

State of Hawaii
Department of Health
Environmental Management Division
Clean Air Branch

**INSTRUCTIONS FOR APPLYING FOR AN AGRICULTURAL BURNING PERMIT
(Form CAB-AG-1)
PLEASE READ THESE INSTRUCTIONS BEFORE COMPLETING THE APPLICATION**

GENERAL INSTRUCTIONS

1. Hawaii Administrative Rules, Title 11, Chapter 60.1, Air Pollution Control, requires that no person engaged in any agricultural operation shall cause or allow agricultural burning without first obtaining an agricultural burning permit from the Department of Health (DOH).

Agricultural burning means the use of open outdoor fires in agricultural operations, forest management, or range improvement. Agricultural operation means a bonafide agricultural activity with the primary purpose of making a profit, conducting agricultural research, or providing agricultural instruction by an educational institution, and includes the growing and harvesting of crops or the raising of fowl or animals.

Forest management means wildland vegetation management using prescribed burning procedures conducted by a public agency or through a cooperative agreement involving a public agency. Range Improvement means the removal of vegetation for a wildlife, game, or livestock habitat.

Application for a permit to conduct agricultural burning shall be made on Form CAB-AG-1.

2. Complete the application and **submit to:**

**Clean Air Branch
Environmental Management Division
Hawaii Department of Health
P. O. Box 3378
Honolulu, Hawaii 96801**

3. Every applicant **including federal, state, and county governments** shall pay a filing fee according to the following schedule (Note: For the **University of Hawaii only, journal vouchers and purchase orders are no longer accepted. Please submit checks only.**):
 - a. Less than ten acres - \$50.00
 - b. Ten to less than one hundred acres - \$150.00
 - c. One hundred to less than one thousand acres - \$750.00
 - d. One thousand or more acres - \$1,500.00

The acreage will be the total acreage designated to be cleared and burned as specified in the permit application. This **filing fee shall be submitted with the application and SHALL NOT BE REFUNDED** or applied to any subsequent application.

Checks should be made payable to: CLEAN AIR SPECIAL FUND-NON. Please include your **phone number on your check.** Failure to do so will delay the processing of your application.

The Department of Health has invoked a long-term **"no-burn" declaration** which prohibits all agricultural burning in the **West Hawaii (North Kohala, South Kohala, North Kona, South Kona and Kau) region on the island of Hawaii.**

Farmers who need to burn diseased/infested macnut or coffee trees must obtain approval from the DOH:

1. Obtain a **certification of the disease from the University of Hawaii Extension Service.**
2. Write a letter requesting approval to burn disease trees. Include in the letter name, address, telephone number, what you are requesting to burn, where and when the burning will occur.
3. Send a copy of the certification and a written letter requesting an approval to burn the diseased trees.
4. There is no fee for this request.

SPECIFIC ITEM INSTRUCTIONS

Item I. General Information:

- A. List the legal name of the applicant or business which will appear on the Agricultural Burning Permit when issued.
- B. Mailing address of the applicant.
- C. Person to contact regarding the information or any questions on the application.
- D. Identify the general type of operation, such as sugar production, pineapple production, crop farming, raising of fowls or animals, forest management, range improvement, etc.
- E. Include your General Excise Tax License Number.
- F. Number of acres to be cleared and burned.

Item II. Specific Information:

- A. Address (if no street address, tax map key and a detailed description on how to get to your burn location is needed) where burning will take place or appropriate designations as indicated on maps.
- B. Maps should be of proper scale to show relationship of surrounding area to the burning location. For a small farm, a Tax Map is sufficient. For larger operations such as sugar plantations, a map of approximately 1:24,000 scale is sufficient. **Please note that SUBMITTAL OF AN UPDATED MAP IS REQUIRED WITH EACH APPLICATION. Failure to submit the above information will delay the processing of your application.**
 - 1. The burn fields should be identified with appropriate numbers or letters and acreage. The acreage designations will be used to compute the filing fee.
 - 2. Indicate by an arrow the prevailing wind condition traveling across the field.
 - 3. Show all designated types of buildings, airports, and major highways.
- C. This is a certification, subject to perjury, that the applicant has the legal right, title, and possession of the property listed in Items II.A. and II.B. or has the legal right to burn on said property, as described in this agricultural burning permit application in paragraph II. **Submit owner's written authorization with the permit application. Failure to submit the above information will delay the processing of your application.**
- D. Briefly describe what the burning is for and what it will accomplish.
- E. Describe in general terms the type of waste material to be burned, such as sugarcane leaves, pineapple plants, type of grass or weeds, etc.

Item III. Proposed Starting Date of Burning:

Indicate the approximate start date of burning. For large agricultural operations such as sugar companies, submit a separate attachment listing tentative burning schedules for each field.

Item IV. Certification:

The applicant or the person filing for the applicant must **sign in ink and date**. If the applicant is a partnership or group other than a corporation, the application shall be **signed in ink and dated** by one individual who is a member of the group. If the applicant is a corporation, the application shall be **signed in ink and dated** by an officer of the corporation or general manager of the operation.

ORIGINAL SIGNATURE IS REQUIRED. Failure to do so will delay the processing of your application.
If you have any questions, please call the Clean Air Branch on Oahu at **586-4200**.

(REMOVE BEFORE SUBMITTING APPLICATION)