



# Open Burn Permit Application User Guide

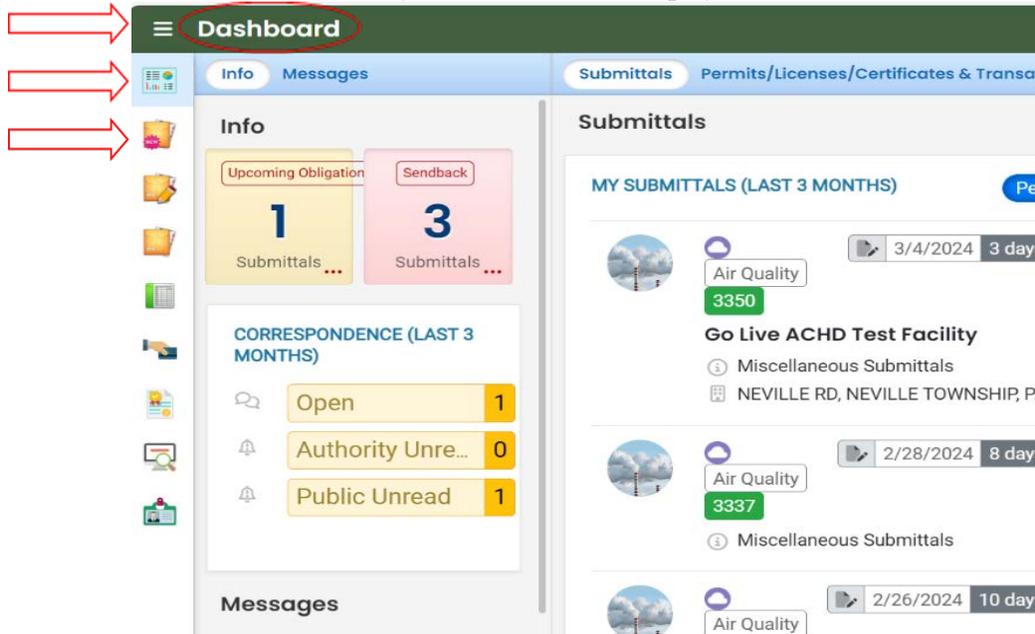
Thank you for reviewing ACHD’s Open Burn Permit Application User Guide. This guide will walk through the steps required to complete the submission of an open burn permit application. Open burn permits may be issued by the department for a specified period when open burning is solely for:

- A. Ceremony- Open Burning for ceremony (ex. Pep rally or film event)
- B. Fostering of Agriculture
- C. Diseased Vegetation-
- D. Air Curtain Destructor- Fee associated with this type of open burning
- E. Fire Fighting Instruction
- F. Structural Burn
- G. Abatement of a Fire or Public Health Hazard

## Submitting An Open Burn Permit Application Using a Responsible Official User Account

1. Login to REP using your credentials, in this case the Responsible Official (“RO”) for your Facility. If the facility is not in the REP system, please create an account for the facility. If you are having issues seeing your Facility, please email [AQREP@AlleghenyCounty.US](mailto:AQREP@AlleghenyCounty.US)

2. Start at your Dashboard; the  icon (Top, Far Left) will take you to the Dashboard. The Dashboard is your “Front Page”, containing a collected overview of Obligations and Submittals. Note: Clicking the “hamburger” icon (three stacked horizontal lines) expands the Dashboard icon menu so you can see the full display for each icon.



## ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

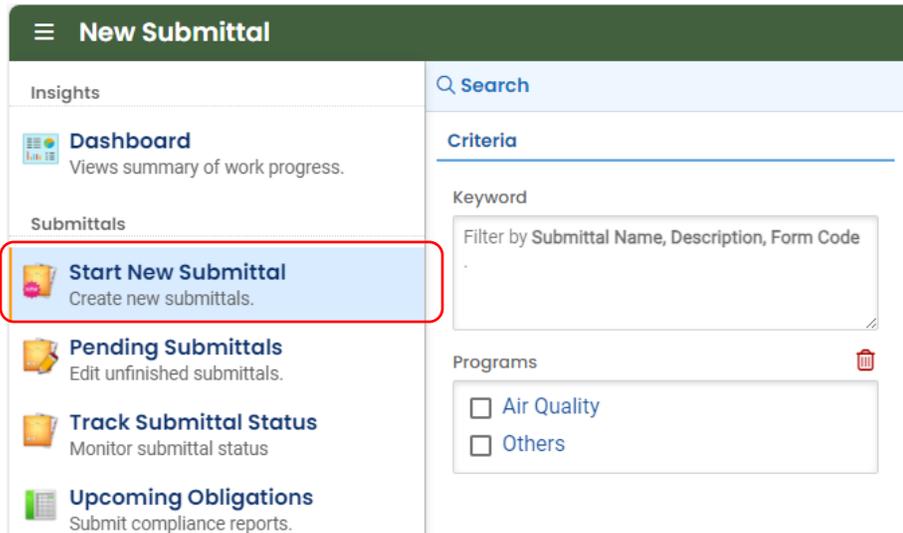
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3. Click the New Submittal Icon.  It is directly below the Dashboard icon. The New Submittal is available without going to the Dashboard first, but it is important to be aware of the Dashboard.



**New Submittal**

Insights

- Dashboard**  
Views summary of work progress.
- Submittals**
  - Start New Submittal**  
Create new submittals.
  - Pending Submittals**  
Edit unfinished submittals.
  - Track Submittal Status**  
Monitor submittal status
  - Upcoming Obligations**  
Submit compliance reports.

Search

Criteria

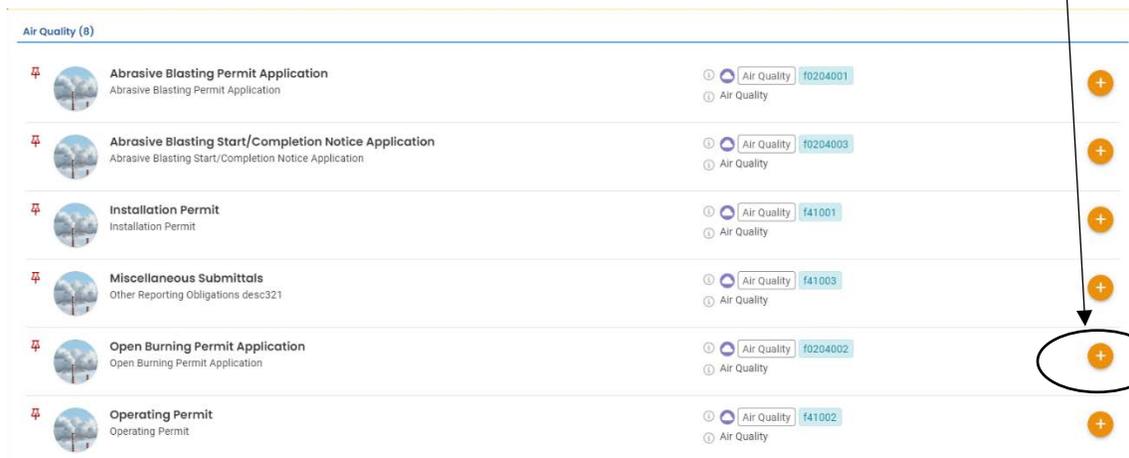
Keyword

Filter by Submittal Name, Description, Form Code

Programs

- Air Quality
- Others

4. Go **SUBMIT an Open Burning Permit Application**, you will need to click the  on the right to begin the submittal



Air Quality (8)		
 Abrasive Blasting Permit Application Abrasive Blasting Permit Application	 f0204001 Air Quality	
 Abrasive Blasting Start/Completion Notice Application Abrasive Blasting Start/Completion Notice Application	 f0204003 Air Quality	
 Installation Permit Installation Permit	 f41001 Air Quality	
 Miscellaneous Submittals Other Reporting Obligations desc321	 f41003 Air Quality	
 Open Burning Permit Application Open Burning Permit Application	 f0204002 Air Quality	
 Operating Permit Operating Permit	 f41002 Air Quality	



 Open Burning Permit Application  
Open Burning Permit Application

 f0204002  
Air Quality





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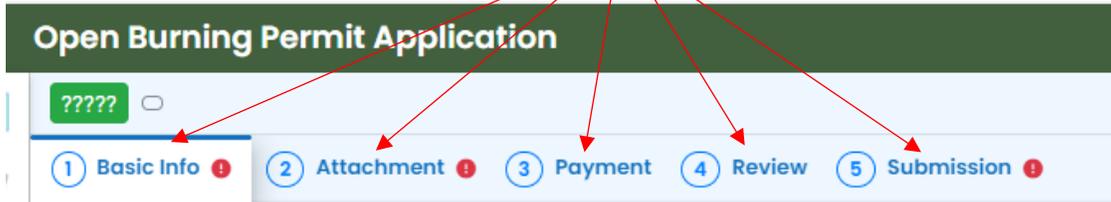
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5. Next you will be presented with the first of 5 submission tabs for a report. The 5 pages are seen in the image below and described in the next 5 sections. Watch for the  symbol, this indicates that there required items on these pages.



6. Basic Info Tab:  
a. Select your facility using the drop-down menu. Unless you are the RO for multiple facilities, you should only be able to select the facility that has been linked to your username. If the facility is not shown in the drop-down menu, please create a new facility and fill out all required information. If you have any issues, please contact the Department via email at [AQREP@AlleghenyCounty.US](mailto:AQREP@AlleghenyCounty.US).

New Facility: You may also create a new facility if your facility is not available in the dropdown menu.



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- b. Once the facility is chosen or created, select the type of permit you would like to apply for under the Purpose of Burning section. Only select one option.

## II. PURPOSE OF BURNING

- Ceremony
- Fostering of Agriculture
- Diseased Vegetation
- Air Curtain Destructor (for disposal of "clearing and grubbing wastes" only)  
\* Permit to be issued for specified period not to exceed three (3) months  
\* a non-refundable permit application fee in the amount of \$318.00 payable to "Allegheny County Air Pollution control fund" must be enclosed for air curtain destructor permits
- Fire Fighting Instruction (e. g. kerosene pan, model room, vehicle, etc.)
- Structural Burn  
\* See Instructions for Completing, Submitting, and Processing the Application for Open Burn Exception for Fire Fighting Instructions (Structural Burns)
- Abatement of a Fire or Public Health Hazard Application \* Must be supervised by Public Official

Required



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- c. Fill out all required fields under the Purpose of Burning section. All burn applications require the following sections and have required information including: **Site Location and Description, Contact Information, Elected Local Municipal Official, and Fire Department Chief or Local Fire Marshall.** Select the save button once all required fields have been filled out. All required fields are noted with **Required**. If this indicator is not present, the field is optional or not required for the submittal.

1. Site Location and Description: Complete all required fields including Dates, distance to closest structures, and means to extinguish the fire.

**III. SITE LOCATION AND DESCRIPTION**

Date (s) of Burning  Time (s) of Burning From  Time (s) of Burning To

**Required** **Required** **Required**

Distance to Closest

Structure (feet)  Public Area (feet)  Roadway (feet)  Property Line (feet)

**Required.** **Required.** **Required.** **Required.**

Utility (Poles, Cables, etc.) (feet)  Nearest Stream/Body of Water (feet)  Please Describe Material That Is To Be Burned

**Required.** **Required.** **Required.**

Size of Pile/Structure

Width (feet)  Length (feet)  Height (feet)

**Required.** **Required.** **Required.**

Police Notified?  Yes  No  Neighbors Notified?  Yes  No

**Required.** **Required.**

Means Available to Extinguish Proposed Fire Under Normal Conditions

**Required.**

Means Available to Extinguish Proposed Fire Under

Emergency Conditions

**Required.**

Means of Disposal of Ash

**Required.**



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- Contact Information is required for the Owner or Lessee of the Property, a Representative for your Municipality, and the local Fire Chief or Fire Marshall. Complete all required fields.

## OWNER OR LESSEE OF PROPERTY

Salutation	First Name	M.I.	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Required.		Required.
Company	Title	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Required.	Required.	
Phone	Mobile	Fax	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
000-000-0000x00000	000-000-0000	000-000-0000	
Required.			
Mailing Address			
Address			Unit, Suite, or Floor #
<input type="text"/>			<input type="text"/>
Enter a location			
Required.			
City	State	Zip Code	
<input type="text"/>	PA (Pennsylvania)	<input type="text"/>	
Required.		00000-0000	
		Required.	

## ELECTED LOCAL MUNICIPAL OFFICIAL

Salutation	First Name	M.I.	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Required.		Required.
Company	Title	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Required.	Required.	
Phone	Mobile	Fax	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
000-000-0000x00000	000-000-0000	000-000-0000	
Required.			

## FIRE DEPARTMENT CHIEF OR LOCAL FIRE MARSHALL

Salutation	First Name	M.I.	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Required.		Required.
Company	Title	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
	Required.	Required.	
Phone	Mobile	Fax	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
000-000-0000x00000	000-000-0000	000-000-0000	
Required.			



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- d. Additional Information. Certain Open Burning Types require information in support of the type of open burning occurring. Note the additional required information based on Burn type and complete all required fields.
  1. Ceremony

Please describe purpose

**Required**

## 2. Fostering of Agriculture

Please list amount of annual produce in pounds or bushels

## 3. Air Curtain Destructor

### V. AIR CURTAIN DESTUCTOR INFORMATION

Name, Model Number, and Description of Air Curtain Destructor

**Required**

Dimensions of Pit

Width (feet)

**Required.**

Length (feet)

**Required.**

Depth (feet)

**Required.**

Estimated Weight/Acreage to Be Burned

Daily

**Required**

Total

**Required**

## 4. Fire Fighting Instruction

Is this for Annual Fire Fighting Instruction?

 Yes  No

**Required.**



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## 5. Structural Burn

[Download the Instruction](#)

I have read and understood the instructions.

**Required**

And

### Instructor Information

---

+ New

**Required.**

### PSFA FIELD SUPERVISOR

---

+ New

**Required.**



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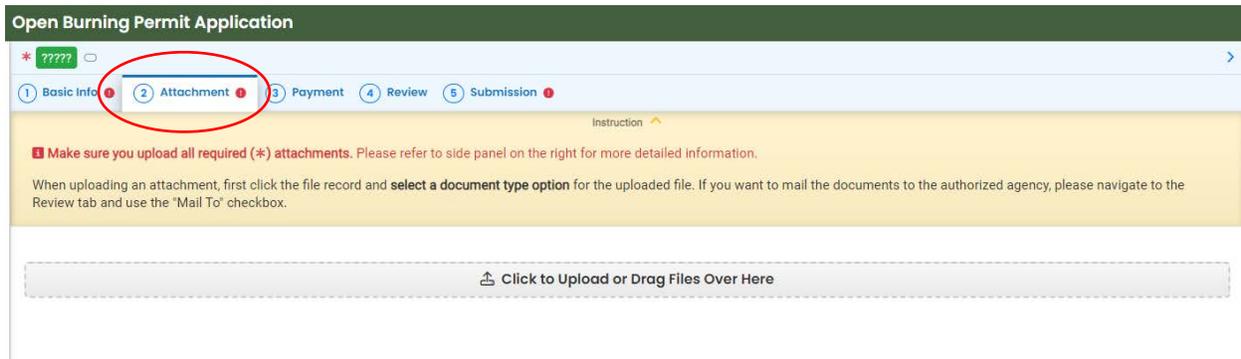
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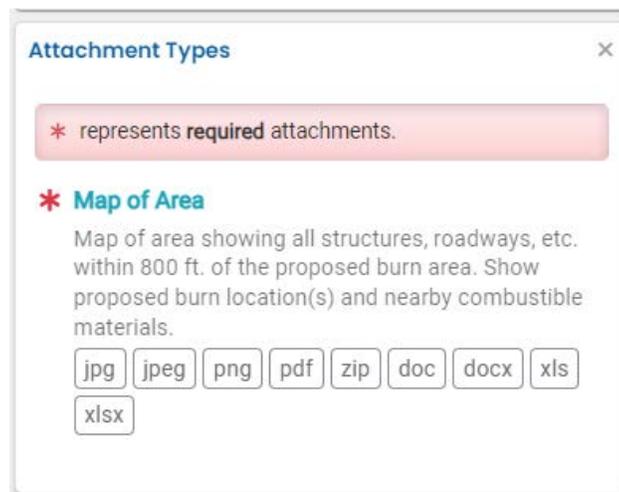


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7. Attachments Tab- This tab is the location to upload the required attachments.



a. All required attachment types are listed on the right side of the page under Attachment types.



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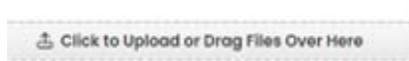
# Open Burn Permit Application User Guide

- b. Upload all required attachments. All of the Purpose of Burning selections will require a Map of Area. Some selections will also require more attachments to be submitted. The Diseased Vegetation selection also requires a Certification to be attached. The Air Curtain Destructor selection also requires Specifications to be attached.

### Diseased Vegetation Attachments:

### Air Curtain Destructor Attachments:

- c. To add the Open Burn Permit attachments, Note the upload button:



- i. Drag your document into the gray area, or simply click and select the file to upload from the normal file structure.
- ii. With each document uploaded, you will see a visual representation of that file and a GREEN Data Entry arrow. The file name will be visible.



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- d. The next required step is to identify the document. Clicking on the file or the Green Triangle will give 2 new entry fields; Document type, and a Comment field.
  - i. Document Type: Choose the Annual Compliance Certification
  - ii. Comment Field: Optional. Add any comments.

File Names | Type / Size / Date

test pic.JPG | JPG | 5 KB | 3/21/2024

Doc Type | Map of Area

Select Document Type:  
Map of Area

Comment  
(Remaining Length: 4000)

- e. The Open Burn Permit documents types noted with \* are required attachments.

## 8. Payment Tab- There is no payment to submit for all the Purpose of Burning selections, except for the Air Curtain Destructor selection.

1 Basic Info | 2 Attachment | 3 Payment | 4 Review | 5 Submission

Please ensure all required data is entered on the submittal form and required attachments are provided before you can pursue payment. For a new submittal, please click on the **SAVE button** to confirm the fee amount before you continue.

There is no payment due at this time.

Fee | Paid | Balance  
\$ 0.00 - \$ 0.00 = \$ 0.00

Fees | Payment Transactions

Fee is not required at this time. | No payment transaction records.



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a. The Air Curtain Destructor application requires a payment as noted in the payment tab.

- b. Select Pay Amount Due 
- c. Select Payment Type and complete the payment process via Automated Clearing House (ACHD or electronic check), Credit Card, or Check by Mail. The convenience fee for ACH is \$2.00 and 4% for credit cards.



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9. Review: If any fields or submission types are missing, this tab will inform you.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission **!**

Please review your submittal info and any attachments provided.  
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

### Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF (  ) hyperlink to open/save/print the PDF form.

✓ Basic Info

### Fees/Payments

Fee	Paid	Balance
\$ 0.00	– \$ 0.00	= \$ 0.00

### Mandatory Attachment

All required attachments were included.

Select All Mail to

### Uploaded Attachment

test pic.JPG  
Map of Area  
JPG 5 KB

Note: The tabs will indicate with the  sign if there is a submission error. The image above shows an **error** on the Submission tab. Return to the tab with an error and resolve the error.



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## 10. Submission Tab

- i. Check Certification Statement
- ii. Fill out co-signer information for Owner of Property, local municipality representative, and local fire department representative and select “Notification All.”
- iii. Co-signers will receive an email from [GovOnline@govonlineaas.com](mailto:GovOnline@govonlineaas.com). The cosigner will have to follow the link in the email to co-sign. Co-signer will receive an additional email that contains a PIN.

**Open Burning Permit Application**

\* 3590 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 **Submission**

**Certification Statement**

Declaration of accuracy information provided: \*

Based on information and belief formed after reasonable inquiry, the statements and information submitted are true, accurate and complete. Any attachments are based upon the best available information and comply with Article XXI, Section 2108.01.e.2.H reporting requirements.

I have read and agree to the above certification statement

**Co-signers**

ATTENTION: Please enter a valid email (to receive the validation code needed to access the submittal).

Instruction: Please fill in co-signer information for Owner of property/applicant, local municipality representative, and local fire department representative. All required fields must be completed and cosigners must digitally sign before application can submitted.

Co-Signers				Co-signer's Role	✉	👁	👍
dgfadfga	afdadsfa	laura.grada@alleghenycounty.us	412-578-2655	Co-signer's Role	✉		
adfsdf	dsfFDSA	laura.grada@alleghenycounty.us	412-578-2655	Co-signer's Role	✉		
asdfsdf	adsfads	laura.grada@alleghenycounty.us	412-578-2655	Co-signer's Role	✉		

+ Add Co-signer

Save Notification All

Security Question

**Cosigner must also complete the prompts correctly or you cannot finish and submit the submission.**

- 11. **SAVE:** If, at any time, you need to save your work and return later, be sure and hit the Save Key.

Submit



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Complete the Security Question and PIN.

I have read and agree to the above certification statement

**Security Question**

Security Question: what is the name of your home town newspaper? \*

Show Question Answer

**PIN Number**

PIN: \*

.....

12. **SUBMIT:** When all 3 fields are completed as noted above **and all 3 Co-signers have signed**, the gray SUBMIT button at the bottom will turn blue.



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13. Successful Submission – After you click Submit, you will be redirected to a page indicating a successful submission. This page allows you to print a pdf of your submission and provides details like the submittal date and ID.

**Open Burning Permit Application**

3590 Complete Submittal

**✓ Submission Successful!**

Confirmation of Submittal: 1. Your application has been received and will be reviewed shortly. 2. Check your account, email and text message for system notification at various milestones.

Please click **Receipt** to print your receipt.

Submittal Summary	Submittal Form Info
Submittal ID: 3590	Name: Open Burning Permit Application
Submittal Date: 3/21/2024, 02:25 PM	Method: Online Submission
Submittal By: Go Live Test User RO	
Owner Information: Go Live Test User RO	

[Fee Detail](#) [Certification](#)

At the bottom of the page, other options to Finish, Receipt and Print are available.

[Finish](#) [Receipt](#) [Submittal Form](#)



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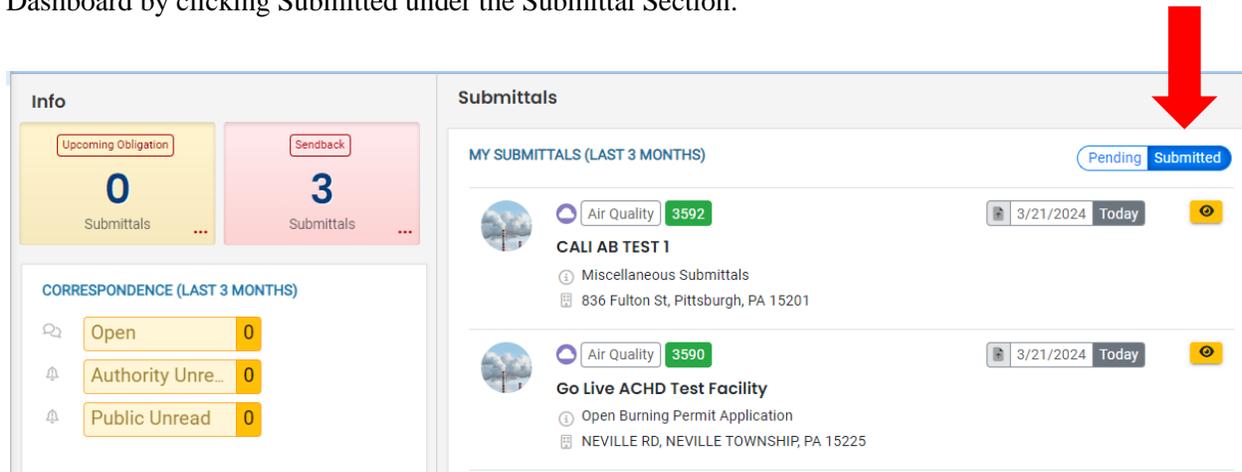


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If you Click Finish, you will be redirected to the Submitted Submittals Page and will be able to see your complete Submittal.



If you want to access the Submittal at a later date, one can access the Completed Submittal in the Dashboard by clicking Submitted under the Submittal Section.



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## Creating A Open Burn Permit Submittal with a Consultant Account.

Consultants are able to prepare Submittals on behalf of their Responsible Official. Consultants should complete all steps above until they reach the Review tab and follow the below steps to advance the Submittal to the RO for review, and submission.

14. Review Tab. Utilize the Review tab to E notify the RO at the bottom of the page. Use the dropdown menu to select the appropriate RO to notify by email to complete the submission. Click the blue eNotify button to send the RO an email to notify them that the submittal is available to be completed. If the eNotify button is not clicked, the RO will not be notified by email but the submittal will be available on the RO's dashboard. After eNotify, there are no other step that need to be completed by the Consultant.

Please review your submittal info and any attachments provided.  
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

### Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF ( ) hyperlink to open/save/print.

✓ Basic Info

### Fees/Payments

Fee	Paid	Balance
\$ 0.00	\$ 0.00	\$ 0.00

### Mandatory Attachment

All required attachments were included.

The submission of attachment by "Mail" is not supported by this submittal form. Please upload your attachment as electronic file online.

### Send Notification To RO

Click 'eNotify' button to send an email notification.

Select RO:

Go Live Test User RO	4125840301
----------------------	------------

[eNotify](#)



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Note that on the Submission Tab, Consultants **do not** have the ability to complete the Submission.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

You are not allowed to submit this application. Please notify RO and let the RO submit the form.

Certification Statement

Declaration of accuracy information provided: \*

Based on information and belief formed after reasonable inquiry, the statements and information submitted are true, accurate and complete, and comply with Article XXI, Section 2108.01.e.2.H reporting requirements.

## **Responsible Official Submitting A Consultant Created Submittal**

If the Consultant clicked the eNotify button., the Responsible Official will be notified via email of the consultant's submission. Otherwise, the submittal will be available on the RO's dashboard. The RO will be responsible to complete the Submittal otherwise it will not be received by ACHD.

### 15. Submission by the RO of a Consultant Created Submission.

- a. The RO should login and access their dashboard by clicking the Dashboard Icon



- b. Check for the Pending Submittal in Submittals on the Dashboard. The Facility, Submission date and type will be indicated. The submission type is Open Burn Permit Application. Be sure to be on the Pending Submittals section
  - i. Click the Blue Pencil to complete the submission
  - ii. The RO may review each tab, Basic Info, Attachment, Payment, Review and Submission for accuracy. No Tab should indicate any incomplete items.
  - iii. Submission Tab- The Submission Tab is active for the RO to Submit the Consultant created report. Review and Check the Certification Statement. Answer the Security Questions and Enter PIN. Without all three correctly entered, you cannot finish the submission.



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I have read and agree to the above certification statement

## Security Question



Security Question: what is the name of your home town newspaper? \*

Show Question Answer

## PIN Number



PIN: \*

iv. **SUBMIT:** With all 3 fields completed, the gray SUBMIT button at the bottom will turn blue. Note that the Cosigners will have needed to Cosign prior to the RO submitting the application. Click the Submit Button

**Submit**

v. **SAVE:** If at any time, you need to save your work and return later, be sure and hit the Save Key.

Submit



## ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

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PHONE (412) 578-8103 • FAX (412) 578-8144  
24-HR (412) 687-ACHD (2243)  
WWW.ALLEGHENYCOUNTY.US/HEALTHDEPARTMENT





# Open Burn Permit Application User Guide

Successful Submission – After you click Submit, you will be redirected to a page indicating a successful submission. This page allows you to print a pdf of your submission and provides details like the submittal date and ID

3515 Complete Submittal

**Submission Successful!**

Confirmation of Submittal: 1. Your application has been received and will be reviewed shortly. 2. Check your account, email and text message for system notification at various milestones.

Please click [Receipt](#) to print your receipt.

Submittal Summary	Submittal Form Info
Submittal ID: <b>3515</b>	Name: Submit a Required Report
Submittal Date: 3/15/2024, 03:31 PM	Method: Online Submission
Submittal By: Go Live Test User RO	
Owner Information: Go Live Test User RO	

At the bottom of the page, other options to Finish, Receipt and Print are available.

[Finish](#) [Receipt](#) [Submittal Form](#)



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16. If you Click Finish, you will be redirected to the Submitted Submittals Page and will be able to see your complete Submittal.

17. If you want to access the Submittal at a later date, one can access the Completed Submittal in the Dashboard by clicking Submitted under the Submittal Section.

If you have any questions regarding submitting an Open Burn Permit Application as a Consultant or Responsible Official, please contact ACHD by email at [AQREP@AlleghenyCounty.US](mailto:AQREP@AlleghenyCounty.US)



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