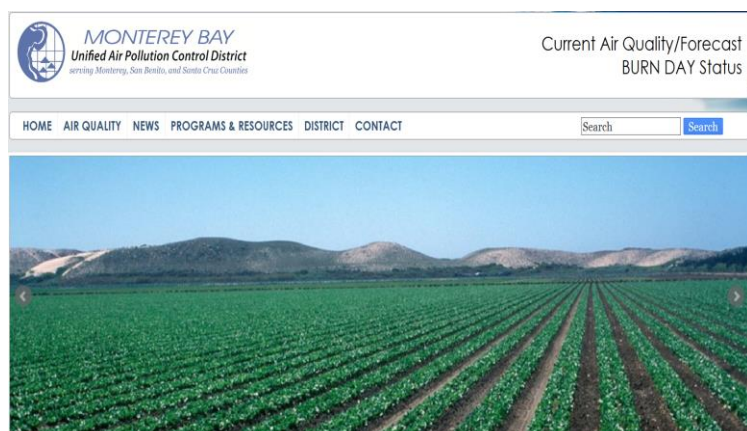


Instructions on “How to Apply for a Backyard Burn Permit and How to Obtain Daily Authorization to Burn”

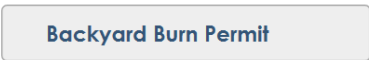
	Page
How to Get a Backyard Burn Permit	1
How to Find your Fire Department	5
How to Find your Assessor Parcel Number (APN)	6
How to Find Out if you are in a Smoke Sensitive Area	7
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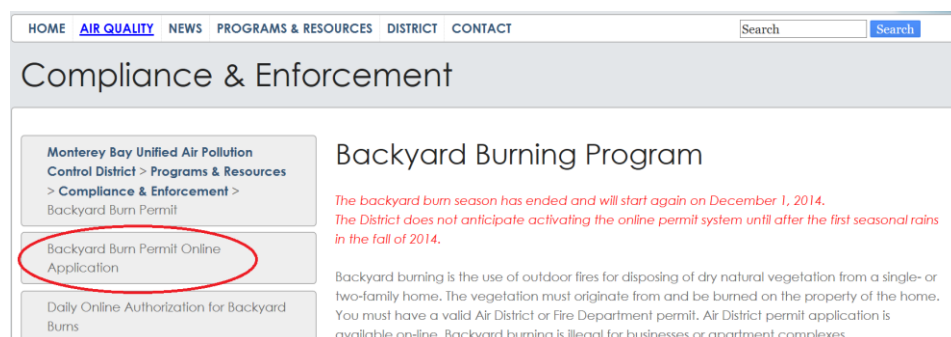
How to Get a Backyard Burn Permit

1. Go to the Monterey Bay Air Pollution Control District Website: <http://www.montereybaycleanair.org>




Stroll down the front page to:

2. Click on the “  ” icon to open the [Backyard Burning Program](#) page.
3. Under [Backyard Burning Program](#), click on: **“Backyard Burn Permit Online Application”**



4. Click on [Register](#)



MONTEREY BAY
UNIFIED AIR POLLUTION CONTROL DISTRICT
24580 SILVER CLOUD COURT • MONTEREY, CALIFORNIA 93940 • 831/647-9411 • FAX 831/647-8501

LOG IN

Please enter your username and password. [Register](#) if you don't have an account.


Account Information

Username:

Password:

☐ Keep me logged in

5. Choose a Username, enter your email address, and choose a password. Then click **Create User**.



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CREATE A NEW ACCOUNT

Use the form below to create a new account.

Passwords are required to be a minimum of 6 characters in length.

Account Information

User Name:

E-mail:

Password:

Confirm Password:

Write down your Username and Password:

Username: _____

Password: _____

You will need your Username and Password to obtain Daily Authorization to Burn.

6. Click on the area in which your burn will be located. Your choices are:

- [Monterey Peninsula/Carmel Valley Smoke Sensitive Area \(SSA\)](#)
- [San Lorenzo Valley Smoke Sensitive Area \(SSA\)](#), or
- [Non-Smoke Sensitive Area.](#)



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24580 SILVER CLOUD COURT • MONTEREY, CALIFORNIA 93940 • 831/647-9411 • FAX 831/647-8501

[Home](#) [Contacts](#)

Request new permit for area: [Monterey Peninsula/Carmel Valley Smoke Sensitive Area](#) [San Lorenzo Valley Smoke Sensitive Area](#) [Non-Smoke Sensitive Area](#)

BACKYARD OPEN BURN PERMITS

BACKYARD OPEN BURN DAILY NOTIFICATIONS

To find out if you live in a **SSA**, go to: [How to find out if you are in a Smoke Sensitive Area](#) page 7

7. Before you can fill out the online application, first you will see a box that looks like one of these:

For the

Monterey Peninsula Smoke Sensitive Area:

The screenshot shows a window titled "Eligibility" with a close button (X) in the top right corner. The text inside reads: "REMINDER: THE FOLLOWING ARE REQUIREMENTS FOR A BACKYARD BURN PERMIT IN YOUR AREA (THE MONTEREY/CARMEL VALLEY SMOKE SENSITIVE AREA):". Below this is a red instruction: "Please, scroll down to read all the requirements". A bulleted list follows: "• A single- or two-family residence is located on the property.", "• Property size is 1/2 acre or larger.", "• Burn pile is located more than 100 feet away from any residential or commercial structure on neighboring properties.", "• Burn pile contains ONLY vegetation that was grown on the property.", "• Vegetation in the burn pile is dry." Below the list is a paragraph: "The material to be burned must be dry and reasonably free of visible surface moisture. Dried material is vegetation that has gone through a process of drying-out by allowing it to rest for a period of time after being cut, such that the moisture content is sufficiently low to ensure efficient combustion and minimize the amount of smoke emitted." This is followed by two more paragraphs: "Branches and prunings 2 inches or less in diameter must dry for at least 30 days." and "Branches and prunings more than 2 inches in diameter up to 6 inches in diameter must dry for at least 60 days." At the bottom are two buttons: "I meet all above requirements" and "Cancel".

San Lorenzo Valley Smoke Sensitive Area:

The screenshot shows a window titled "Eligibility" with a close button (X) in the top right corner. The text inside reads: "REMINDER: THE FOLLOWING ARE REQUIREMENTS FOR A BACKYARD BURN PERMIT IN YOUR AREA (THE SAN LORENZO VALLEY SMOKE SENSITIVE AREA):". Below this is a red instruction: "Please, scroll down to read all the requirements". A bulleted list follows: "• A single- or two-family residence is located on the property.", "• Property size is 1 acre or larger.", "• Burn pile is located more than 100 feet away from any residential or commercial structure on neighboring properties.", "• Burn pile contains ONLY vegetation that was grown on the property.", "• Vegetation in the burn pile is dry." Below the list is a paragraph: "The material to be burned must be dry and reasonably free of visible surface moisture. Dried material is vegetation that has gone through a process of drying-out by allowing it to rest for a period of time after being cut, such that the moisture content is sufficiently low to ensure efficient combustion and minimize the amount of smoke emitted." This is followed by two more paragraphs: "Branches and prunings 2 inches or less in diameter must dry for at least 30 days." and "Branches and prunings more than 2 inches in diameter up to 6 inches in diameter must dry for at least 60 days." At the bottom are two buttons: "I meet all above requirements" and "Cancel".

For the **Non Smoke Sensitive Area:**

The screenshot shows a window titled "Eligibility" with a close button (X) in the top right corner. The text inside reads: "REMINDER: THE FOLLOWING ARE REQUIREMENTS FOR A BACKYARD BURN PERMIT IN YOUR AREA (NON SMOKE SENSITIVE AREAS IN MONTEREY, SAN BENITO AND SANTA CRUZ COUNTIES):". Below this is a red instruction: "Please, scroll down to read all the requirements". A bulleted list follows: "• A single- or two-family residence is located on the property.", "• Property size is 1/2 acre or larger.", "• Burn pile is located more than 100 feet away from any residential or commercial structure on neighboring properties.", "• Burn pile contains ONLY vegetation that was grown on the property.", "• Vegetation in the burn pile is dry." Below the list is a paragraph: "The material to be burned must be dry and reasonably free of visible surface moisture. Dried material is vegetation that has gone through a process of drying-out by allowing it to rest for a period of time after being cut, such that the moisture content is sufficiently low to ensure efficient combustion and minimize the amount of smoke emitted." This is followed by two more paragraphs: "Branches and prunings 2 inches or less in diameter must dry for at least 30 days." and "Branches and prunings more than 2 inches in diameter up to 6 inches in diameter must dry for at least 60 days." At the bottom are two buttons: "I meet all above requirements" and "Cancel".

8. If you **do not** meet all the eligibility requirements, you will not be able to continue on to the application.

In some cases, waivers may be granted. To request a waiver, call the Air District at (831) 647-9411, Monday through Friday, 8:00 am – 5:00 pm.

9. Fill out the application form:

BACKYARD OPEN BURNING PERMIT

*For fires within the **NON-SMOKE SENSITIVE AREA** on parcels 1/2 acre or larger*

Permit Valid for Open Burning of Dry Vegetation from a Single- or Two-Family Dwelling

BURN DAY INFORMATION: [HTTP://AIR4USAPCO.ORG](http://air4usapco.org) OR 1-800-CAL-BURN (1-800-225-2876)

TO REQUEST DAILY BURN AUTHORIZATION - WWW.MONTEREYBAYCLEANAIR.ORG --> BURN PERMITS --> DAILY ONLINE AUTHORIZATION FOR BACKYARD BURNS

THIS PERMIT IS VALID FROM
DECEMBER 01, 2014 TO APRIL 30, 2015

<p>Fire District: ¹Fire with * are required</p> <p>Zayante FPD <input type="button" value="v"/> Find your Fire District</p> <p>Applicant Name: <input type="text"/> ²Applicant Name is required</p> <p>Property Owner (if different from above): <input type="text"/></p> <p>Mailing Address: <input type="text"/> ³Mailing address is required</p> <p>Burn Site Street Address: <input type="text"/> ³Burn site address is required</p>	<p>APN: (numbers only) <input type="text"/> ⁴APN is a required field</p> <p>Person Responsible for conducting the burn: <input type="text"/> ⁵Person responsible is required</p> <p>City: <input type="text"/> ⁶City is required</p> <p>County: <input type="text"/> ⁷</p>	<p>Burn Zone: ⁸</p> <p><input type="button" value="Select Burn Zone"/> <input type="button" value="v"/> Find your Burn Zone</p> <p>Primary Phone: <input type="text"/> ⁹Phone is required</p> <p>Secondary Phone: <input type="text"/></p> <p>Applicant Email: <input type="text"/> ¹⁰Applicant email is required</p> <p>Zip Code: <input type="text"/> ¹¹ZIP code is required</p> <p>County: <input type="text"/> <input type="button" value="v"/> Monterey</p>
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You will need the following information:

1. Fire District (*To find your Fire District, click on [Find your Fire District](#) or go to page 5*)
2. Burn Zone (*To find out your burn zone, click on [Find your Burn Zone](#) or go to page 10*)
3. APN - Assessor Parcel Number (*To find out your APN, go to page 6: [How to find your APN](#)*)
4. Phone number(s)
5. Property Owner (if different from applicant)
6. Person responsible for conducting the burn
7. Your email address
8. Your mailing address
9. Burn site street address
10. County

11. Read the conditions below the application. Read the permit conditions carefully to make sure you understand them. If you have any questions, call the Air District at (831) 647-9411.

BE BACKYARD OPEN BURN PERMIT IS VALID ONLY IF ALL OF THE FOLLOWING CONDITIONS ARE MET:

1. This burn permit may be revoked, suspended, or terminated for violation of conditions specified or when necessary for public safety by the APCD or His designated agent. In addition, burn permit holders must also comply with local fire protection agency permit requirements.
2. Burn pile can contain ONLY dry natural vegetation that was grown on the property.
3. It is illegal to burn tree stumps, plant cuttings, dead leaves/conifer needles, garbage, household rubbish, and treated wood.
4. Burns may only be lit on permeable burn days and burning must be done for your burn zone. To find the burn date, visit <http://www.mtwa.org/burninfo> or call 1-800-225-2876 after 400 p.m. the day prior, or visit www.montereybayfire.com, click on Current Air Quality and Forecast, and then scroll down to see the burn day.
5. Daily Online Authorization - on any day that burning is to be done, you must obtain daily authorization from MBAPCD before ignition. Visit www.montereybayfire.com, click on Daily Online Authorization for Backyard Burns, and fill out the short form.
6. Burn Hour Restrictions - Burn hours are 8:00 a.m. to 4:00 p.m. No fuels may be added after 3:00 p.m. All fires must be extinguished by 4:00 p.m. Extinguished means a fire must that is not emitting any smoke, is cold to the touch, and is no longer capable of regeneration.
7. Smoke Evolution - piled material must be arranged to provide adequate aeration to allow the material to burn with a minimum of smoke. Burn barrels are prohibited.
8. Drying Times - the material to be burned must dried/ Fuel Condition - The material to be burned must be reasonably free of surface moisture and dirt.
 - 40 days - trees, branches, and prunings greater than 2 inches but equal to or less than 6 inches in diameter
 - 30 days - trees, branches, and prunings equal to or less than 2 inches in diameter
9. Fuel Condition - The material to be burned must be reasonably free of surface moisture and dirt.
10. Smoke Nuisance - burn must not cause a nuisance with smoke and ash to neighbors. All fires must be extinguished upon notification of smoke impact.
11. Fire Safety - The area within 10 feet of the outer edge of the burn must be maintained free and clear of all flammable material and vegetation. A water source and appropriate firefighting tools must be at the burn site. A responsible adult must be in attendance until fire is extinguished. Never leave your fire.
12. Distance from Structures - Burn pile may not be within 100 feet of any residential or commercial structure on an adjacent property.
13. Property size must be ¼ acre or larger.
14. A single- or two-family residence must be located on the property.
15. Burn pile sizes are recommended to be no longer than 4 feet in diameter and 4 feet high.

I HEREBY CERTIFY THAT:

I have read the above conditions, and those specified in the instructions, and agree to comply with all the conditions stated on the burn permit. I understand that failure to comply with Monterey Bay Air Quality Regulations will subject me to civil or criminal action, or both. I understand that the issuance of this permit does not relieve me of responsibility to use reasonable and ordinary care to prevent damage to the property or injury to persons. I accept responsibility for all burning activities, including smoke impacts, as a result of burning conducted at the above specified burnsite location which is under my legal control.

NAME:

☐ I Accept

Submit Only after. After submitting, do not click back to the previous page.

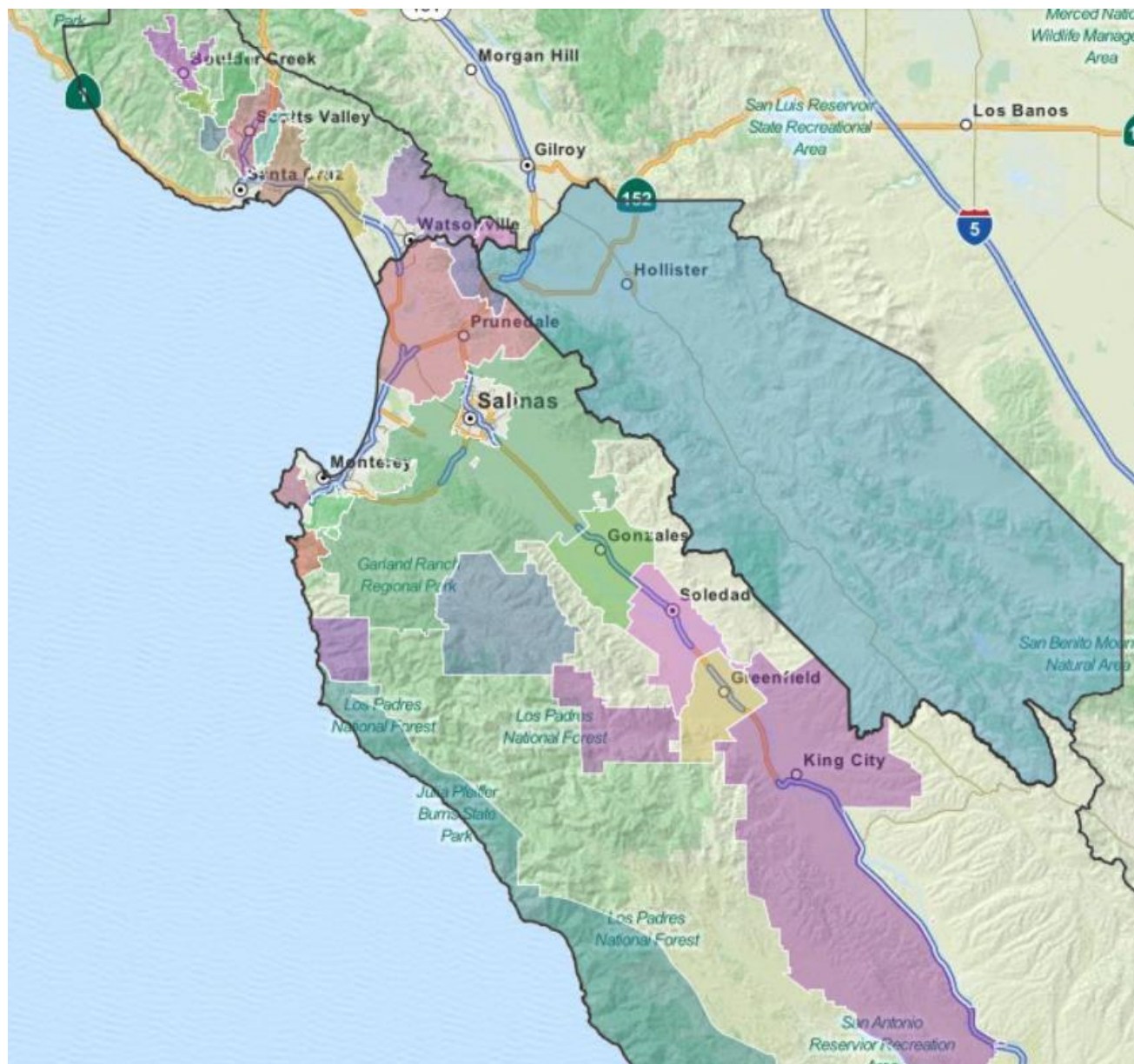
DATE: November 12, 2016

10. If you agree, then **type your name**, click **I Accept**, and click **Submit**.

11. You will then see your permit displayed on the screen. A copy of the permit will be sent to your email address.

12. It is recommended that you **print a copy of your permit** and keep it available for your reference. You may print the permit displayed on the screen or in the email that will be sent to you.

How to Find your Fire Department

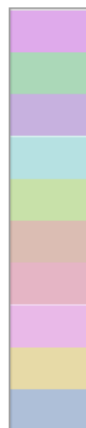


County Borders



San Benito County (Hollister Fire Department)

Santa Cruz County



Boulder Creek FPD
Zayante FPD
Pajaro Valley FPD
Branciforte FPD
Ben Lomond FPD
Central FPD
Scotts Valley FPD
Aromas FPD
Aptos-La Selva FPD
Felton FPD

Monterey County



San Ardo VFC
North County FPD
Mission Soledad Rural FPD
Spreckels VFC
Cachagua FPD
Mid-Coast VFC
Carmel Highlands FPD
Monterey County Regional FPD
Gonzales Rural FPD
Pebble Beach CSD
South County FPD (CAL FIRE)
Big Sur VFB
Cypress FPD (CAL FIRE)
Greenfield FPD
Aromas Tri-County FPD (CAL FIRE)

How to Find your Assessor Parcel Number (APN)

Monterey County

Monterey County Assessor's Office - (831) 755-5035

San Benito County

San Benito County Planning
2301 Technology Drive, Hollister, CA 95023
(831) 637-5313

1. Go to www.cosb.us
2. Click Quicklinks
3. Click on WebGIs
4. Click "accept" button to get to the San Benito County GIS Web application page
5. Enter the Address Number and Address Name.

Results will give you parcel information, property owner information and property size.

Santa Cruz County

Santa Cruz County Assessor's Office - (831) 454-2002, press 8

1. Go to <http://www.co.santa-cruz.ca.us/asr/>
2. Click on Search the Assessor's Database
3. Search by Address, e.g. 123 Main
4. The website will give you the APN#
5. Right click to Copy this APN#
6. Open the Assessor's GIS website:
<http://gissc.co.santa-cruz.ca.us/default.aspx>
7. Do a search by APN; Right Click to Copy the APN#
8. This will bring up information including the property size

How to Find out if you are in a Smoke Sensitive Area

If you live in Santa Cruz, San Benito, or Monterey County, you will be located in 1 of 3 areas:

1. Monterey/Carmel Valley Smoke Sensitive Area, or
2. San Lorenzo Valley Smoke Sensitive Area, or
3. Non-Smoke Sensitive Area.

The **Monterey/Carmel Valley Smoke Sensitive Area** is located in the vicinity of Monterey and Carmel Valley. See map of Monterey/Carmel Valley below.

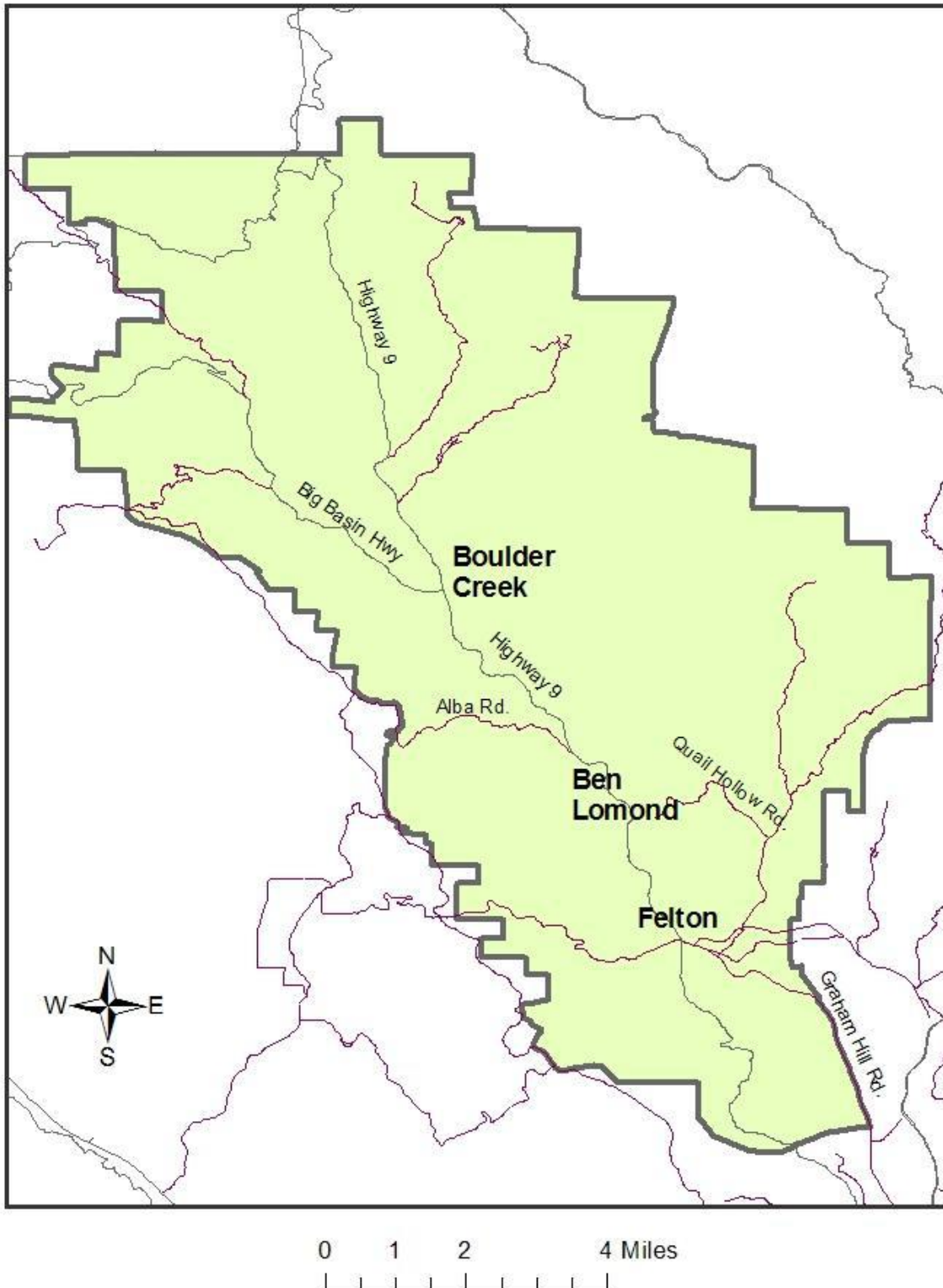
The **San Lorenzo Valley Smoke Sensitive Area** is located in the vicinity of Felton, Ben Lomond, and Boulder Creek. See map of San Lorenzo Valley on the next page; page 8.

The **Non-Smoke Sensitive Area** is any part of Monterey, San Benito, and Santa Cruz counties that is **not** in the above two Smoke Sensitive Areas.

Map of Monterey/Carmel Valley Smoke Sensitive Area



San Lorenzo Valley General Plan Boundary 2012



For assistance in finding your Area, call the Air District at (831) 647-9411 8:00 a.m. through 5:00 p.m, Monday through Friday.

[How to Find your Burn Zone](#)

What is an Air Basin?

A land area with generally similar meteorological and geographic conditions throughout.

Monterey, San Benito, and Santa Cruz counties comprise the **North Central Coast Air Basin**.

What is an Air District?

A political body responsible for managing air quality on a regional or county basis. The Monterey Bay Unified Air Pollution Control District (MBUAPCD) manages the air quality in Monterey, San Benito, and Santa Cruz counties, which is known as the **North Central Coast Air Basin**.

What is a Burn Zone?

Due to climate differences in Monterey, San Benito, and Santa Cruz counties, the area has been divided into two burn zones; Coastal and Inland. A third seasonal zone is used for the San Lorenzo Valley Smoke Sensitive Area from November through April.

Every day, each burn zone will be declared a "burn day", a "no-burn day", or a "marginal burn day" based on forecasts of air quality and weather conditions for the next day. The decisions are made by 4:00 pm the afternoon prior to the day. If conditions are expected to be good for smoke dispersal, it will be declared a burn day.

Burners need to find out in which burn zone they are located. Each day you want to burn, you will check to see if it is a burn day in your particular zone.

On "Marginal" days, it is a "NO Burn" day except for the following types of burns:

- Permitted Backyard Burns
- Prescribe Burns that will burn less than 5 tons
- Ag Burns that will burn less than 5 tons

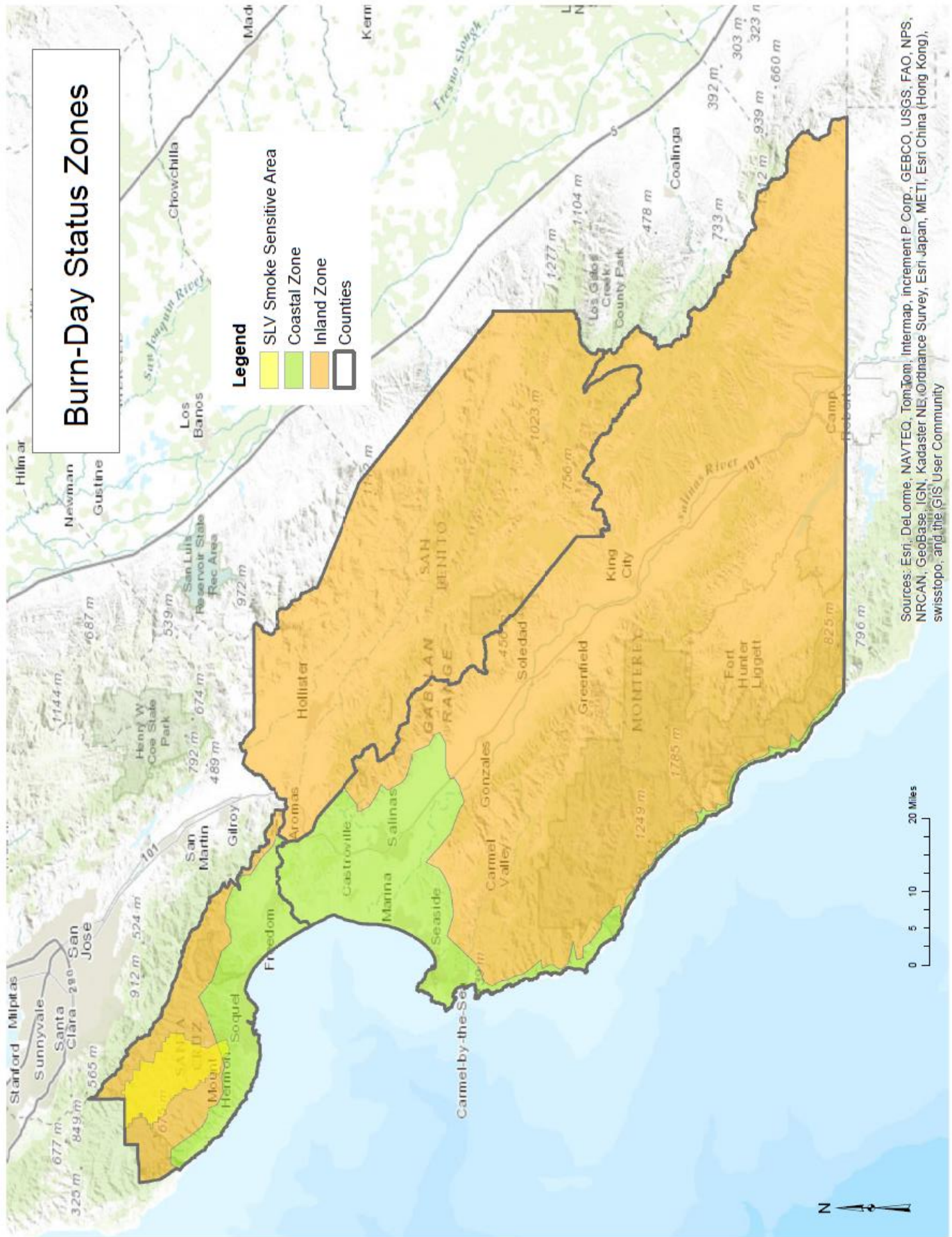
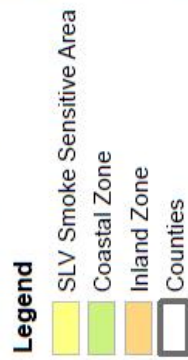
Note: The Air District may declare a "Marginal" day as a "No Burn" day if weather conditions are limited in providing dispersion of pollutants.

Map of Burn Zones

An interactive on-line map for locating addresses within these zones is available at: <http://mgo.ms/s/b7xjd> or on the following page; page 10.

For assistance in finding your Burn Zone, call the Air District at (831) 647-9411 8:00 a.m. through 5:00 p.m, Monday through Friday.

Burn-Day Status Zones



Sources: Esri, DeLorme, NAVTEQ, TomTom, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, and the GIS User Community

How to Find out if it is a Burn Day in your Burn Zone

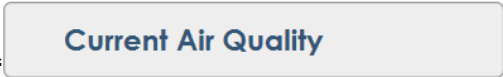
Daily burn day status is available by 4:00 p.m. for the next day.

1. First, you need to know in which of the three (3) **burn zones** your burn project is located.
To find out your burn zone, go to page 9: [How to find your Burn Zone](#)

2. Choose one of the following ways to find out the burn status **for your specific burn zone**:

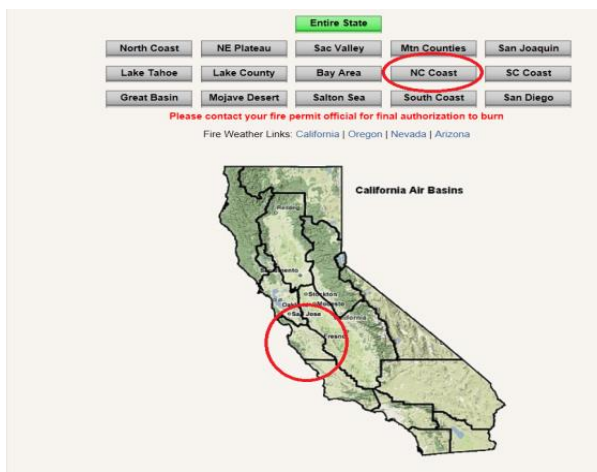
- A. Go to the Monterey Bay Air Pollution Control District Website:

<http://www.montereybaycleanair.org>

- Click on the “” icon to get the burn status.

- B. Go to <http://www.arb.ca.gov/smp/met/met.htm>

- Click on the **NC Coast** button above or on the **California Map** below.



Page is updated by 3 p.m. each day


Entire State	North Coast	NE Plateau	Sac Valley	Mtn Counties	San Joaquin	Lake Tahoe	Lake County
Bay Area	NC Coast	SC Coast	Great Basin	Mojave Desert	Salton Sea	South Coast	San Diego

Please contact your fire permit official for final authorization to burn
Fire Weather Links: California | Oregon | Nevada | Arizona

North Central Coast

Basin	24-hr Decision Thu Nov 13	48-hr Forecast Fri Nov 14	72-hr Outlook Sat Nov 15	96-hr Trend Sun Nov 16
North Central Coast - Coastal Zone	Burn	Favorable (High Confidence)	Favorable	Favorable
North Central Coast - San Lorenzo Valley	Burn	Favorable (High Confidence)	Favorable	Favorable
North Central Coast - Inland Zone	Burn	Favorable (High Confidence)	Favorable	Favorable

Air Basin Map



District Contact Information

Monterey Bay Unified APCD
Phone: (831) 647-9411
Fax: (831) 647-8501
Website

- C. Call **1-800-CAL-BURN** (1-800-225-2876)

Listen for the name of your burn zone.

- D. Call (916) 445-0747. This is not a toll-free number.

Listen for "North Central Coast" and then the name of your burn zone.

For additional assistance, call the Air District at (831) 647-9411 during business hours.

How to Request Daily Authorization to Burn

You are required to receive Daily Authorization to Burn from the Air District prior to igniting your fire. You can do this on the morning of the burn, or 4:00 p.m. or later on the day before you want to burn.

Request daily authorization to burn:

- By website <http://69.12.229.62/burnpermits/Default.aspx>.
or
- By telephone - Call (831) 647-9411.

For information on [**How to Obtain Daily Authorization to Conduct a Backyard Burn**](#):

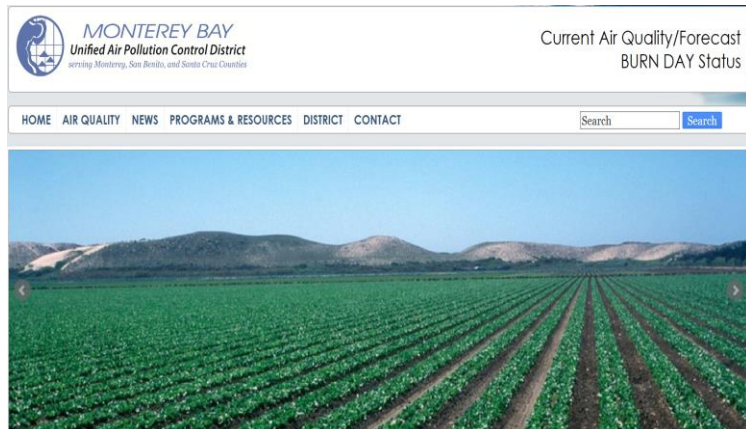
- By Website, go to page 13
- By Phone, go to page 15

[How to Obtain Daily Authorization to Conduct a Backyard Burn via Website](#)

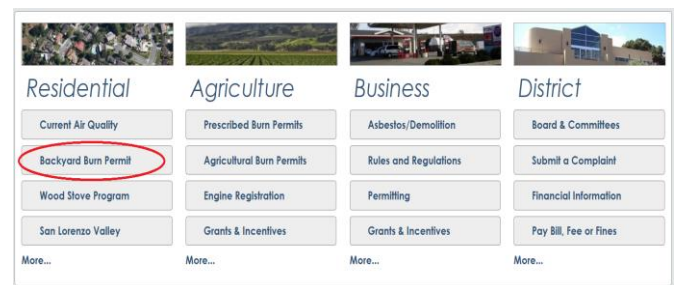
1. Check to see if it is a burn day **in your burn zone**.

To find out if it is a burn day in your burn zone, go to page 11: [How to find it is a Burn Day in your Burn Zone](#)

2. If it is a **permissive burn day** in your burn zone, go to the Monterey Bay Air Pollution Control District Website: <http://www.montereybaycleanair.org>



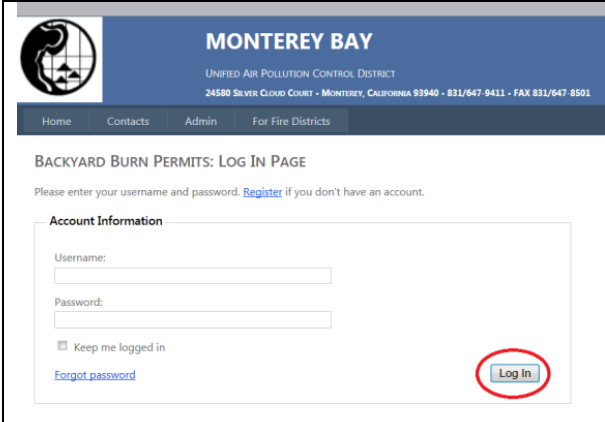
Stroll down the front page to:



3. Click on the “[Backyard Burn Permit](#)” icon to open the **Backyard Burning Program** page.
4. Under **Backyard Burning Program**, click on: “**Daily Online Authorization for Backyard Burns**”



5. Enter your Username and Password, and click on “**Log In**”:

	<p>My Username is: _____</p> <p>My Password is: _____</p>
---	---

6. Under Backyard Open Burn Permits, you will see your permit. Click on the “[Burn authorization](#)” link on the right.

1. ✓ Check the box to certify you have checked, and it is a burn day in your burn zone:

I HEREBY CERTIFY THAT: * ☐

2. Fill in your **Name**.

3. ✓ Check: ☐ * I ACCEPT

4. Click on “**Submit**”:

I HEREBY CERTIFY THAT: * ☐ As required by my permit, I have verified it is a permissive burn day in my air sub-basin before burning.

I have read the above conditions, and those specified in the instructions, and agree to comply with all the conditions stated on the burn permit. I understand that failure to comply with Monterey Bay Unified APCD Rules and Regulations will subject me to civil or criminal action, or both. I understand that the issuance of this permit does not relieve me of responsibility to use reasonable and ordinary care to prevent damage to the property of others or injury to persons. I accept responsibility for all burning activities, including smoke impacts, as a result of burning conducted at the above specified burnsite location which is under my legal control.

YOU MUST CHECK ACCEPT TO RECEIVE AUTHORIZATION TO CONDUCT YOUR BURN. THIS BURN AUTHORIZATION IS ONLY VALID FOR BURN DATE NOTED ABOVE.

NAME: *

☐ * I ACCEPT

DATE:

December 12, 2012

You will see confirmation on the screen that you now have received authorization to conduct your backyard burn. A copy will be emailed to you.

Questions?

For additional assistance, call the Air District at (831) 647-9411 during regular business hours (Monday through Friday 8:00 a.m. – 12:00 p.m. noon and 1:00 p.m. – 5:00 p.m.).

How to Request Daily Authorization to Conduct a Backyard Burn by Telephone

1. You are required to receive Daily Authorization to Burn from the Air District prior to igniting your fire. You can do this on the morning of the burn, or 4:00 p.m. or later on the day before you want to burn.
2. Check to see if it is a permissive burn day **in your burn zone**.
 - a. Call **1-800-CAL-BURN** (1-800-225-2876). Listen for the burn status for **your specific burn zone**, which is listed on your permit
or
 - b. Call (916) 445-0747. This is not a toll-free number. Listen for "North Central Coast" and then the number or name of your burn zone.
3. If it is a **permissive burn day** in your burn zone, **call the Air District at (831) 647-9411** during regular business hours (Monday through Friday 8:00 a.m. – 12:00 p.m. noon and 1:00 p.m. – 5:00 p.m.). **You must speak to Air District Staff and get authorization prior to igniting your fire.** When the office is closed, you cannot get authorization to burn via telephone, only via website.
4. Tell the receptionist you are calling to obtain Daily Authorization for a backyard burn. You will be transferred to staff who can assist you. Be ready to provide this information:
 - a. Type of Burn: Backyard Burn
 - b. Username & Password:
Username _____
Password _____
 - c. Name and phone number of the person who will be conducting the burn: _____
5. Air District staff will enter your information into the website, and you will be given a daily authorization number.

Questions?

Call the Air District at (831) 647-9411 during regular business hours (Monday through Friday 8:00 a.m. – 12:00 p.m. noon and 1:00 p.m. – 5:00 p.m.).