



# San Juan County's new Online Permit Portal

## Making a Permit Payment Online

Contact the Department of Community Development (DCD) for a Portal Access Code (PAC) at [dcdpermits@sanjuanco.com](mailto:dcdpermits@sanjuanco.com). Then Sign up for a portal account here: <https://co-sanjuan-wa.smartgovcommunity.com/Public/Home>

Next you will be prompted to complete a profile, where you will enter the portal access code provided by DCD. You will receive a verification link in your e-mail that you must click on. Once you have done so, you will need to log out and sign back in to your account.

Then select "Applications"

Next you'll select "My applications".

**Active**

#	Type	Address	Submitted	Expires	Status
<a href="#">BURN-19-0021</a>	Burn Permit - Residential Online	135 Avian Ridge Ln	9/16/2019		Ready To Issue

Then select the permit you intend to pay for and the next screen will populate. Select "Pay Online"

**BURN-19-0021** Burn Permit - Residential Online Contact

Address:	Status: Ready To Issue	Submitted: 9/16/2019 Approved: 9/16/2019 Issued: Closed: Expires:	Inspections: Required: 0 Requested: 0 Reinspect: 0 Complete: 0	Due Now: <b>\$18<sup>00</sup></b> <b>Pay Online &gt;</b> Additional fees may be required
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**Pay Online** Click "add" to add the item to your shopping cart.

**BURN-19-0021**  
Burn Permit - Residential Online

135 Avian Ridge Ln

Fees: **\$18.00**

**Cart**

Your cart is empty.

This will take you to the payment portal where you will need to add the fee to your cart by clicking on the plus symbol **+** to add the payment to your cart.

**Pay Online** Click "add" to add the item to your shopping cart.

**BURN-19-0021**  
Burn Permit - Residential Online

Fees: **\$18.00** Payment: **\$18.00**

**Cart**

BURN-19-0021	\$18.00
<b>Total: \$18.00</b>	

The fee amount shown is \$18 and there is a \$2.00 transaction fee assessed to total the \$20.00 Burn Permit fee. Once the fee is paid, you will be able to print and sign your permit, which must be kept on-site during any burn you conduct throughout the season.

***(Note that there is a credit card convenience charge of 2.5% assessed on purchases over \$80.00. The credit card charge for a transaction of \$80.00 or less is \$2.00.)***

Be safe and remember, you must have a shovel and a charged hose onsite. Burn piles can be no larger than 10' in diameter and 6' high. In the absence of a hose, you must have two five gallon buckets full of water and a shovel AND the burn pile can be no larger than 5' in diameter and 5' high.



The purpose of a residential burn is for tree trimmings and blow-down debris. Absolutely no garbage or hazardous waste materials can be burned.

Remember to check the website at <https://www.sanjuanco.com/1088/Fire-Marshal> for fire hazard levels and to know whether you are permitted to burn on any given day throughout the season.