

CHAPTER 10

PERMITS

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10.A

Introduction to Permits

FirePro enables you to quickly create and store permits through the property record.

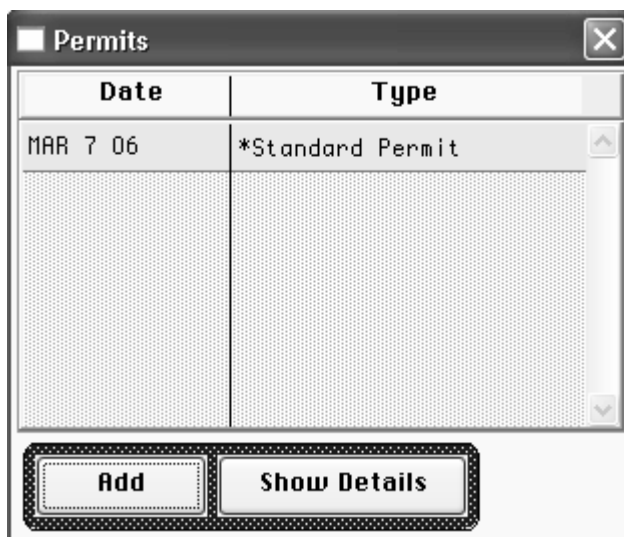
Note:

Burn permits come standard with the Property Module (*Chapter 5*) but custom permits is an additional optional module.

10.B

Accessing the Permits Window

The Permits window is accessed through the “**Permits**” button on the property window.



Select a permit from the list and click the “**Show Details**” button to view the permit details.

Click on the “**Add**” button to add a new permit.

Note:

To by-pass the above history window and go straight to the Add window, click the “Permits” button while holding down the Ctrl key.

There are two permit window options.

The Standard Permit Window, which we will discuss below, and the optional Custom Permit Window which is discussed in **10.G.10**.

Standard Fire Permits Window

| Fire Permits | | | |
|-----------------------------|---------------------------------------------------------|--------------------|-----------|
| Permit Number: | ABC-123 | Authorized Date: | AUG 30 06 |
| Title: | Open Air Burn Permit | | |
| Station: | Station 1 | | |
| Valid for: | 1 day | | |
| Date(s) of Burn: | September 1 - 2, 2006 | | |
| Expected Start Time: | 08:00 | Expected End Time: | 12:00 |
| Issuer: | Dave Johnson | | |
| Phones: | 555-5555 | | |
| Fire Department Contact(s): | Fire Chief Phone: 555-5555 | | |
| | Contact List >> | | |
| Property Contact: | Dave Brown 1234 Main Street Your Town 555-1234 | | |
| Notes: | | | |
| | <input type="checkbox"/> Do Not Print Requirements | | |
| Items To Be Burned | Brush | | |
| Pile Size: | KEEP SMALL | | |
| Bottom wording: | Special | | |

Add

Edit

Print

Cancel

OK

Fire Permit Window Fields

PERMIT NUMBER

Enter the number for the permit. You can number them manually or have them numbered automatically.

To choose how you number your permits, see:



20.C.10.30

AUTHORIZED DATE

Defaults to the current date

TITLE

Select a title from the drop down list.

To populate or edit the list of titles, see:



20.40.30

STATION

Choose from a drop-down list of all stations.

VALID FOR

Enter the dates that the permit is valid for. This will initially appear as two date fields with the bolded word, "to" between them. Once the OK button has been clicked, it will merge to one text field. You can then edit this to be "for 30 days" or anything else that you want to put in here.

If you leave these dates blank, the Valid For will not print on the report.

DATE OF BURN

Enter the date the applicant has indicated that the burn will take place on.

If you leave this date blank, it will not print on the report.

Note:

You may wish to use only one of the "Valid For" or "Date of Burn" fields, depending on which wording you prefer. These date fields will only print on the report if filled in.

EXPECTED START TIME / EXPECTED END TIME

Enter the start and end times of the burn. If the start and end times are blank, they will not print.

ISSUER

Select the name of the permit issuer from the drop-down list.

To edit the names of Permit Issuers included on the drop-down list, see:



20.40.10

PROPERTY CONTACT

FirePro will insert the default property contact of the Owner's business name and phone number. If there is no business name, the owner's name will be inserted. This information can be edited directly on the Permits screen if a different contact should be used.

NOTES

Enter any additional information in this text field.

ITEMS TO BE BURNED

Enter the items to be burned in this text field.

The name of this field can be changed. See:



90.30.30

BOTTOM WORDING

If you have created extra wording to add to the bottom of fire permits, choose it from the list.

To set up extra wording, see



90.30.30

This will appear on the report below the stock wording

DO NOT PRINT REQUIREMENTS

If this box is checked, the requirements section on the fire permit will not print.

Permit Window Buttons

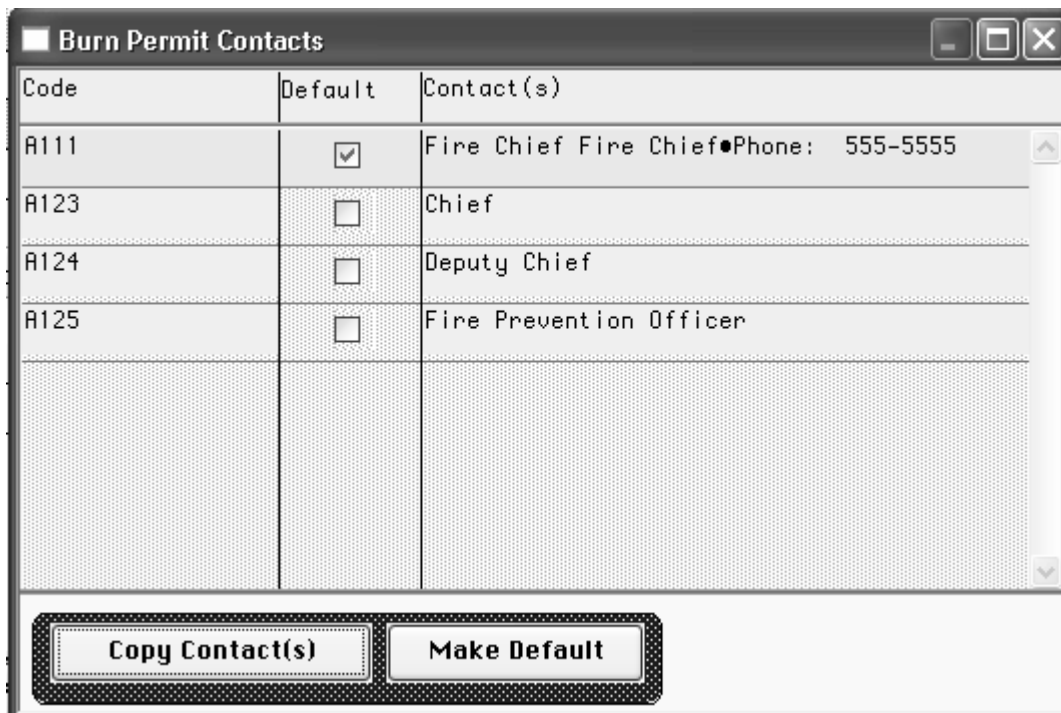


Click on this button to view a list of burn permit contacts. Select one of these contacts and choose "Copy Contact(s)" to copy these to the Burn Permit. Click "Make Default" to set a contact to be the default contact for this property.

To populate or edit the Contact List, (including the system default if required) see:



20.40.20



10.G

Other Permit Windows

10.G.10

The Customized Permit Window

The Templates Module must be installed and set up before you will be able to use the customized permit window.



90.30.10

If the Permits Template module is purchased, the Permits window will display in a customized template format once its fields have been set-up. The screenshots below shows examples of the Permits window when the Templates Module is installed and set-up (the screen will be different depending on the permit type selected and what your department has set up for those permit types).

To set up the custom permit template, see:



90.30.10

The screenshot shows a software window titled "Permits" with a close button in the top right corner. The window contains a form with the following fields and values:

- Permit Type:** Fireworks
- Storage Duration:** MAR 10 06 to MAR 11 06
- Address of Storage Site:** 123 Main Street, YOUR TOWN, ON
- Permittee Responsible:** Dave Brown, 123 Main Street, 555-1234
- Date Created:** MAR 9 06
- Fire Department Contact:** Fire Chief Fire Chief, Phone: 555-5555. A "Contact List" button is located below this section.
- Address of Discharge Site:** 157 Lakeshore Ave
- Discharge Time and Duration:** 8:00 Pm for 1 hour on March 11, 2006
- Type of fireworks permitted:** All
- Quantity permitted:** 50
- Notes:** A text area with the placeholder "Enter any other notes here".
- Station:** Station 1

At the bottom right of the window, there is a "Use old Format" button and a grid of buttons: Add, Edit, Delete, Print, OK, and Cancel.

The screenshot shows a software window titled "Permits" with the following fields and sections:

- Permit Type:** Controlled Burn (dropdown)
- Permit #:** 0306A
- Valid on:** MAR 11 06 to MAR 11 06
- Address of Burn:** 123 Main Street, YOUR TOWN, ON
- Date Issued:** MAR 9 06
- Contact:** Dave Brown, 123 Main Street, 555-1234
- Fire Department Contact:** Fire Chief Fire Chief, Phone: 555-5555
- Items to be burned?:** organic yard debris only
- Duration of burn?:** 3 hours
- Question List:**

| | | |
|--------------------------------------|-----|--|
| Confirmed that applicant will be at | YES | |
| Confirmed that applicant will advise | YES | |
- Notes:** (empty text area)
- Station:** Station 1 (dropdown)
- Buttons:** Add, Edit, Delete, Print, OK, Cancel

10.G.10.C

Permits Window Fields

Some fields will fill in automatically from the property information available, but all are over-writable. The fields shown will be different depending on how your department has set up the templates.

The fields on the Permits window must be named to become visible. See:



90.30.10

PERMIT TYPE

Choose from the drop-down list of templates available.

To edit these templates or add new ones, see:



90.30.10

QUESTION LIST

If questions are included, complete questions on the permit window with either a Yes, No, N/A or Choose answer. All questions with an answer of N/A will not be printed on the Permit. "Yes" and "No" answers will be indicated by an "X" on the

printed permit. Questions with "Choose" for an answer will have "Yes" and "No" left blank so that these can be checked off on the report.

To set-up/edit a question list for a template, see:



90.30.10

10.G.10.D

Permit Window Buttons

10.G.10.D.10

Contact List

Click on this button to view a list of burn permit contacts. See **10.D**

10.G.10.D.20

Copy Contact(s)

To use the selected contact name(s) for this permit,

10.G.10.D.30

Make Default

Change the default (for this property only) to one of the names available in the Burn Permits Contacts list by highlighting a name to select it, then clicking on the "**Make Default**" button. This establishes a Property-specific default for permit contacts. The Permits window will use the system default contact if no property default is chosen. After changing the permit contact default for this property, click the Copy Contact(s) button to accept this change and copy the selected contact onto the Permits window.

10.G.10.D.40

Use old Format

To use the Standard Permit (**10.B**) format, click on this button.



Reports



Standard Permit Report

Clicking the "Print" button on the permit window (**10.B**) will product the following report/form.

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| For Demonstration Only Open Air Burn Permit | |
| Permit Number: ABC-123 | |
| Date of Authorization: MAR 7 06 | Address of Fire |
| Valid for: MAR 7 06 to MAR 14 06 | 1234 Main Street Your Town |
| Issuer | Items To Be Burned |
| For Demonstration Only | Yard Debris |
| Station 1 Fire Area | |
| Fire Chief Fire Chief | Date(s) of Burn: March 10 |
| 555-5555 | Expected Start Time: 08:00 |
| | Expected End Time: 12:00 |
| Fire Department Contact | Property Contact |
| Fire Chief Fire Chief | Sandy Cheeks |
| Phone: 555-5555 | 1234 Main Street |
| | Your Town, ON M5W1E6 |
| | 902-555-5478 |
| _____ Signature of Fire Official | _____ Signature of Owner/Designate |
| THIS PERMIT IS GOOD ONLY FOR DATES SPECIFIED In accordance with the Ontario Fire Code Ontario Regulation 388/97 Subsection 2.6.3.4. | |

REQUIREMENTS

1. Pile not to exceed KEEP SMALL while burning.
2. Supervisory persons and fire watchers to be with the fire at all times.
3. Fire to be limited to between the hours of 0800 hours and 1800 hours daily. Fires must be out after 1800 hours (6:00 P.M.).
4. Burning limited to the area where the above was inspected.
5. Weather conditions must be favorable.
6. Fire Chief to be notified when starting to burn.
7. Advise all neighbours.
8. Complaints from neighbours will terminate permit.
9. Any contraventions will terminate permit.
10. **No burning of petroleum products, i.e. roofing materials, tires, railroad ties, etc.**
11. **It is the understanding of the municipality that the bearer of this permit shall be solely liable for any or all damages resulting from open burning.**

Special wording for your department can go here.

The terms and conditions of the fire permit can be customized, and bolding can be applied to individual lines. To customize wording and/or apply bolding, see:



90.30.20



Permit Report

Clicking the "Print" button on the custom permit window (**10.G.10**) will product the following report/form.

For Demonstration Only

1234 Main St., Your Town LOS 1M0
Controlled Burn

Valid on: MAR 11 06 to MAR 11 06 **Date Issued** MAR 9 06

Permit #

Address of Burn

123 Main Street
YOUR TOWN, ON

Contact

Dave Brown
123 Main Street
555-1234

Fire Department Contact

Fire Chief Fire Chief
Phone: 555-5555

Items to be burned? organic yard debris only

Duration of burn? 3 hours

Requirements

Confirmations:

Confirmed that applicant will be attending the burn for the entire duration never leaving it unattended. YES X NO

Confirmed that applicant will advise neighbours of burn. YES X NO

Applicants Signature

Fire Department Signature

Date: _____



Reports--> Management Report Menu--> Fire Permits → Summary

This report provides details on the permits by one or all stations for a range of dates.

| For Demonstration Only | | |
|------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| Fire Chief: Fire Chief 1234 Main St., Your Town L0S 1M0 | | |
| Permits issued from JAN 1 04 to MAR 9 06 | | |
| <u>Address</u> | <u>Number/Contact</u> | <u>Type/Date of Burn</u> |
| <u>Station 1</u> | | |
| 131 Main Street YOUR TOWN | Theatres Are Us 1434 Davos Blvd 678-0987 | Storage Tank - Prior |
| 1234 Main Street YOUR TOWN | ABC-123 Sandy Cheeks 1234 Main Street Your Town, ON M5W1E6 902-555-5478 | Open Air Burn Permit MAR 7 06 to MAR 14 06 March 10 08:00 - 12:00 |
| 123 Main Street YOUR TOWN | 0306A Dave Brown 123 Main Street 555-1234 | Controlled Burn MAR 11 06 to MAR 11 06 |
| 3 permits issued for Station 1 | | |



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Reports--> Management Report Menu--> Fire Permits → By Number

This report provides a list of the permits by permit number for a range of numbers.

For Demonstration Only

Fire Chief: Fire Chief
1234 Main St., Your Town LOS 1M0

Fire Permits for ABC-123 to abc-456

| Number | Date | Address |
|---------------|-------------|------------------|
| ABC-123 | MAR 7 06 | 1234 MAIN STREET |
| ABC-234 | MAR 9 06 | 123 MAIN STREET |
| ABC-456 | OCT 14 01 | 123 MAIN STREET |



10.R.50

Reports--> Management Report Menu--> Totals by Issuer

This report provides a list of the total number of permits by issuer for each station.