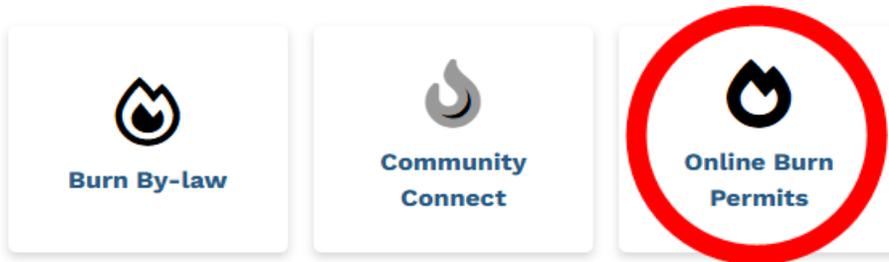


Burn Permit Step by Step

- 1) Go to southdundas.com homepage
- 2) Popular services -> Click Fire & Emergency services



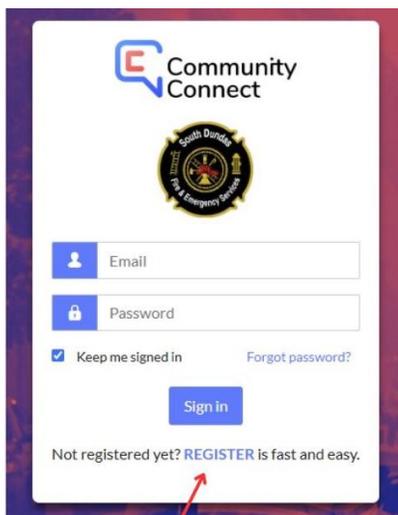
- 3) Click Online Burn Permits



- 4) Click Residents

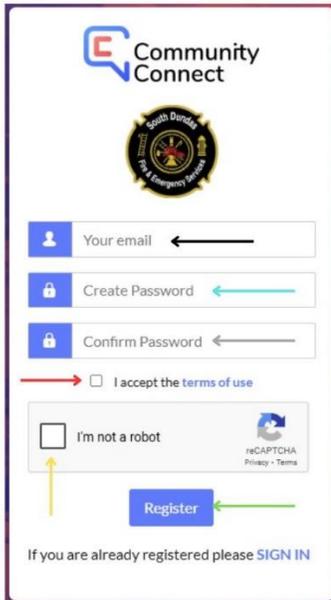


- 5) Choose Register



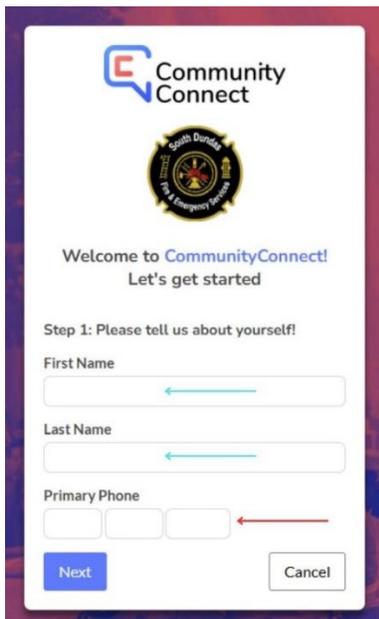
6) Enter your email

- Create password -> Confirm password
- Accept the terms of use
- Select I am not a robot
- Click register



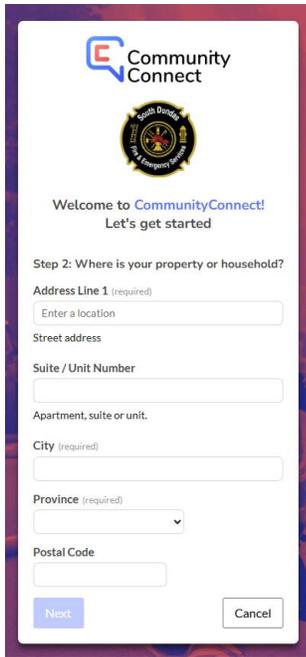
The image shows a registration form for 'Community Connect'. At the top is the logo for 'Community Connect' and the 'South Dundas' fire department emblem. Below the logo are four input fields: 'Your email', 'Create Password', and 'Confirm Password'. Below these fields is a checkbox labeled 'I accept the terms of use'. Underneath that is a reCAPTCHA widget with the text 'I'm not a robot' and a 'reCAPTCHA' logo. At the bottom of the form is a blue 'Register' button. Below the button, it says 'If you are already registered please SIGN IN'. Colored arrows point to various elements: a red arrow points to the 'I accept the terms of use' checkbox, a yellow arrow points to the 'I'm not a robot' checkbox, and a green arrow points to the 'Register' button.

7) Enter your name and phone number then click next



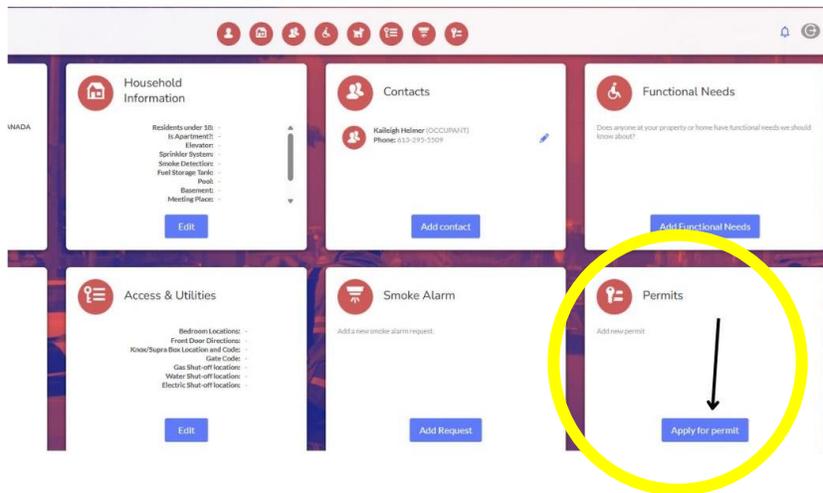
The image shows a registration form for 'Community Connect'. At the top is the logo for 'Community Connect' and the 'South Dundas' fire department emblem. Below the logo, it says 'Welcome to CommunityConnect! Let's get started'. Below that is the heading 'Step 1: Please tell us about yourself!'. There are three input fields: 'First Name', 'Last Name', and 'Primary Phone'. The 'Primary Phone' field is split into three boxes. At the bottom of the form are two buttons: a blue 'Next' button and a white 'Cancel' button. Colored arrows point to various elements: a red arrow points to the 'Primary Phone' field, and a blue arrow points to the 'Next' button.

8) Enter your address, and then click next



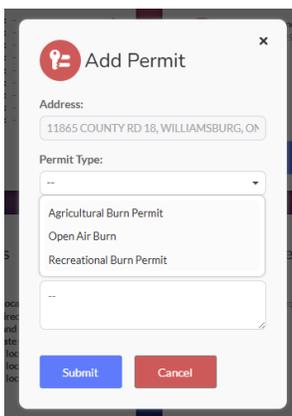
The image shows a registration form for 'Community Connect'. At the top, there is a logo for 'Community Connect' and the 'North Dundas Fire Department' emblem. Below the logo, it says 'Welcome to CommunityConnect! Let's get started'. The main heading is 'Step 2: Where is your property or household?'. The form contains several input fields: 'Address Line 1 (required)' with a placeholder 'Enter a location', 'Street address', 'Suite / Unit Number', 'Apartment, suite or unit.', 'City (required)', 'Province (required)' with a dropdown arrow, and 'Postal Code'. At the bottom, there are two buttons: 'Next' and 'Cancel'.

9) Apply For Permit



The image shows a dashboard with several sections: 'Household Information', 'Contacts', 'Functional Needs', 'Access & Utilities', 'Smoke Alarm', and 'Permits'. The 'Permits' section is circled in yellow, and an arrow points to the 'Apply for permit' button. The 'Permits' section also includes the text 'Add new permit'.

10) Choose Permit type



The image shows a dialog box titled 'Add Permit'. It has a close button (X) in the top right corner. The 'Address:' field contains '11865 COUNTY RD 18, WILLIAMSBURG, ON'. Below it is a 'Permit Type:' dropdown menu with a downward arrow. The dropdown is open, showing three options: 'Agricultural Burn Permit', 'Open Air Burn', and 'Recreational Burn Permit'. At the bottom, there are two buttons: 'Submit' and 'Cancel'.

11) Click Each box to accept (Please note: the boxes will change based on the permit type selected)

with the following ****You must click each to accept** (required)**

*At a distance of not less than (50 feet) from any building, hedge, fence, overhead wiring, highway, property line, or other combustible material

The size of fire shall not exceed (4 feet) high (4 feet) wide and (4 feet) long.

Have a means to control and or extinguish the fire should it become necessary with tools such as rakes, shovels, or water immediately available for use at the site of the open-air fire

Have a person to supervise the fire until completely extinguished that is of 18 years age or older.

A copy of the permit issued for the property available should a by-law officer or South Dundas Fire Services official request it

A means to contact 911 should assistance be required to extinguish the fire.

12) A. Include address if it is **DIFFERENT than the address you registered with**

If there is no civic number, please put the closest crossroads, nearest civic number, and the roll number for that property in the box below

Include the municipal address of the location of the proposed open-air fire if it differs from the address of the applicant

Add an answer to the question above

B. If you are **NOT the owner you **must** attach owners' written consent**

Include the municipal address of the location of the proposed open-air fire if it differs from the address of the applicant

Add an answer to the question above

Attach the owner's written consent to the open-air fire, if the applicant is not the owner of the property

Application Received Date:

05/20/2025

Application Notes:

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Attachments

Add Attachments

13)A. If you have applied for the free recreation permit you will click submit

The screenshot shows the top portion of a mobile application form titled "Add Permit". At the top left is a red circular icon with a white question mark and a minus sign. The title "Add Permit" is to its right. Below the title are three blue informational boxes containing the following text: "Shall only conduct a recreational or outdoor fireplace between 5:00pm and midnight*", "Has equipment capable of controlling the fire such as rakes, shovels, or water immediately available for use*", and "Shall not be set when a Municipal fire ban is in place*". Below these boxes is a text prompt: "Provide the municipal address of the location of the proposed open-air fire if it differs from the address of the applicant." This is followed by a text input field with the placeholder "Add an answer to the question above". Below the input field is a date picker for "Application Received Date" showing "05/20/2025". There is an "Application Notes" text area with two lines of text. Below that is an "Attachments" section with a button that says "Add Attachments". At the bottom of the form are two buttons: "Submit" in blue and "Cancel" in red.

B. Click Pay and Submit at the bottom of the screen

This screenshot shows the bottom portion of the "Add Permit" form. It features a blue informational box with the text: "A means to contact 911 should assistance be required to extinguish the fire.*". Below this is a text prompt: "Include the municipal address of the location of the proposed open-air fire if it differs from the address of the applicant." This is followed by a text input field with the placeholder "Add an answer to the question above". Below the input field is a checkbox with the label "Attach the owner's written consent to the open-air fire, if the applicant is not the owner of the property". Below the checkbox is a date picker for "Application Received Date" showing "05/20/2025". There is an "Application Notes" text area with two lines of text. Below that is an "Attachments" section with a button that says "Add Attachments". At the bottom of the form, there is a section for "Due Payment (required)" with the text "Invoice Total: \$20.00". Below this are two buttons: "Pay and Submit" in blue and "Cancel" in red.

14) Once you have selected pay and submit, a second screen will pop up, asking you to pay and submit. Please click the pay and submit button.

- This will take you to a page where you will enter your card information.
- Once paid select back to portal.
- You will see your permit under permits; you will have an invoice sent to your email. You are also able to see your invoice if you click on the eye icon beside your permit.

