

# ePermit Fire Permit Tutorial



**Strathcona**  
County

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EMERGENCY SERVICES

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## **Welcome to Strathcona County's new ePermit system.**

This tutorial will take you on a step by step tour of our new Fire Permit Application program. Some exciting new features are:

- Your permit will be valid for one calendar year from the date of approval.
- It is easy to locate your property details using the ePermit property finder
- Explanations have been added for all terms and information requested during the permit application process.
- You can track your applications status in the new enhanced workflow feature.
- A second copy of your permit can be downloaded at anytime if the original is misplaced.



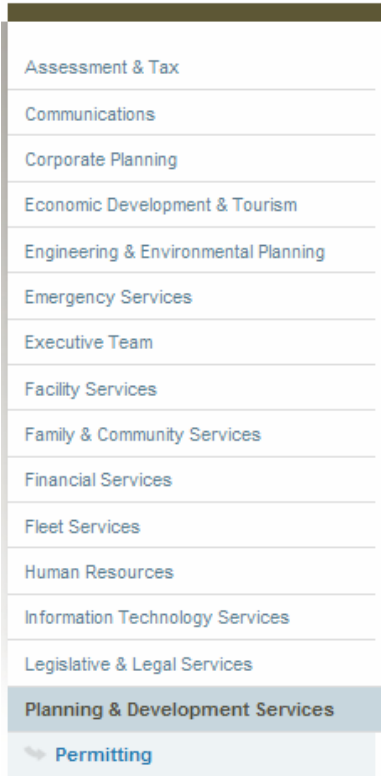
**Strathcona**  
County

EMERGENCY SERVICES

**Let's get started....**

# Step 1:

From the ePermits homepage select: ***“Create New Account”***



Where are you? Home » Departments » Planning & Development Services » Permitting

## ePermits

### ePermits with Strathcona County

Welcome Strathcona County's ePermits! This service has been developed to improve accessibility and communicate more effectively with our users - residents, landowners, contractors, and businesses.

Sign up for a user account today to:

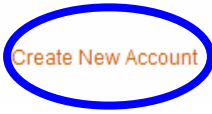
- Apply for various permits
- Track the progress of all your permits and inspections
- Download a copy of your approved permit

A valid email address is required to obtain a user account.

Email   
Password

[Need Help?](#)

[Forgot Password?](#) OR [Create New Account](#)



**Select *Create New Account***

## Step 2:

- a) Select *I am a Resident or a Landowner in Strathcona County*
- b) Select *Create Account*

Assessment & Tax

Communications

Corporate Planning

Economic Development & Tourism

Engineering & Environmental Planning

Emergency Services

Executive Team

Facility Services

Family & Community Services

Financial Services

Fleet Services

Human Resources

Information Technology Services

Where are you? Home » Departments » Planning & Development Services » Permitting

### ePermits

Welcome to the Strathcona County's ePermit system.

ePermits allow account holders to apply for various permits online, view the progress of their permits, and access their approved permits.

ePermits is covered by the [Strathcona County Privacy Policy](#)

I am a Resident or a Landowner in Strathcona County

A resident is defined as a property owner or tenant that does not have any journeymen's tickets or is not a business with contracted employees.

a) Select *I am a Resident or a Landowner in Strathcona County*

Create Account

b) Select *Create Account*

# Step 3:

- a) **Fill in the ePermit Account Profile fields** (first name, last name, address, etc.)
- b) Review the ePermits Terms of Use and select **"I agree..."**
- c) Select **"Create Account"**

Strathcona County

Residents Businesses Visitors Local Government Departments

Assessment & Tax  
Communications  
Corporate Planning  
Economic Development & Tourism  
Engineering & Environmental Planning  
Emergency Services  
Executive Team  
Facility Services  
Family & Community Services  
Financial Services  
Fleet Services  
Human Resources  
Information Technology Services  
Legislative & Legal Services  
Planning & Development Services  
Permitting

Where are you? Home » Departments » Planning & Development Services » Permitting

### ePermits

#### ePermit Account Profile (Resident)

First name: Guardian  
Last name: Fire  
Street address: 1933 Sherwood Park  
City: Alberta  
Province: AB  
Postal code: T8A 3R3  
Phone number: 7804499651  
Alternate phone number: \*optional  
Fax number: \*optional  
Email address: fireguardian@strathcona.ab.ca  
Confirm email: fireguardian@strathcona.ab.ca

I agree to the Terms Of Use for this website and the services it offers that are outline in the Terms of Use Agreement.

Create Account Cancel

b) Review the ePermits Terms of Use and select "I agree..."

a) Fill in the ePermit Account Profile fields

c) Select "Create Account"

## Step 4:

Your account profile has now been created. Your default password will be emailed to the email address provided within seconds. You will be asked to change your password when you login for the first time.

Select ***Return to Login***

**Strathcona County**

Residents | Businesses | Visitors | Local Government | Departments

Assessment & Tax  
Communications  
Corporate Planning  
Economic Development & Tourism  
Engineering & Environmental Planning  
Emergency Services  
Executive Team  
Facility Services  
Family & Community Services  
Financial Services  
Fleet Services  
Human Resources  
Information Technology Services  
Legislative & Legal Services  
Planning & Development Services

Where are you? Home » Departments » Planning & Development Services » Permitting

### ePermits

#### ePermit Account Profile (Resident)

|                        |   |
|------------------------|---|
| Name                   | Guardian Fire                                     |
| Address                | 1933 Sherwood Park<br>Alberta, Alberta<br>T8A-3R3 |
| Phone number           | 780-449-9651                                      |
| Alternate phone number |   |
| Fax number             |   |
| Email address          | safetyed@strathcona.ab.ca                         |

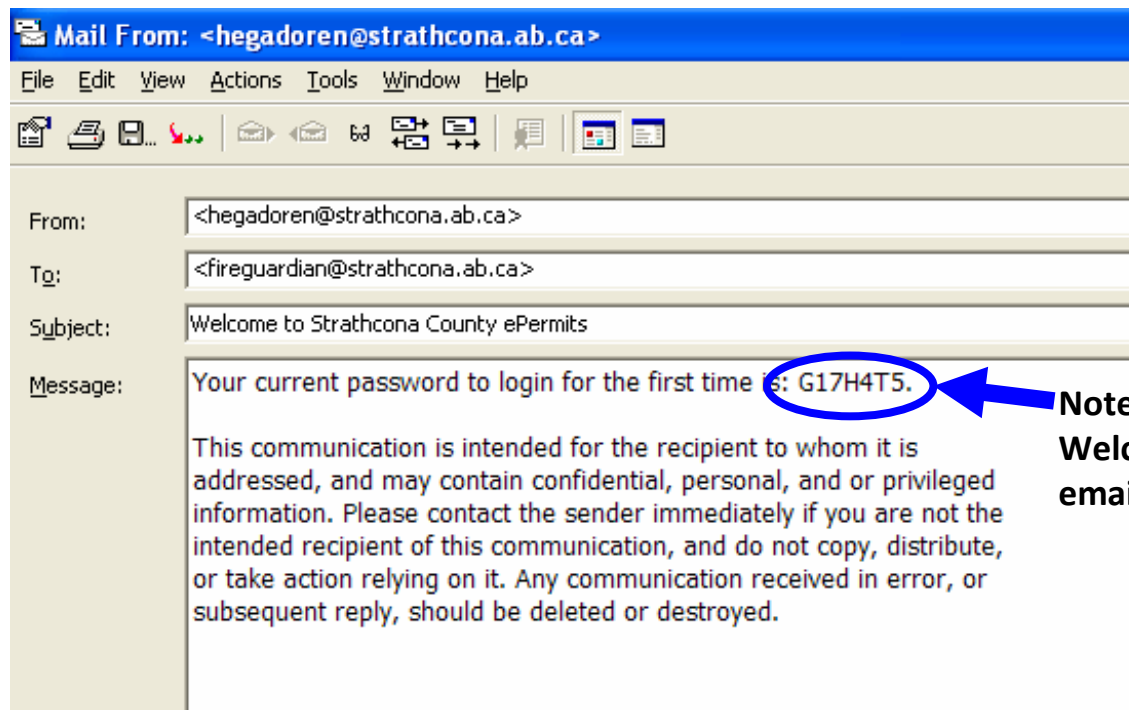
Thank you, your account profile has been created. Your default password will be emailed to the email address provided above. You will be asked to change your password when you log for the first time. Please click on the link below to return to the login page.

[Return to Login](#)

Select ***Return to Login***

## Step 5:

Once you have received your Welcome to Strathcona County ePermits email, note the **current password** in the message.



Note the **current password** captured in the **Welcome to Strathcona County ePermits** email.

# Step 6:

- a) Enter your *email address and temporary password* provided in the Welcome email
- b) Select *Login*

Strathcona County

Residents Businesses Visitors Local Government Departments

Where are you? Home » Departments » Planning & Development Services » Permitting

## Online fire permit application

**WELCOME TO ePERMITS !**

Welcome to Strathcona County's permits web portal. With a username account you can apply for a variety of permits and then track your permits progress from the web. In addition we have a home owner section that will help guide through a range of projects that can be undertaken by identifying the permits required.

To obtain a user account, all you require a valid email address.

Email:

Password:

**Login**

[Forgot Password?](#) OR [Create New Account](#)

**a) Enter your email address and temporary password provided in the Welcome email**

**b) Select Login**

## Step 7:

- Enter the *temporary password* received in the Welcome email
- Enter your *new password* and *confirm in the second password* field
- Select *“Update”*

### Online fire permit application

#### Change your password

Current Password:

New Password:

Confirm Password:

Update

a) Enter the *temporary password* received in the Welcome email

b) Enter your *new password* and *confirm in the second password* field

c) Select *Update*

## Step 8:

Select **“Continue”** on the Password Change Confirmed page.

Assessment & Tax

Communications

Corporate Planning

Economic Development & Tourism

Emergency Services

Engineering & Environmental Planning

Where are you? Home » Departments » Planning & Development Services » Permitting

### Online fire permit application

Password Change Confirmed. Please continue to main menu.

[Continue](#)

Select **“Continue”** on the Password Change Confirmed page.

# Step 9:

Select ***“Apply for Permit”*** from the Fire Permit application page

The screenshot shows the Strathcona County website interface. At the top left is the Strathcona County logo. To the right is a navigation bar with tabs for Residents, Businesses, Visitors, Local Government, and Departments. Below this is a sidebar menu with various service categories. The main content area is titled 'Online fire permit application' and includes a breadcrumb trail: 'Where are you? Home » Departments » Planning & Development Services » Permitting'. Below the title, there is a 'Welcome Fire Guardian' message and a 'Log Out Need Help?' link. A horizontal menu contains links for 'Account Information', 'Change Password', 'Apply for Permit', and 'View My Permits'. The 'Apply for Permit' link is circled in blue, and a blue arrow points to it from the right. Below this menu is a 'Hello Resident' section with a 'Here is your Menu.' heading and a 'Please make your selection.' instruction. At the bottom of this section, it says 'This is where a message to residents will be.'

Select ***“Apply for Permit”*** from the Fire Permit application page

# Step 10:

Select ***“Fire/ Burn Permit”*** from the list of Online Permit Applications Available menu

The screenshot shows the Strathcona County website interface. At the top left is the logo for Strathcona County. A navigation bar contains links for Residents, Businesses, Visitors, Local Government, and Departments. Below this is a breadcrumb trail: Home » Departments » Planning & Development Services » Permitting. The main heading is 'Online fire permit application'. The applicant is listed as 'Fire Guardian'. There are links for 'Log Out' and 'Main Menu'. Under the heading 'Online Permit Applications Available:', the text 'Fire / Burn Permit' is circled in blue, with a blue arrow pointing to it from the right.

Select ***“Fire/ Burn Permit”***  
from the list of Online Permit  
Applications Available menu

# Step 11:

Review all Fire Permit Regulations, Terms and Conditions

Select **“Continue”**

ePermits

## Fire Permit Regulations

Residents of Strathcona County need a fire permit in order to burn in rural areas. Types of fires that require a permit include:

Stubble and ground th...  
permitted; contact Trar...  
Information. Emergen...  
when ground thawing

In order to obtain a fire...  
wanting a fire permit...  
from the owner or the

Prior to any burning wi...  
determine if burning is

If you burn without a va...  
extinguishing the fire.

If your fire causes dam...  
permit.

I have read and und...  
Cancel | Continue

### Obligations and duties of the County

The County agrees to consider the Application which, without limiting the generality of the foregoing, shall include the following:

Emergency Serv...  
be undertaken.

The County may...  
which Fire Perm...  
appropriate.

When the Fire Permi...  
an electronic copy of...  
department.

The Applicant agree...  
property for the purp...  
this Application, whic...  
inspection of the pro

The holder of an...  
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The Applicant ag...  
regulations and...  
practices.

In the event that...  
pay all costs ass

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### Obligations and duties of the applicant

The Applicant warrants that he/she/it is the owner or occupant, or has obtained the written permission of the owner or occupant of the property described in the Application.

Please note: If you d...  
Permit, and bring wri

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an electronic copy of...  
department.

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property for the purp...  
this Application, whic...  
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### Obligations and duties of approved permit holders

The holder of the Fire Permit shall ensure the following requirements are met when lighting an outdoor fire:

- At least one ad...  
monitor and con
- Adequate equi...
- Forecasted or ...
- Debris pile to b...  
written permissi...
- Sufficient preca...  
been taken;
- Reasonable st...
- Appropriate sig...  
smoke, reducing...  
the acquisition o

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### Liability waiver and indemnity

The Applicant agrees:

1. Not to make or t...  
elected officials, of...  
occurrence, incide...  
Application or the i...  
obligations arising...  
include any claim,
2. To indemnify an...  
servants, agents a...  
demand made or t...  
servants, agents a...  
demand made or t...  
of a Fire Permit t...  
therefrom, and whi...  
any claim, action, ...  
legal costs incurre...  
demand.

The holder of an...  
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The Applicant ag...  
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### Termination

Notwithstanding anything contained within this Application, this Fire Permit may be suspended or terminated at any time by the County in its sole and absolute discretion. The Applicant is r...  
whether a Fi

### General Matters

This Agreement constitutes the entire agreement between the Parties hereto relating to the subject matter hereof, and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, whether oral or written, of the parties and there are no general or specific warranties, representations or other agreements by or among the Parties in connection with the entering into of this Agreement or the subject matter hereof except as specifically set forth herein.

The Applicant hereby covenants and agrees to do such things, obtain such approvals, permits and licenses and execute such further documents, agreements and assurances as may be necessary or advisable from time to time in order to carry out the terms and conditions of this Agreement in accordance with their true intent.

This Fire Permit may not be assigned in whole or in part by the Applicant without the express written permission of the County.

This Fire Permit shall enure to the benefit of and be binding upon the Parties hereto, their respective successors and permitted assigns.

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I have read and understand all the terms & conditions.

Previous | Cancel | Next

Continue

Select “I have read and understood all the terms & conditions” and select Continue

# Step 12:

Select the *search type*. You can search by Civic Address, Taxroll Number, Quarter/Section and Lot/Block/Plan.

Assessment & Tax

Communications

Corporate Planning

Economic Development & Tourism

Emergency Services

Engineering & Environmental Planning

Executive Team

Facility Services

Family & Community Services

Financial Services

Fleet Services

Where are you? Home » Departments » Planning & Development Services » Permitting

## Online fire permit application

### Selected Property

[Return to Main Menu](#)

Address:

Legal Description:

Subdivision:

[Use Selected Property](#)

### Property Finder

We apologize for any delays when searching for properties. Please be patient and allow us time to look up your property. Please do not repeatedly push the search button.

Please select the search type:

Civic Address

Taxroll Number

Quarter/Section

Lot/Block/Plan

Select the *search type*. You can search by Civic Address, Taxroll Number, Quarter/Section and Lot/Block/Plan

# Step 13:

a) Enter **property details** in the fields provided

**\*\*Press the *Need Help?* Button at anytime for specific instructions on entering property details**

b) Select **“Search”**

Assessment & Tax  
Communications  
Corporate Planning  
Economic Development & Tourism  
Emergency Services  
Engineering & Environmental Planning  
Executive Team  
Facility Services  
Family & Community Services  
Financial Services  
Fleet Services  
Human Resources  
Information Technology Services

Where are you? Home » Departments » Planning & Development Services » Permitting

### Online fire permit application

**Selected Property** [Return to Main Menu](#)

Address:  
Legal Description:  
Subdivision:

[Use Selected Property](#)

### Property Finder

We apologize for any delays when searching for properties. Please be patient and allow us time to look for your property. Please do not repeatedly push the search button.

Please select the search type:  Civic Address  Taxroll Number  
 Quarter/Section  Lot/Block/Plan

House Number:   
Street Name:

[Need Help?](#)

**Search**

**Enter property details in the fields provided**

\* When searching under Civic Address you can enter the entire address or a portion of the address for a list of potential matches.

**\*\*Press the *Need Help?* Button at anytime for specific instructions on entering property details**

**b) Select “Search”**

# Step 14:

Review the list and select your property by selecting “*Select Property*”

## Online fire permit application

### Selected Property

Address:

Legal Description:

Subdivision:

[Return to Main Menu](#)

[Use Selected Property](#)

### Property Finder

We apologize for any delays when searching for properties. Please be patient and allow us time to look for your property. Please do not repeatedly push the search button.

Please select the search type:

- Civic Address       Taxroll Number  
 Quarter/Section       Lot/Block/Plan

[Return to Search](#)

| ID   | Address                 | Legal Description               |                                 |
|------|-------------------------|---------------------------------|---------------------------------|
| 4541 | #1 52061 Rng. Rd. 215   | Lot R8, Block: , Plan: 5586RS   | <a href="#">Select Property</a> |
| 4542 | #25 52061 Rng. Rd. 215  | Lot 2, Block: 1, Plan: 1008TR   | <a href="#">Select Property</a> |
| 4543 | #37 52061 Rng. Rd. 215  | Lot 3, Block: 1, Plan: 1008TR   | <a href="#">Select Property</a> |
| 4544 | #49 52061 Rng. Rd. 215  | Lot 4, Block: 1, Plan: 1008TR   | <a href="#">Select Property</a> |
| 4545 | #13 52061 Rng. Rd. 215  | Lot R1, Block: 1, Plan: 1008TR  | <a href="#">Select Property</a> |
| 4546 | #61 52061 Rng. Rd. 215  | Lot 5, Block: 1, Plan: 2836TR   | <a href="#">Select Property</a> |
| 4547 | #73 52061 Rng. Rd. 215  | Lot 6, Block: 1, Plan: 2836TR   | <a href="#">Select Property</a> |
| 4548 | #38 52061 Rng. Rd. 215  | Lot 7, Block: , Plan: 2836TR    | <a href="#">Select Property</a> |
| 4556 | #158 52013 Rng. Rd. 215 | Lot 3, Block: 1, Plan: 7521627  | <a href="#">Select Property</a> |
| 4557 | #146 52013 Rng. Rd. 215 | Lot 4, Block: 1, Plan: 7521627  | <a href="#">Select Property</a> |
| 4558 | #134 52013 Rng. Rd. 215 | Lot 5, Block: 1, Plan: 7521627  | <a href="#">Select Property</a> |
| 4560 | #62 52013 Rng. Rd. 215  | Lot 7, Block: 1, Plan: 7521627  | <a href="#">Select Property</a> |
| 4561 | #50 52013 Rng. Rd. 215  | Lot 8, Block: 1, Plan: 7521627  | <a href="#">Select Property</a> |
| 4562 | #38 52013 Rng. Rd. 215  | Lot 9, Block: 1, Plan: 7521627  | <a href="#">Select Property</a> |
| 4563 | #26 52013 Rng. Rd. 215  | Lot 10, Block: 1, Plan: 7521627 | <a href="#">Select Property</a> |

[First Page](#) [Previous Page](#)

[Next Page](#) [Last Page](#)

Review the list and select your property by selecting “*Select Property*”

# Step 15:

Review address details captured in the “Selected Property” fields. If correct select **“Use Selected Property”**.

## Online fire permit application

### Selected Property

Address:

Legal Description:

Subdivision:

Address information will populate here

Use Selected Property

Return to Main Menu

Review address details captured in the “Selected Property” fields. If correct select “Use Selected Property”.

### Property Finder

We apologize for any delays when searching for properties. Please be patient and allow us time to look for your property. Please do not repeatedly push the search button.

Please select the search type:

Civic Address

Taxroll Number

Quarter/Section

Lot/Block/Plan

# Step 16:

- a) **Complete the Application Declaration** by selecting one of the three options provided
- b) Select **“Continue”**

## Online fire permit application

### Strathcona County Emergency Services, (780) 449-9651

If you require a permit within the next 24 hours, please apply in person at Fire Station 1, 1933 Sherwood Drive in Sherwood Park.

#### Applicant:

Name: Fire Guardian  
Phone Number: (780) 123-4567  
Email: fireguardian@strathcona.ab.ca

#### Applicant Declaration: \*

- I am the property owner.
- I am the legally authorized agent of the owner, of which proof of authority shall be produced on demand at any time.
- I am an occupant of the land, and have written permission of the owner/authorized agent to burn on the land, which I shall produce on demand at any time.

#### Property:

Address: #1 52061 Rng. Rd. 215

Legal Description:

Subdivision:

Service Area:

**Property Information  
will populate here**

Land Area: 16 Acres

Zoning: AG - Agriculture - General

**Continue**

a) Complete the Application Declaration by selecting one of the three options provided

b) Select “Continue”

# Step 17:

- a) *Complete the online fire permit application form*
- b) Select **“Continue”**

## Online fire permit application

### Application Information:

Primary Emergency Phone Number:  \*

Secondary Emergency Phone Number:

What is the approximate location of the burn on the indicated property: \* ?

### Fire Information:

Indicate approximately how many metres the burn location is away from the closest (numbers only):

Building / Structure:  metres \* ?

Property Line:  metres \* ?  
House, shed, barn, garage, trees, brush, etc.

Roadway:  metres \* ?

Water Supply:  metres \* ?

Additional Risk factors: \* ?

Please select at least one type of material being burned. Multiple selections are permitted. \*



Brush

Grass

Lumber

Household Garbage

Other

Type Of Fire: \* ?

Incinerator

Outdoor

Structure

Comments/ Safety Precautions: \*

a) Complete the Online fire permit application form.

\*\* Select the blue question mark icon at anytime for specific information about the field you are selecting

b) Select “Continue”

**Continue**

# Step 18:

- a) **Review** your application for accuracy
- b) Select **“Finished”**

Where are you? Home » Departments » Planning & Development Services » Permitting

## Online fire permit application

### Fire Permit Application

#### Applicant:

Name: Fire Guardian  
Application Type: Property Owner.

#### Property:

Civic Address: #1 52061 Rng. Rd. 215

#### Emergency Contacts:

Primary Number: 7804499651  
Secondary Number:

#### Fire Information:

Approximate distance (in metres) to closest:

Building / Structure: 50 metres  
Property Line: 100 metres  
Roadway: 125 metres  
Water Supply: 50 metres

Additional Risks: trees surrounding property

Burn Material: Brush, Grass  
Type of Fire: Outdoor

a) Review your application for accuracy.

\* If you need to make any changes to the application select “Update Application” and you will be redirected to the application page to make changes.

b) Select “Finished”

**Finished** | Update Application | Discard Application

# Step 19:

- a) **Select** the check box to verify that you have read, understood and agree to the terms and conditions
- b) **Re-enter** your name and phone number as it appears on the application
- c) Select **“Submit Application”**

## Online fire permit application

I have read, understood, and agree to comply with the conditions, liability waivers and indemnity of the Fire Permit as set out in the terms and conditions.

To confirm that the information provided is valid and that the information submitted is intended as a Fire Permit Application, please re-enter your name and phone number here.

Full Name (as it appears on the application):

Fire Guardian

Phone Number(as it appears on the application):

7804499651

The Collection, use and disclosure of personal information is collected in accordance with the Municipal Government Act and section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) and is protected by FOIP. It will be used to process and issue fire permits and to determine any conditions that may apply. If you have any questions about the collection and use of the information, contact the Communications Officer at (780) 464-8467. Incorrect information may cause your application to be refused. Please take a moment to review your information being submitting it.

**Submit Application**

Review Application

a) Select the check box to verify that you have read, understood and agree to the terms and conditions

b) Re-enter your name and phone number as it appears on the application

c) Select **“Submit Application”**

## Step 20:

Congratulations you have successfully submitted your fire permit application.

a) Select ***Continue***

### Online fire permit application

Your application has been submitted to the Strathcona County Fire Department for review. If you would like to see the status of your fire permit, please visit the myPermits section of your account for details. An email has also been sent to you with further information. Thank you for using the Strathcona County ePermitting.



Select ***Continue***



**Strathcona**  
County

EMERGENCY SERVICES

## **Application complete.**

Thank you for your fire permit application. Your application has been received and will be reviewed shortly.

You can track the status of this application, online by selecting “View My Permits” from the ePermits main menu page.

Thank you from the Strathcona County Emergency Services Fire Prevention and Investigation Branch.



Please contact the  
Strathcona County Emergency Services  
Fire Prevention Branch  
with any questions at:

**Phone: 780-449-9651**

**Email: [fireguardian@strathcona.ab.ca](mailto:fireguardian@strathcona.ab.ca)**

Monday to Friday

8:00am – 4:30pm