



DEPT. OF WATER, ENERGY, AND ENVIRONMENT

ONBASE

AIR BURN PERMITS – TECHNICAL GUIDE FOR APPLICATIONS

Contents

- How to Register for an Account 3
- How to Login 6
- Portal Home Page..... 7
- Filling Out an Application..... 9

How to Register for an Account

To start the online permit process, you must first register for an account. Please read all of the steps carefully:

****Images in this guide may not appear exactly as they do on your screen****

1. Go to the Nebraska Department of Water, Energy, and Environment (DWEE) portal for registration or click the following link:

<https://ecmp.nebraska.gov/DEQ-BRN/Account/Login>

You should now be at the DWEE portal

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Burn Permit Application Process

Log In

User Name

Password

[Login](#)

[Reset Password](#) (Non-State Employees)

[Update User Account Information](#) (Non-State Employees)

New Users

If you are a first time user and have not yet registered for an account, click the following link and follow the instructions

[Register Here](#) (Non-State Employees)

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2. New Users

- a. To create a new account – click on [Register Here](#) under NEW USERS on the right side of the screen.
- b. If you have a User Name – type in your User Name and Password to verify your authorization to the application.
- c. If you need to reset your Password – click on the Reset Password option.
- d. If you need to update other account information – click on the Update User Account Information.

The screenshot shows a web interface with two main sections: 'LOGIN' and 'NEW USERS'. The 'LOGIN' section includes fields for 'User Name' and 'Password', and a 'Login' button. The 'NEW USERS' section includes a message for first-time users and a link to 'Register Here (Non-State Employees)'. Below these sections are links for 'Reset Password (Non-State Employees)' and 'Update User Account Information (Non-State Employees)'. A disclaimer at the bottom states: 'THIS IS A GOVERNMENT COMPUTER SYSTEM. UNAUTHORIZED ACCESS IS PROHIBITED. ANYONE USING THIS SYSTEM IS SUBJECT TO MONITORING. UNAUTHORIZED ACCESS OR ATTEMPTS TO USE, ALTER, DESTROY OR DAMAGE DATA, PROGRAMS OR EQUIPMENT COULD RESULT IN CRIMINAL PROSECUTION.....'. Callouts 'a', 'b', 'c', and 'd' are placed around the interface to highlight specific elements.

3. New Account Registration

After clicking on the Register Here option, you will be at the New Account Registration Page. You will need to complete all of the fields on this page. If you would like to view details on requirements for specific fields such as Username and Password, click the Field Requirements link. The following list will guide you through the fields you will need to complete:

- a. **First Name** – enter your first name
- b. **Last Name** – enter your last name
- c. **Email Address** – enter the email address that will be associated with this account and grant applications
- d. **Confirm Email** – re-enter the email address typed above
- e. **Username** – Create a username for this account (no spaces)
- f. **Password** – Create a password for this account*

PLEASE NOTE: The password must be at least eight characters and contain at least one uppercase letter, one lowercase letter, and one digit with no spaces. Click the Field Requirements or Password Rules link for more information on password requirements.

- g. **Password Reminder Questions** – You must select three password reminder questions and supply an answer for each question. These questions will be used to authenticate your identify if you need to change your password or account information.
 - i. Select a security question from the drop-down box
 - ii. Type your answer in the Your Answer field. This field is not case sensitive

NEBRASKA ENTERPRISE SELF REGISTRATION

NEW ACCOUNT REGISTRATION

* Required

User Information

[Field Requirements](#)

First Name * Tom

Last Name * Sample

Email Address * tsample@hotmail.com

Confirm Email * tsample@hotmail.com

Login Information

Username * tsample001

Password * ●●●●●●

Confirm Password * ●●●●●●

[Password Rules](#)

Password reminder questions

Question One * What was your childhood nickname? ▼

Your Answer * buddy

Question Two * In what city or town did your mother and father meet? ▼

Your Answer * Hastings

Question Three * In what town was your first job? ▼

Your Answer * Lincoln

4. Prior to completing your registration, **please note or record your User Name, Password, Security Questions and Answers**. The Help Desk does not have access to this information and **cannot** reset passwords. This is a user responsibility.
5. To complete your registration click the **Register Account** button.
6. After successfully creating an account, a message will appear stating that your account has been created, and that you are being redirected to the sign in page. If you do not see the sign in page within 10 seconds, click the link that says [here](#).
7. You will be redirected/returned to the DWEE login page.

How to Login

The following steps only apply to accounts that have been successfully created. If you have not yet successfully created an account, please refer to the previous section: *How to Register for an Account*.

1. To access the application open your internet browser and go to:

<https://ecmp.nebraska.gov/DEQ-BRN/Account/Login>

The screenshot shows the login page for the Burn Permit Application Process. At the top, there is a banner with the Nebraska Department of Water, Energy, and Environment logo and the slogan "Good Life. Great Resources." Below the banner, the title "Burn Permit Application Process" is centered. The page is divided into two main sections: "Log In" and "New Users".

Log In

User Name:

Password:

• The user name or password is incorrect.

[Reset Password](#) (Non-State Employees)

[Update User Account Information](#) (Non-State Employees)

New Users

If you are a first time user and have not yet registered for an account, click the following link and follow the instructions

[Register Here](#) (Non-State Employees)

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2. In the second field, enter your User Name (this will automatically display in all caps)
3. Enter your Password
4. Click on the Login button

You should now be logged into the portal. Please refer to the next section **“Portal Home Page”**.

Portal Home Page

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Welcome, DWEE Guidance Doc. [LOG OUT](#)

BURN PERMIT APPLICATION PROCESS

Burn Permit

Select "Start Here!" below to begin the request process which will create a burn permit application.

[Start Here!](#) **1**

Community Open Burn Permit Application

Select an Open Community Burn Permit link below to review the permit request.

Status	Name	DWEE Facility Number
No documents were found.		

2

General Open Burn Permit Application

Select an Open General Burn Permit link below to review the permit request.

Status	Name	DWEE Facility Number
No documents were found.		

3

1. Create new applications
2. Access previously created and saved Community Burn Permit Applications or Community Burn Permit Applications that were sent back for modification. (Applications are only saved for 30 days)
3. Access previously created and saved General Open Burn Permit Applications or General Open Burn Permit Applications that were sent back for modification. (Applications are only saved for 30 days)

4. List of completed applications with current status

Select an Open General Burn Permit link below to review the permit request.

Status	Name	DWEE Facility Number
🌲 No documents were found.		

Listing of Completed Requests

Select a link to review the burn permit request information below. **4**

Document	DWEE Facility Number	Status
🌲 No documents were found.		



As a courtesy, DWEE will allow you to save an incomplete application for up to thirty (30) calendar days from initial application creation. After thirty days, the application will be marked invalid and removed from the system.

In order for an application to be marked complete, it must be submitted and signed electronically by the Certifying Official.

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Filling Out an Application

After starting a new application you will be asked a series of questions to determine the permit type needed and eligibility. (Images and questions may vary from the examples depending on the permit type applying for and how questions are answered)

1. Select the desired permit type:

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Burn Permit Application Process "Community" & "General" Burn Permits

Are you applying for a "Community" Burn Permit, which allows a community to operate an area that is designated for local residents for the purpose of destroying trees, brush, and untreated lumber? If so, select Community Burn Permit

Community Burn Permit

Are you applying for a "General" Burn Permit, which allows developers, contractors, etc. to conduct burning for the destruction of dangerous materials, diseased vegetation, abatement of a fire hazard, trees, brush and other vegetation removed from road and utility right-of-ways or from land clearing and construction activities, straw (used as a winter insulating cover on agricultural products), materials after cleanup from a natural disaster, or in compliance with air curtain incinerators? If so, select General Burn Permit

General Burn Permit

[Back](#) [Next](#)

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2. Answer the qualifying questions to determine if you are eligible for a Burn Permit (Qualifying questions will vary depending on the type of permit you are applying for):

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COMMUNITY OPEN BURN PERMIT INITIAL QUALIFICATION QUESTIONS

Is any pile of material proposed for burning within one quarter (1/4) of a mile from the nearest downwind road or occupied structure?

Are you applying for a "Community Open Burn Permit" on behalf of a Nebraska Village, City or Homeowners Association?

Has your Village, City or Homeowners Association been issued a "Community Open Burn Permit" previously?

Does your Village, City or Homeowners Association only allow the burning of trees and brush (i.e. no untreated wood)?

Does your Village, City or Homeowners Association prohibit the burning of leaves, grass clippings, creosoted wood, treated lumber, painted wood, demolition materials, structures and other banned items?

Does your Village, City or Homeowners Association inspect and remove any prohibited items prior (i.e. less than 24 hours) to any burning that takes place?

Does your Village, City or Homeowners Association receive a burn permit from the local fire chief prior to burning?

Do you acknowledge that DWEE staff may conduct inspections of the burn piles to determine compliance with the permit requirements and that a violation of the permit or regulations can result in revocation of the permit and/or civil penalties of up to \$10,000 per day?

[Reset](#)

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3. If eligible to apply for a permit, you will see a screen similar to the following where you will fill out the application. Fields marked with an * or highlighted in red are required fields:

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COMMUNITY OPEN BURN PERMIT

DWEE Facility Number Retrieve

*Fields marked with * is a required field*

Name of Applicant *

Contact Person *

Address * Street Address or P.O. Box

City * **State *** **Zip Code ***

Email * **Confirm Email ***

Telephone * **County of Burn-site ***

Narrative Description of the burn site location (i.e. please do not state "northeast of town" – please be as descriptive as possible – for example, from the intersection of Genoa and Grand Avenue, take Genoa Street (which becomes 370th Road) 1.5 miles east and the burn site is on the left) *

Legal Description of the burn-site

+ Add New Row

▼	¼	▼	¼	Section*	Township*	N	Range*	▼	*
---	---	---	---	----------	-----------	---	--------	---	---

CERTIFICATION

I certify under penalty of law that I have examined and am familiar with the information submitted in this document and all attachments and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment.

Name of Applicant or Authorized Representative *

▼

(Mr./Mrs./Ms./Miss)

Go to Home
Save
Next

4. Upload Supporting Documents, if applicable:

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Optional - Here you can attach additional information such as: a cover letter describing your proposed plans or an aerial image indicating the area of the proposed site or expansion. This is not required but will help make the process more efficient.

[Browse...](#) [Upload](#)

Accepted file types: PDF, JPG, GIF, and TIFF, Word and Excel.

Document ID	Document Type
No attached documents were found.	

Air Dispersion Modeling

Attach Air Dispersion Modeling.

[Browse...](#) [Upload](#)

Accepted file types: PDF, JPG, GIF, TIFF, Word and Excel.

Document ID	Document Type
No attached documents were found.	

[Back](#) [Submit](#)

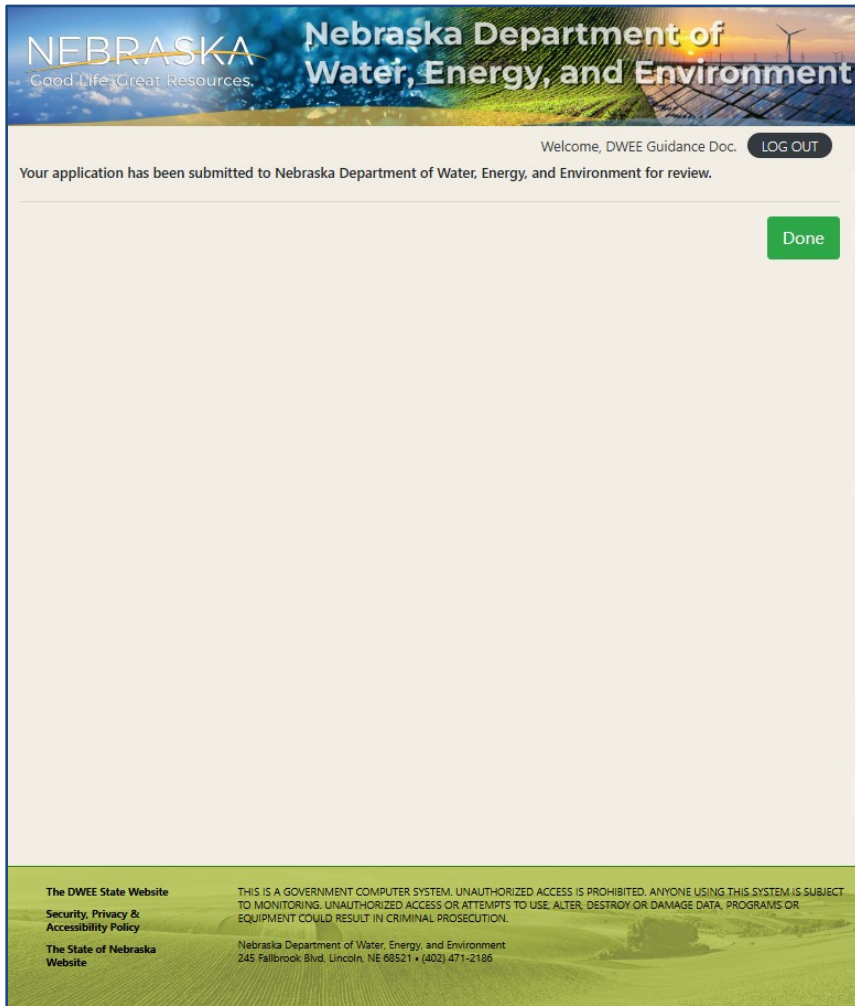
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1. Click Browse to locate the desired document
2. After selecting the document click Upload to upload the document
3. When finished click Submit to submit your application for review

5. If submitted successfully you should receive the following message stating that the application has been submitted for review. It may take up to 24 hours for DWEE to receive the application after it is submitted.



If you have any questions while filling out your application, or questions regarding Nebraska’s air quality regulations regarding community burn permits or general fire permits, please contact us at our DWEE Air Quality email address:

DWEE.AirQuality@nebraska.gov