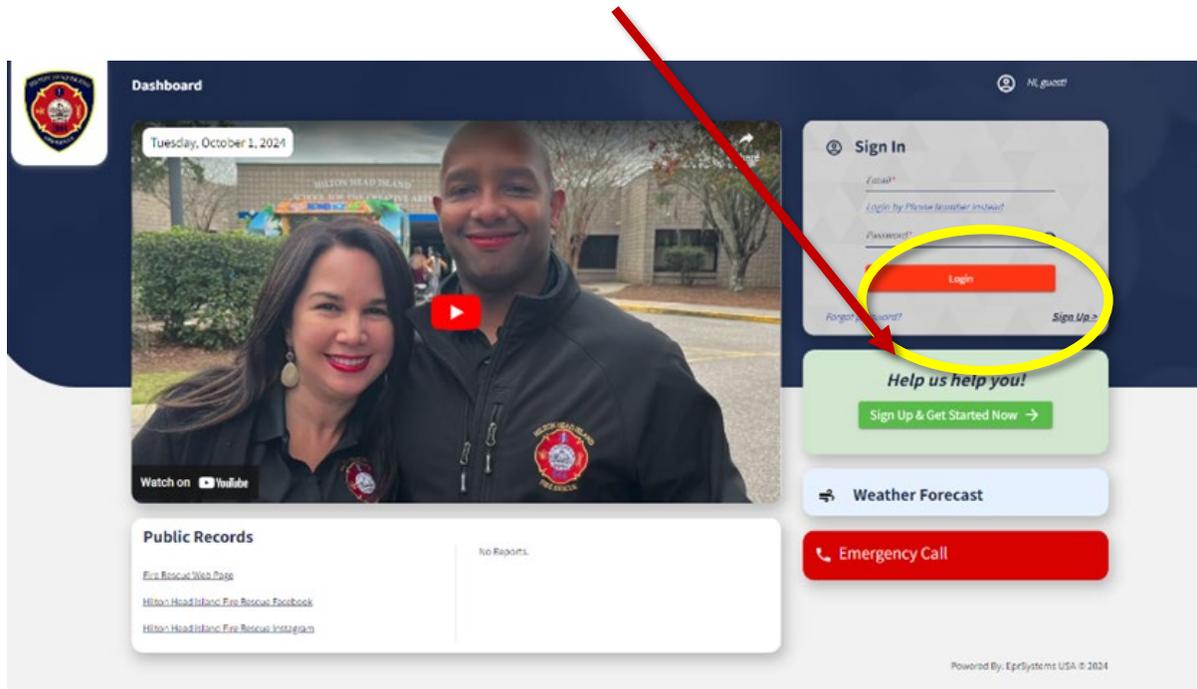


# Hilton Head Island Fire Rescue Burn Permit Application Instructions

Link to apply for a burn permit - <https://hlhd.epr.community/dashboard>

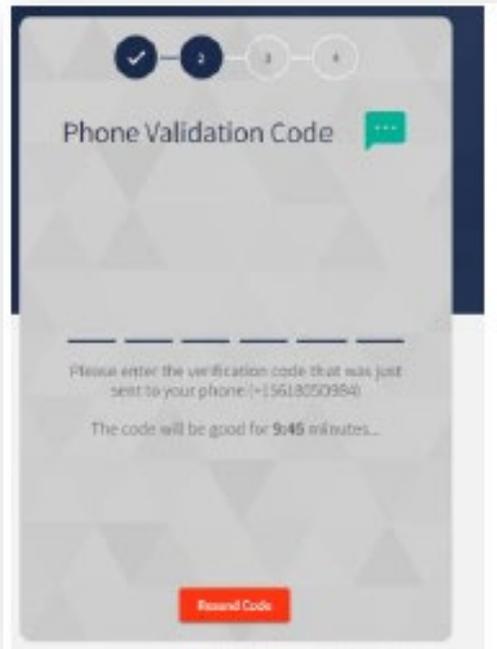
1. Click **Sign Up & Get Started Now**



2. Please fill out all fields then click **Get Started**

A screenshot of the 'Sign up' form. The form is on a light gray background and contains the following fields: 'First Name \*', 'Last Name \*', 'Email \*', 'Mobile Phone # \*' (with a red error message 'This field is required.' below it), 'Password \*' (with an eye icon to toggle visibility), and 'Repeat Password \*' (with an eye icon). At the bottom, there is a checkbox labeled 'I'm not a robot' next to a reCAPTCHA logo and the text 'reCAPTCHA Privacy - Terms'. Below the checkbox is a red 'Get Started' button and a link 'or Log in'.

3. You will receive a text message on your phone and an email for validation – you will have to complete both validations to set up your account.



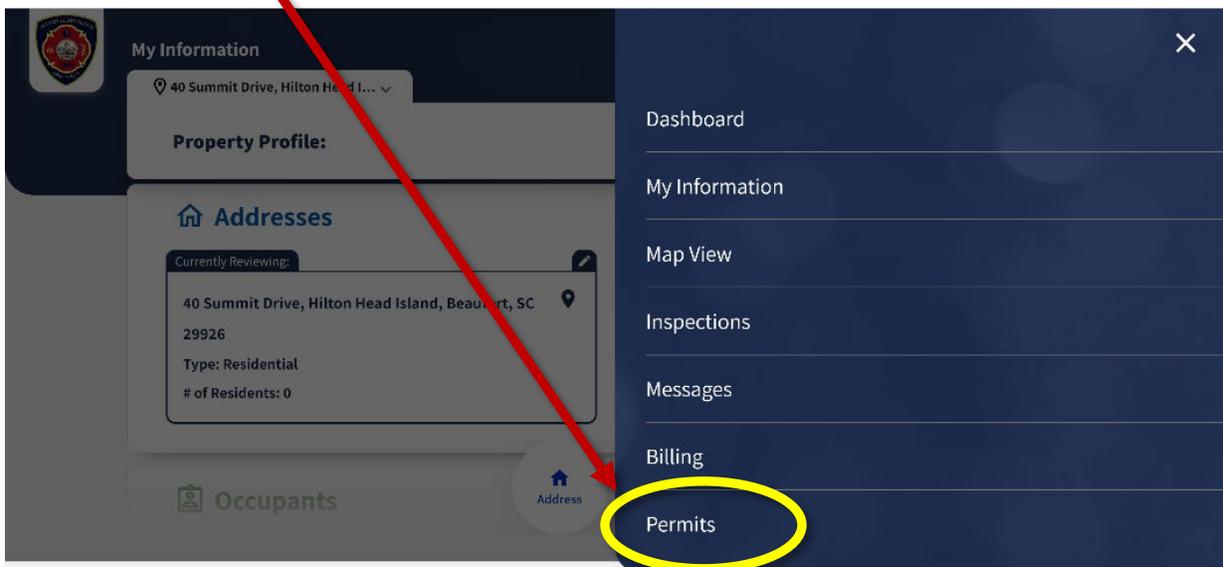
The image shows a mobile application screen titled "Phone Validation Code". At the top, there is a progress indicator with four circles; the first circle contains a checkmark, and the second circle contains the number "3". Below the title, there is a green speech bubble icon containing three dots. A dashed line separates the title from the main content. The main content includes the text "Please enter the verification code that was just sent to your phone (+15618050364)" and "The code will be good for 9:45 minutes...". At the bottom of the screen, there is a red button labeled "Resend Code".

4. After the two validation steps, **enter your primary address** (this should be your mailing address) then click **Finish**.

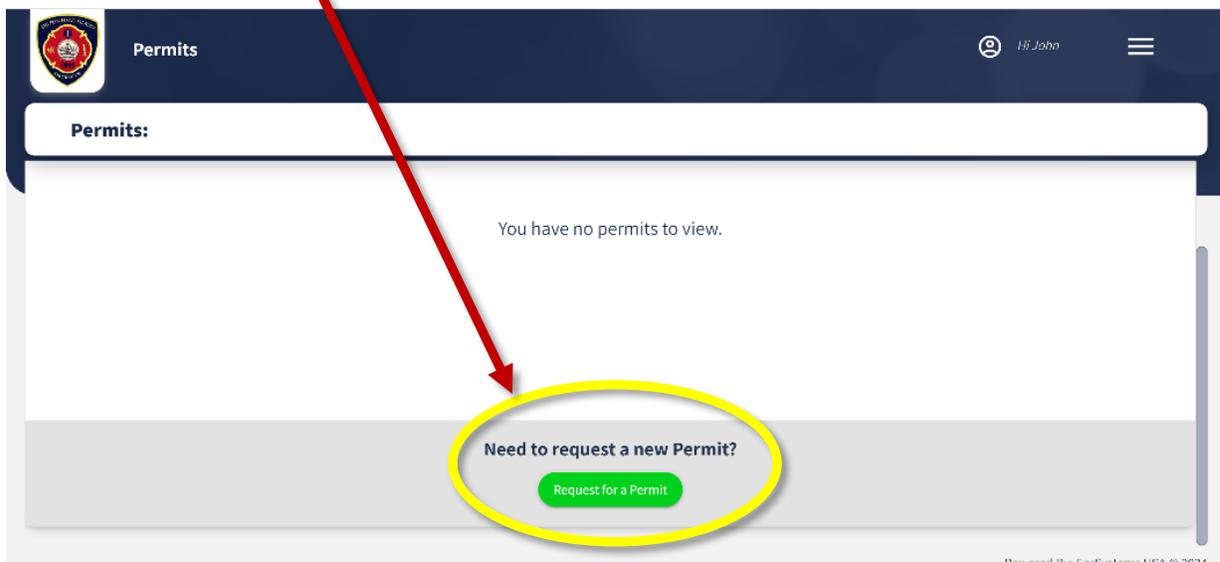


The image shows a mobile application screen titled "Primary Address". At the top, there is a progress indicator with four circles; the first three circles contain checkmarks, and the fourth circle contains the number "4". Below the title, there is a small line of text: "You will be able to add more assets later." Below this text are four input fields, each with a red asterisk indicating a required field: "County\*", "City\*", "Address\*", and "Zip\*". At the bottom of the screen, there is a red button labeled "Finish". At the very bottom, there is a small footer that reads "Powered By: EprSystems-USA © 2023".

5. You will then be taken to your Property Profile
  - a. You do not need to fill in the occupants, emergency contacts, etc. at this time.
  - b. Your account is set up and now you will begin to apply for your permit.
6. Depending on the size of your screen you may have to click **MENU** and look for Permits.
7. Click **Permits**.



8. Click **Request a Permit**.



- In the drop-down menu for permit type, click **Yard Waste Burn Permit**.

The screenshot shows the 'New Permit Request' form. A yellow box highlights the 'Select Permit Type' dropdown menu. Below it, the form asks for 'Please fill initial permit and personal information:' with fields for 'Permit Holder Address' (40 Summit Drive, Hilton Head Island, SC 29926), 'Permit Location Address' (Search a Location...), and 'I would like to get notified at:' (jbfextra@gmail.com). A 'Next' button is visible at the bottom right.

- Complete the Permit Holder Address, Permit Location Address and where you would like to get notified at fields then click **Next**.
  - Permit Location Address info will auto generate a physical address to **Find and Confirm**. Then click **Next**.

The screenshot shows the 'New Permit Request' form with a 'Permit Location Info' popup window. The popup displays the following information:

County	City
Beaufort, SC	Hilton Head Island, Beau
Street	Number
Squire Pope Road	400
Unit	Zip code
	29926

A 'Find Location' button is visible at the bottom of the popup. The background form shows the 'Permit Location Address' field and a 'Search Location' button.

11. Confirm all information is correct and **type your name** to confirm your signature and click **Submit Request**.

Yard Waste Burn Permit Application

Permit #: Permit Location: 400 Squire Pope Rd, Hilton Head Island, SC 29926, USA

Applicant Address: 40 Summit Drive, Hilton Head Island, Beaufort, SC 29926

Save Draft

Affirmation of Rules & Conditions

Type Name to affirm you have read and agree to the rules for Yard Waste Burning

Type name to accept rules: \*

John Doe

Need to consult with a professional?

Submit Request

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12. You now have completed your permit application.
  - a. Please wait **three business days** for your application to be reviewed and accepted.
13. If you need to add a second permit for a second property, click **Request for a Permit** on the screen and apply a second time.

Permits

Hi John

Permits:

400 Squire Pope Rd, Hilton Head Island, SC 29926, USA

Yard Waste Burn Permit

Permit #:

Submission Date: 11/01/2024

Effective Date: N/A

Exp. Date: N/A

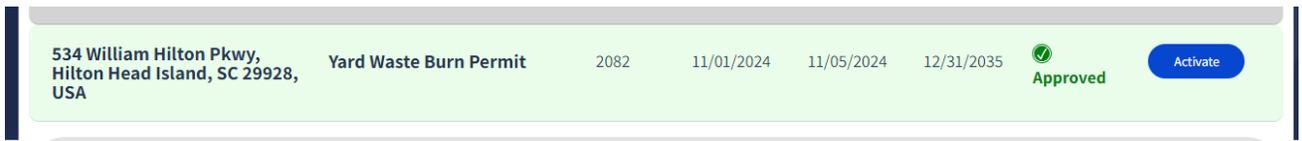
Waiting For Department Approval

Need to request a new Permit?

Request for a Permit

Powered By: EprSystems USA © 2024

14. Once approved, you will receive an email. At that time, please **sign back in** and go to **Permits**.



15. Click the **Permit** and then **select the printer icon** in the upper right-hand corner to print your permit.

