

How to Apply for Open Air Burning Permit from Andover Fire Rescue

1. Option 1. Monday thru Friday 9AM to 3PM apply and pay via Online Permit Center. Receive Permit next day via email.
2. Option 2. Any day, apply in person at the Andover Public Safety Center, Fire Watch desk at 32 North Main St, Andover, Ma 01810

Option 1. To apply and pay via Online Permit Center:

Go to URL: WWW.andoverma.gov/410/Online-Permit-Center

Select "Continue to Online Permit Center"

- A. For new users: Select Register as an Online Permit Center - Home Owner User Account, Businesses may not apply for Open Air Burning Permits. Follow instructions on site. Once setup you will receive a confirmation email that must be selected to activate your Account.
- B. Login to your Account:
 - a. Go to URL: WWW.andoverma.gov/410/Online-Permit-Center
 - b. Select "Continue to Online Permit Center"
 - c. Logon to your Account: Email Address and Password
- C. To Create an Application and provide Payment
 - a. Select Apply/ Renew Permit or License
 - b. Select General Fire Permit Icon
 - c. Provide your House No and Street Name
 - d. Review Map and verify location.
 - e. Select Open Air Burning Permit from permit drop down menu.
 - f. Select Start Application button
- D. Application - Step 1 –
 - a. Input purpose for Permit in Work Description and Provide Owner Phone Number, Select Next
- E. Application - Step 2 - Select check box, Applicant Doing Work, Select Next button
- F. Application - Step 3 – Accept default information, Select Next button
- G. Application - Step 4 – No Documents required, Select Next button
- H. Application - Step 5 – Preview Application, Select Submit Application button
- I. Finish Application - Provide Digital Signature, Click two acknowledgement check boxes, Select Submit Button
- J. Review Application submit page, write down application tracking # like TGF-17-XXX.
- K. Pay for Application - Scroll down to Pay Now \$ button to pay for application with Credit Card.
 - a. Select either Pay with Credit Card or PayPal Account button.
 - b. Follow normal credit card payment instructions
 - c. Submit payment
 - d. At end return to Online Permit Center dashboard