', 'Contact Us', and 'About Us'. Below this is a search bar with '663 MAIN ST' entered and a 'Search' button. A table below the search bar lists search results with columns for Assessor ID, Street Number, Street Name, and Owner Name. The first result is highlighted in green: Assessor ID 002.0-0000-0009.0, Street Number 663, Street Name MAIN ST, and Owner Name TOWN OF BOLTON TOWN HALL. Below the table, there is a 'Work Description' field containing 'Burning brush during late winter and early spring'. To the right, the 'Owner Information' section is filled out with 'TOWN OF BOLTON TOWN HALL', 'P O BOX 278', 'BOLTON', and 'MA'. The 'Zip Code' field is highlighted in red and contains '() _ - _'. Below that, the 'Work Location' field is filled with '663 MAIN ST'. A 'Next' button is located at the bottom right. A red error message banner at the top of the form area reads 'Please review the 'Owner Information' section.' with an arrow pointing to the 'Zip Code' field. Another red arrow points to the 'Zip Code' field, and a third red arrow points to the 'Next' button.

Fill out zip and phone number and click next again.

Step 5 – Your Online Application will be displayed with some of the fields automatically populated (based on information previously provided). It's important that you fill out the rest of the required information.

Fill out the application as indicated by the color coded fields:



The light red fields must be filled in, the light blue fields are optional. The dark red line indicates that the data is missing or incorrect. This red line will show up after you try to submit an application that has incomplete or incorrect information. Please correct as appropriate and resubmit. The software will continue to warn you about incorrect information until all required fields have been filled in properly.

Tip: If you do not complete the application process, you may finish completing an individual application using MyGeoTMSWeb in the main menu. You can stop and log off any time even though you haven't completed your application. When you log in again, go to MyGeoTMSWeb and select unfinished applications. Click on the edit icon (the small pencil) to resume from where you left off.

Please remember to review the conditions and check the "Applicant agrees to terms and conditions box". You should also double check your name and address information and fill in your cell phone number. If you do not have a cell phone enter your home phone number again. We need the cell phone number to insure that the fire department can contact you while you are burning in the event that conditions require all fires to be extinguished on short notice.

You can ignore the box at the bottom of the application form that refers to uploading of files.

Step 5.1 - These are the key fields to fill in. Click next when done



TOWN OF BOLTON

COMMONWEALTH OF MASSACHUSETTS



CHAT OFFLINE.
CLICK TO LEAVE A MESSAGE

GEOTMS Web

Welcome [jasper!](#)
[Home](#) [My Account](#) [Log Out](#)

[myGeoTMSWeb](#) [Search](#) [Apply](#) [Contact Us](#) [About Us](#)

Required Provide if Appropriate
 Cannot Be Edited Invalid - Please Fill In

Town of Bolton
Fire Department
15 Wattaquodock Hill Rd.
Bolton MA 0174



Fire Chief
John Mentzer
978-779-2203

OPEN AIR RESIDENTIAL BURNING PERMIT APPLICATION

Begins on January 15th and ends at 4:00 PM on April 30th

The applicant accepts the following conditions in obtaining a permit for Open Air Burning from the Bolton Fire department

1. Permits are issued for burning brush, branches, cane, driftwood, and forest debris **ONLY**.
2. The permit must be activated daily online prior to initiating any burning. Permits can be activated starting at 10 AM. No permits will be issued after 12:00 noon.
3. Burning hours are between 10:00 AM and 4:00 PM daily. Fires must be completely extinguished each day by 4:00 PM.
4. No burning is allowed within 75 feet of a dwelling or structure.
5. The applicant agrees to control the fire at all times and to have a watering hose if possible. If not, a rake and shovel or other means of extinguishing the fire should be available in the vicinity of the burn pile.
6. Permit fires shall **NOT** be left unattended at any time.
7. Permit fire may **NOT** cause a nuisance to others or create a hazard as deemed by the Chief of the Department or his designee.
8. Burning of grass, hay, leaves, stumps, tires, building materials, or rubbish is **PROHIBITED**.
9. No burning is allowed for commercial or institutional purposes.
10. Smoke limiting fuels must be used to ignite the fire.
11. The use of gasoline or white fuel to start or maintain the fire is **PROHIBITED**.
12. Additional regulations related to open burning may be enforced under this permit.
13. This permit does not absolve the holder of any liability associated with open burning.
14. This permit may be canceled or revoked at any time by the Chief of the Department or his designee.
15. The completed permit must be available for inspection upon request of Fire Department or Police Department personnel.

Applicant agrees to terms and conditions

I have read and understand the above regulations and restrictions associated with this permit for Open Air Burning. I agree to comply with all provisions of the permit. I also understand that failure to comply with the provisions and conditions of the permit may result in the revocation of the permit for the remainder of the burning season.

Application #: Residential

Name:

Address:

Phone Number Home: Cell Number:

Please Upload Any Additional Files for the applications here:

Select a file to attach and optionally write a description

Enter Attachment Description

Step 6 – A summary of your application will be displayed. Please carefully review the summary and if changes need to be made use your browser’s back button, otherwise click next.

Application Summary

Please verify the supplied information is correct. Click the 'Next' button to proceed.

[Next](#) ←

[Click here to view a full-size copy of your filled out application](#)

<p> Required</p> <p> Provide if Appropriate</p> <p> Cannot Be Edited</p> <p> Invalid - Please Fill In</p>	
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Town of Bolton
Fire Department
15 Wataquodock Hill Rd.
Bolton MA 0174



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Application #: boltonterma-5387 Residential

Name: Jasper Resident

Address: 663 Main St

Phone Number Home: (978) 123-4567 Cell Number: (978) 123-9876

Step 7 – You'll see a confirmation screen indicating that your application has been successfully submitted. Next, the Fire Department will review and, if appropriate, approve your burning permit. You'll be receiving an email shortly (within 24 hours) with approval status.

Please note that submitting your application and getting approval for an Open Air Burning Permit is not authorization to burn. After you receive the approval email you'll need to log back in to "activate" the permit each and every day you burn. The activation step is the formal authorization to burn.

At this point you can logout. Remember to check your email for your approval status.

The screenshot shows the Town of Bolton myGeoTMSWeb portal. At the top, there are logos for the Town of Bolton and the Commonwealth of Massachusetts, along with a 'CHAT OFFLINE' button and a 'GEOTMS Web' logo. A navigation bar includes links for 'myGeoTMSWeb', 'Search', 'Apply', 'Contact Us', and 'About Us'. A message states: 'Your order has been placed successfully! You will receive an e-mail shortly with details of this transaction for your records.' Below this, a section titled 'Your Online Application Has Been Received.' contains a test message: 'This is a test message: Your Online Permit Application has been accepted! See below for your itemized details.' Under 'Items Requested:', a table lists the following:

Department Name	Item Name	Amount Paid
Fire Safety & Permits	Open Air Burning Permit (boltontestma-5387)	\$0.00

Below the table, it says 'No payment was posted for this transaction'. At the bottom, there is a footer with 'myGeoTMSWeb', 'Search', 'Apply', 'Contact Us', 'About Us', and copyright information: '© 2012 City of Bolton Municipal Solutions, Inc. Database Updated On: 12/03/2012 12:00:02 AM'.

Tip: Please remember to apply for your burning permit at least 24 hours prior to the day on which you wish to burn. The Fire Department requires 24 hours to process your burning permit application.

Step 8 – Your approval email will look something like this.

From: onlinepermits@geotms.com
Sent: Monday, December 24, 2012 12:36 PM
To: JasperResident@emailaddress.com
Cc: onlinepermits@geotms.com
Subject: Your Online Application Has Been Processed and Approved.

Your Online Application Has Been Processed and Approved.

Please visit Bolton, MA (TESTING) to pick up your official permit.
Permit Number: GC-2012-0342

Once you receive this email you can login for daily activation of your permit. (Note that activations are typically not allowed until January 15) During the activation process you'll be able to see if the Fire Department is allowing burning on that day and, if so, obtain your daily authorization to burn.