

Steps in the Application Process

Sanitation and Small Scale Salvage Program – Skeena Region

1. Sanitation opportunities are primarily identified as an output of the tactical plan from a mapping exercise identifying areas that are not captured by Major Licensees. Secondary opportunities arise from client identified areas.
2. Check with the Small Scale Salvage authorizations technician to see if the area you are interested in is not being developed by another Small Scale Salvage Client.
3. Submit referral to Major Licensee or BCTS identifying area of interest.
4. If you are new to the program, you need to submit a Client Information Form at your local District office (Burns Lake, Smithers or Terrace) and they will generate a Client Number for you. A client number is required for electronic submission.
5. Submit your application electronically via the Electronic Submission Framework (ESF). This will submit your licence information into Forest Tenure Administration system (FTA). <https://gww.for.gov.bc.ca/his/fta/>
6. Submit your application package to the Spruce Beetle Authorizations Technologist for processing. The following are mandatory contents of your package:
 - a. Professional Application
 - b. 1 map at 1:10000 and 1 map at 1:50000 (to mapping standards)
 - c. Positive Major Licensee Referral supporting your area of interest
 - d. Stumpage Rate Request Form
 - e. Any other supporting documents that address any issues identified by the RPF in the Professional Application (ie. AIA report)
 - f. Record of information sharing with First Nations (Authorizations tech can assist with identifying the territory in which the application falls within)
7. Once the application review process is complete, every effort will be made to process the licence for issuance within two business days.
8. You will be notified by a Resource clerk when your documents are ready to be picked up.

9. At the time you pick up your documents, your deposit will be required (10% of the estimated stumpage or \$500, whichever is less). Once your deposit is paid for, you may take your documents to sign – ***Make sure your signature is witnessed.***
10. Return your signed documents to the District office – these will be signed by the District Manager and a final copy of the licence will be given to you. The licence is now issued and harvesting may commence.
11. Remember that you must not haul any logs until you have a Stumpage Rate Letter, which you will receive by mail, from the Region.

Primary contact:

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Spruce Beetle Authorizations Technologist
Skeena Region
250-847-6370

District contact information:

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Burns Lake, BC
250-692-2200

Skeena Stikine Natural Resource District
3333 Tatlow Road
Smithers, BC
250-847-6300

Coast Mountains Natural Resource District
Suite 200- 5220 Keith Avenue
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