

This is a step-by-step guide for registering and applying for a burning permit on westfield.firepermits.com.

If you have already registered and applied for a burning permit, please follow the directions for “activating your burn”.

The examples in these instructions are for applying for the seasonal burn permit.

The screenshot shows the Westfield Fire Department website homepage. The header includes the logo, navigation links (About, Safe Burning Tips, Laws & FAQs, Contact Us), and buttons for LOGIN and REGISTER. The main content area features a large heading: "Permits are required for open burning. Get your permit here!". Below this, three steps are listed in red boxes: "STEP 1: REGISTER FOR THE SITE", "STEP 2: APPLY FOR A PERMIT & SUBMIT PAYMENT", and "STEP 3: ACTIVATE YOUR BURN". A yellow callout box points to the "STEP 1" box with the text: "Step 1: If this is your first time applying for a burn permit, you must first register. Click on the 'register for the site' box." Another yellow callout box points to the LOGIN button with the text: "Step 1A, If you applied for a permit previously, click on 'Login' with your email address and password. Click on 'Lost your password?' in the Login screen if you do not remember your password from previous year. (WFD cannot help you with forgotten passwords.) Skip to step 4 once you are logged in." Below the steps, there is text about burning hours: "Burning is only allowed between Jan. 15 – May 1 from 9:00 a.m. and 4:00 p.m." and "Daily Activation is only allowed between the hours of 9:00 a.m. and 12:00 p.m." At the bottom, a red banner reads "Open Burning 2024" with a warning icon and the text: "Open Burning is from January 15 – April 30, 2024. Please check back shortly to begin registering and applying for 2024 burn permits."

Step 2: Next you will be completing your “User Registration”. Fill in the information that are highlighted in green below. (Note: You will not see green boxes on your screen. These boxes are in green just to bring attention to what fields you are filling out.)

The screenshot shows the "User Registration" page on the Westfield Fire Department website. The header is identical to the previous screenshot. The main heading is "User Registration" in large red font, followed by the instruction: "Register for an account here to begin the permit application process." Below this, there are five input fields, each with a red asterisk indicating a required field. The fields are: "FIRST NAME", "LAST NAME", "EMAIL ADDRESS", "PHONE NUMBER", and "MAILING ADDRESS LINE 1 (Not Burn Location)". Each field is represented by a green rectangular box, indicating where the user should enter their information.

User Registration screen continued on next page...

MAILING ADDRESS LINE 1 * This line is just a duplicate of the screenshot above.
(Not Burn Location)

MAILING ADDRESS LINE 2
This could be a PO Box #. This line will most likely be blank for most residents.

CITY *
Westfield

STATE * Massachusetts **ZIP CODE ***

USERNAME *
Enter your email address.

PASSWORD *
Create a password, write it down & keep it in a safe place. You will need the password again when you activate your burn.

REGISTER Step 3: Click on Register!

You should then be brought to your permit dashboard.

Westfield Fire Department About Safe Burning Tips Laws & FAQs Contact Us **MY PERMITS** **GET A PERMIT**

MY ACCOUNT
FIRST NAME *
LAST NAME *
EMAIL ADDRESS *
PHONE NUMBER *
MAILING ADDRESS LINE 1 *
Your info will be found in this area on the left.

NOTIFICATIONS
Burning activation is only available between 9:00am and 12:00pm. Please come back between those times to activate your burn permit.
Open Burning is allowed provided you have obtained a permit and it has been activated through our website.

MY PERMIT(S) **APPLY FOR A PERMIT**
See Notifications for messages.

Step 4: Click on "Get a Permit" or "Apply for a Permit".

This is your next screen....

Get a Permit

Apply for a Seasonal Burn Permit below

Permit Information

PERMIT TYPE *
Seasonal Burn Permit

FIRST NAME *

LAST NAME *

EMAIL ADDRESS *

PHONE NUMBER *

PERMIT OR BURN LOCATION ADDRESS *
Please enter your burn permit location.
WHEN YOU SEE YOUR ADDRESS APPEAR, PLEASE SELECT IT FROM THE SUGGESTED ADDRESSES.

Search for address

Map Satellite

Step 5: Enter your phone number here.

Seasonal Permit will be defaulted in this box.

Your name & email address will default in.

Step 6 is Google Map Based. This is a very important Step!! Start typing your address starting with street number (ie. 34 Broad St). It will be beneficial to start typing "Westfield, MA". See next picture for more information regarding address.

As you type your address in the field for "burn location address", suggestions will start to appear.

Please enter your burn permit location. When you see your address appear, please select it from the suggested addresses.

34 Broad St, We

- 34 Broad St Weymouth, MA, USA
- ★ 34 Broad St Westfield, MA, USA
- 34 Broad St Pl Weymouth, MA, USA
- 34 Broad St Port Chester, Westchester, NY, USA
- 34 Broad St Wethersfield, CT, USA

Step 7: Find your address in the list of suggestions and make sure you click on Westfield, MA!
(We have had Pittsburgh and Philadelphia, PA show up on some of the permits along with Boston, MA.)

Step 8: Check off these boxes as you read these items.

I Certify That...

- That you are 18 years of age or older and that you have the physical and mental capacity to conduct any burning for which this annual permit is issued.
- Prior to burning, I will visit this website to check the daily burning restrictions.
- I will only burn items on the approved materials list found in the Laws & FAQs section
- I will attend my burn at all times and make certain it is completely extinguished and cold to the touch before leaving.
- I am not burning waste generated by a business or commercial entity.
- If my burn escapes my control, I will dial 911 immediately.

Step 9: Click on Submit!

SUBMIT

Upon clicking submit, your permit application will be sent for review. Once approved, your permit will be issued electronically to the email address sent above.

You are now entering the area to pay for the permit. A seasonal permit is \$25.

Get a Permit

Select the permit you are applying for from the drop down menu below.

Permit Information

Payment Total: **\$25.00**

Billing Information	
Address 1	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Phone Number	<input type="text"/>
Email	<input type="text"/>

CHECKOUT

Step 10: Enter your Billing information here (credit /debit card billing or checking account information).
Venmo & PayPal are new payment options for 2025!
Some of this information may default (phone # and email address).

Step 11: Click on Checkout

Cart

Description	Price	Qty	Total	Remove
FirePermits	\$25.00	1	\$25.00	×
			Total: \$25.00	

Accepted payment types:

Check	Credit	Debit	Credit	Debit	Credit	Debit	Debit
\$0.50	\$2.50	\$2.50	\$3.95	\$2.50	\$2.50	\$2.50	\$2.50

Notice the description, price and the processing fees for the payment types. Venmo & PayPal will now be listed as payment options with their fees.

Checkout

Step 12: Click on Checkout!

Need Assistance?
Call: 1-877-227-1157
Monday - Friday: 8:30am to 6:00pm
Saturday: 8:30 am to 1:00pm
Email: support@unipayteam.com



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Member Login

User Name:

Password:

[Forgot your username or password?](#)

Create Account

Registering for an account on the UniPay web site provides you with the following benefits:

- Quicker payment process using pre-filled account information
- Access to transaction payment history
- Ability to schedule payments and view history
- Save your checking account information
- Enroll in email and text alerts
- Set up Automatic Payments

If you would like to create a new UniPay account and save your details for future payments, click **Create Account**

To continue without saving your information, click **Checkout as Guest**

Step 13: Click on "Checkout as Guest"
(unless you want to create a UniPay account).

Cart

Description	Price	Qty	Total	Remove
FirePermits	\$25.00	1	\$25.00	✕

Total: \$25.00

Accepted payment types:

Check	Credit	Debit	Credit	Debit	
\$0.50	\$2.50	\$2.50	\$3.95	\$2.50	\$2.50
Credit	Debit				
\$2.50	\$2.50				

Billing Information

Please complete all fields marked with an asterisk (*).

Address 1 *

Address 2

City * State * Zip Code *
 MA

Phone Number * Email Address *

Step 14: Fill in your billing information here & then click on "Checkout as Guest"

Cart

Description	Price	Qty	Total	Remove
FirePermits	\$25.00	1	\$25.00	✕

Total: \$25.00

Accepted payment types:

Check	Credit	Debit	Credit	Debit	
\$0.50	\$2.50	\$2.50	\$3.95	\$2.50	\$2.50
Credit	Debit				
\$2.50	\$2.50				

Payment Information

Please select a payment option below.
Please complete all fields marked with an asterisk (*).

Pay By Checking Account

Checking Account Name:
ACH payments will be assessed a \$0.50 processing fee per cart

Account Holder's Full Name* Bank Routing Number*

Bank Account Number* Re Enter Bank Account Number*

show show

Pay by Credit Card

Step 15: Choose how you want to pay for the permit and enter the required information. "Pay by Checking Account" is the default option.

If you want to pay by credit card, click on this little circle and enter your credit card info.

Step 16: Once your payment information is entered, click on proceed!

Review and Confirm Purchase

Description	Price	Qty	Fee	Total
FirePermits	\$25.00	1	\$2.50	\$27.50

[Submit Payment](#)

PLEASE NOTE: There is a non-refundable convenience fee when paying by credit card as shown above.

Step 17: Click on Submit

Confirm Payment

Are you sure you want to submit this payment?

PLEASE NOTE: There is a non-refundable convenience fee when paying by credit card. By clicking the Confirm button, you agree to this fee.

Convenience Fee: \$2.50

[Cancel](#) [Confirm](#)

Step 18: Click on Confirm after reading this message.

UNIPAY

Need Assistance? Call: 1-877-227-1157 | Email: support@unipayteam.com

Your Confirmation number is [redacted]
Date of Confirmation: 1/26/2023

NOTE: When paying by ACH (Checking) it will take two business days for the payment to be debited from your bank account. Your account number is not verified until this payment is presented to your bank. They have the right to return this payment if unable to process this transaction against your account.

Your request for payment(s) of \$27.50 has been received and is subject to approval by your financial institution.

Account Information

Name: [redacted]
Address: [redacted]
City: [redacted]
State: [redacted]
Zip: [redacted]
Email: [redacted]

Payment Information

Payment Type: [redacted]
Payer Name: [redacted]
Card Number: [redacted]

Transaction Information

Transaction	Quantity	Amount	Fee	Payment Type
City of Westfield - Burn Permits RTI FirePermits Order ID: [redacted] Permit Type: seasonal-burn-permit	1	\$25.00	\$2.50	Credit Card

Total: \$27.50

[Return to FirePermits](#)

Your information will be listed in these blue boxes.

Step 19: Click on Return to FirePermits

Step 20: Are you sure you want to leave this page? Click OK.

Westfield Fire Department About Safe Burning Tips Laws & FAQs Contact Us [MY PERMITS](#) [GET A PERMIT](#)

Congratulations! You have successfully applied & paid for your permit.

You will also receive an email for your payment confirmation.

Application Received!

When your permit is approved you will receive an email with additional information about your permit.

[APPLY FOR ANOTHER PERMIT](#) [VISIT MY PERMIT DASHBOARD](#)

Step 21: At this point, you can choose “apply for another permit” if you have a second property (& repeat all these steps) or “visit my permit dashboard”.

In this example, I clicked on “Visit on my permit dashboard”.

Westfield Fire Department About Safe Burning Tips Laws & FAQs Contact Us [MY PERMITS](#) [GET A PERMIT](#)

This is your “permit dashboard”. Your information is listed here on the left.

MY ACCOUNT

FIRST NAME *

LAST NAME *

EMAIL ADDRESS *

PHONE NUMBER *

MAILING ADDRESS LINE 1 *
(Not Burn Location)

MAILING ADDRESS LINE 2

NOTIFICATIONS

Burning activation is only available between 9:00am and 12:00pm. Please come back between those times to activate your burn permit.

Open Burning is allowed provided you have obtained a permit and it has been activated through our website.

MY PERMIT(S)

The permits you applied for are listed here. Notice the “approved” status. The status could be also listed as denied or “pending payment”.

[APPLY FOR A PERMIT](#)

Seasonal Burn Permit **APPROVED**

Prospect Street
Westfield, Massachusetts 01085

Your full address will appear here. This is your “burn location” address.

Optional Step: Click on this list icon for a copy of your burn permit.

This is the bottom part of the permit dashboard screen.

The screenshot shows the bottom portion of a web dashboard. At the top left, a red button labeled 'SAVE C...' is partially visible. A large yellow callout box contains the text: 'Step 22: At this point you have 2 choices. First Choice: If it is between 9 a.m. and 12 noon and you are burning today, Click on the Westfield Fire Department to return to the home screen and "activate your burn". (New for 2024 – there may be an option to activate your burn on your dashboard to the right of your seasonal permit information.)'. The dashboard header is dark blue and features the Westfield Fire Department logo on the left, which includes the text 'Westfield Fire Department', 'WESTFIELD FIRE DEPARTMENT', '34 BROAD STREET', 'WESTFIELD, MA 01085', and '(413) 562-2329'. To the right of the logo are two buttons: 'MY PERMITS' and 'GET A PERMIT'. Further right are navigation links: 'About', 'Safe Burning Tips', 'Laws & FAQs', and 'Contact Us'. A second yellow callout box on the right side of the dashboard contains the text: 'Second Choice: If you are not burning today or if it is after 12 noon, click on "log out"'. At the bottom of the dashboard, there is a footer with 'City of Westfield' on the left and '© 2023 City of Westfield. All Rights Reserved. | Privacy Policy | Terms of Service | Logout' on the right.

You have successfully completed the application and payment process.

On the days you want to burn and between 9 a.m. and 12 noon, please return to westfield.firepermits.com to log in with your username (email address) and password and click on "activate your burn". There are step-by-step instructions on the City's website for activating your burn.

If burning is not allowed, you will not be able to "activate your burn".

Burn piles need to be extinguished by 4 p.m.

Thank you for following the rules of burning brush.