

Open Burning Reference Number Frequently Asked Questions

- 1. Question: When can I obtain an open burning reference number?**
Answer: An open burning reference number may be obtained beginning January 15, 2016. The last day to obtain an open burning reference number is April 30, 2016.
- 2. Question: How long is the open burning reference number good for?**
Answer: A reference number is given for the season. Each day a homeowner wishes to conduct open burning, they must login to GeoTMS to see if activation of the reference number will be granted due to atmospheric and fire safety conditions on that particular day. If that is the case, the reference number will then be turned into a daily permit.
- 3. Question: Where may I obtain an open burning reference number?**
Answer: Open burning registrations may be purchased on line at <http://www.townofcharlton.net> twenty-four (24) hours a day seven (7) days a week, click on [Online Permits](#)
- 4. Question: I don't have access to a computer or e-mail, where can I apply?**
Answer: You may obtain an open burning reference number at the kiosk at the Town Hall during normal business hours. Monday – Thursday 8:00 AM to 4:00 PM
- 5. Question: Is there a fee for the online service?**
Answer: Yes, if you use a checking account (electronic check) the fee is \$0.25. If you use a credit card the fee may range from \$1.25 to \$3.90 depending on the card.
- 6. Question: What is the cost of the reference number?**
Answer: The reference number will be \$20.00.
- 7. Question: How can I avoid the online service fee?**
Answer: You may obtain the reference number from the kiosk described in #4. Print the registration and pay for the reference number at the Town Collector's office.
- 8. Question: How do I register for GeoTMS?**
Answer: You can register on the Town of Charlton website and click Online Permits.
- 9. Question: Once I make a profile do I need to do it again?**
Answer: You will only need to create one login for the system. You can use that same login for other reference numbers or permits in the future. Electrical, plumbing and a myriad of permits will be accessible online in the not too distant future.

10. Question: I purchased an open burning reference number how do I activate it?

Answer: An open burning reference number must be activated daily. This is when the reference number becomes an actual permit for the day. The permit will deactivate at the end of day until you wish to activate the reference number again another day.

Logging into GeoTMS and activating your reference number, follow the link in the email that will be sent to you. If you don't have an email account you will need to call 508-248-2299 and press option # 6.

11. Question: What happens next year?

Answer: One advantage to signing up online is that the system will send out a request to obtain an open air burning reference number in January of every year.

12. Question: Can I use my burning permit on vacant land?

Answer: Burning permits are only allowed for residential properties where there is an existing home, for the burning of winter fall and incidental brush. Vacant land being prepared for the construction of a home or business would be considered commercial land clearing which burning permits are not valid for.

13. Question: Does the fire department have a Facebook page?

Answer: Yes, the page is updated frequently and you will find many articles and information that is pertinent to the fire department there. The Facebook page is [Charlton Fire Department - MA](#)

14. Question: What credit card can I use to pay?

Answer: Currently only Master Card is accepted. UniPay will be adding Visa to the payment options within 6 weeks from March 13, 2014.