

## DEP Burn Plan & Burn Day Notification Instructions

The Department of Environmental Protection (DEP) has changed the notification process for burn plans and on the day of the burn. We will no longer be emailing them the plans and calling them as part of our burn day notifications. Effective February 3rd, all notifications will go through the [OnBase Electronic Forms Public Upload System](#)

### **Instructions for the initial notification 25 working days prior to the burn**

Once on the site click on the “Public Upload with Payment” link in the first paragraph. Next, click No for “is this a resubmittal?”

Enter Submitter Information.

#### **Under Submission Information**

Filter Submission Types by Program – Air Quality

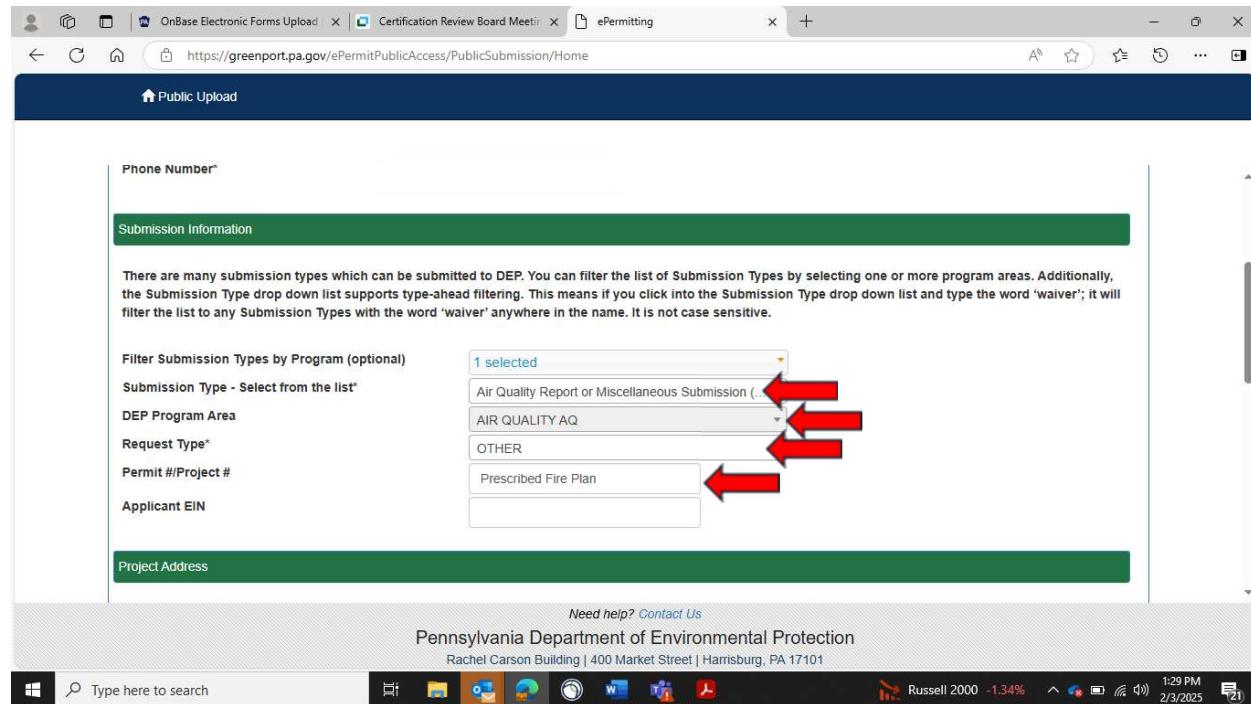
Submission Type – Air Quality Report or Miscellaneous Submission (no payment)

DEP Program Area – Air Quality AQ

Request Type – Other

Permit #/Project # - Type in “Prescribed Burn Plan”

EIN – Leave this blank



Phone Number\*

Submission Information

There are many submission types which can be submitted to DEP. You can filter the list of Submission Types by selecting one or more program areas. Additionally, the Submission Type drop down list supports type-ahead filtering. This means if you click into the Submission Type drop down list and type the word 'waiver'; it will filter the list to any Submission Types with the word 'waiver' anywhere in the name. It is not case sensitive.

Filter Submission Types by Program (optional)

Submission Type - Select from the list\*

DEP Program Area

Request Type\*

Permit #/Project #

Applicant EIN

Project Address

Need help? [Contact Us](#)

Pennsylvania Department of Environmental Protection  
Rachel Carson Building | 400 Market Street | Harrisburg, PA 17101

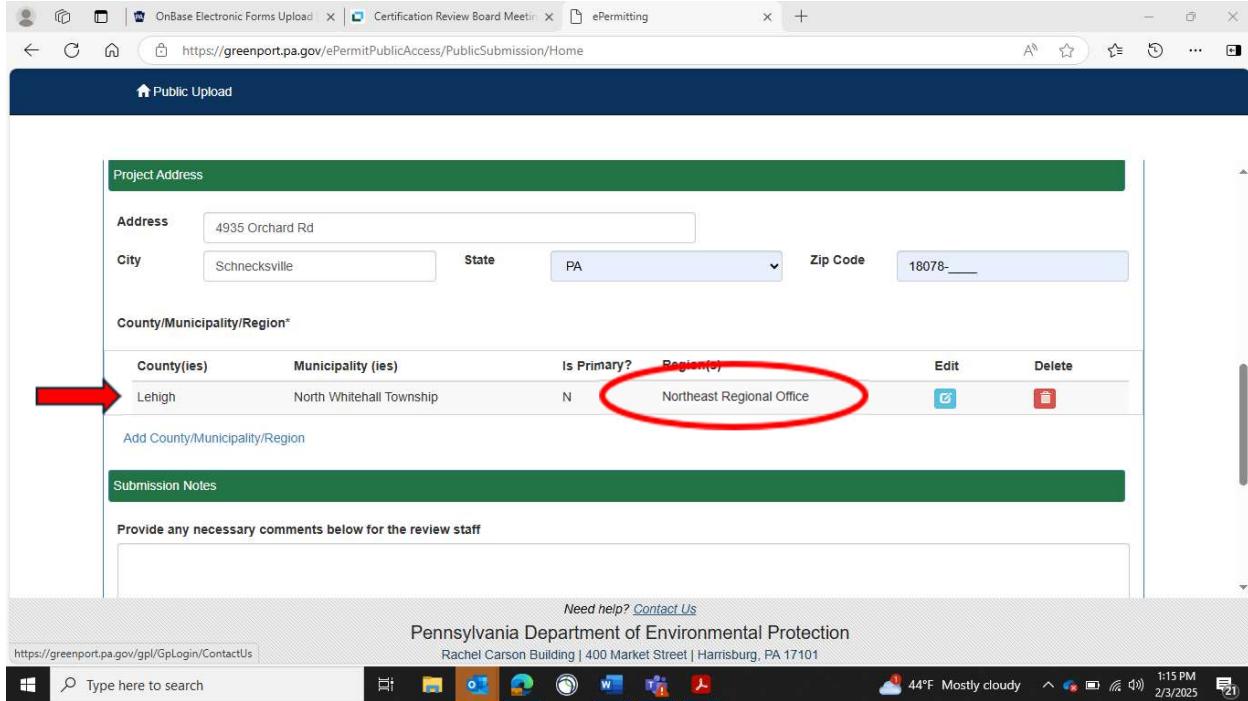
Type here to search

Russell 2000 -1.34% 1:29 PM 2/3/2025

#### **Project Address Information**

Enter Project Address Information. If you don't have a physical address, just get it close.

County/Municipal/Region: If it is a burn plan submittal just use the County/Municipality that has the most acreage in it. The important thing is to make sure that it goes to the correct DEP Regional Office (circled below).



Project Address

Address	4935 Orchard Rd				
City	Schnecksville	State	PA	Zip Code	18078-_____

County/Municipality/Region\*

County(ies)	Municipality (ies)	Is Primary?	Region(s)	Edit	Delete
Lehigh	North Whitehall Township	N	Northeast Regional Office		

Add County/Municipality/Region

Submission Notes

Provide any necessary comments below for the review staff

Need help? [Contact Us](#)

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https://greenport.pa.gov/gpl/GpLogin/ContactUs

1:15 PM 2/3/2025

Attach the burn plan and click Submit.

### **Instructions for the burn day notification**

Do the same thing as above and click on the “Public Upload with Payment” link in the first paragraph. Next, click **No** for “is this a resubmittal?”

The only changes in the first section from the initial submission will be:

Permit #/Project # - Type in “Prescribed Burn Notification”

### **Project Address Information**

If the burn unit crosses County/Municipalities click on the Add County/Municipality/Region link to add the additional County/Municipalities.

Attach a document that contains the normal burn day information you gave them in the past: Burn Plan Name, County, Township, number of units acres to be burned, and contact information (not the burn plan).

Leave the submission notes section blank because it doesn't archive with the submission like the document does.