



FOR OFFICE USE ONLY
Permit #(s) _____
Date: _____

**MONROE FIRE DEPARTMENT**

163 Village Court • Monroe, WA 98272  
Phone: (360) 794-7666 • Fax: (360) 794-0959  
[www.monroefire.org](http://www.monroefire.org)

**SUBMIT TO: CITY OF MONROE PERMIT DEPARTMENT**

806 West Main Street • Monroe, WA 98272  
Phone: (360) 794-7400 • Fax: (360) 794-4007  
[www.ci.monroe.wa.us](http://www.ci.monroe.wa.us)

# CUTTING AND WELDING OPERATIONS 105.6.11 OPERATIONAL PERMIT APPLICATION

An operational permit is required to conduct cutting or welding operations within the jurisdiction.

**Permit Submittal Hours Monday through Friday:**

Building, Fire & Land Use permits: 9:00 am – 12:00 pm & 2:00 pm – 4:00 pm  
**Verify Current Fee Schedule with Permit Staff Before Submitting Application**  
[http://www.monroefire.org/fire\\_marshall/forms/permit/fire\\_fee\\_schedule.pdf](http://www.monroefire.org/fire_marshall/forms/permit/fire_fee_schedule.pdf)

**THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS (SEE PAGE 2)**

Site Address or Property Location: \_\_\_\_\_

Size of site (acre/square feet): \_\_\_\_\_

Assessor's Tax Parcel Number (14 digits): \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

\*Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

\*\*Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

**ATTACH A SEPARATE SHEET FOR ADDITIONAL PROPERTY OWNERS/ADDITIONAL ADDRESSES**

**\*Applicant:** By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf. **\*\*Property Owner(s):** By your signature above, you hereby certify that you have authorized the above Applicant to make application on your behalf for this application.

Is this application a **Renewal of an Existing Operational Permit?**

**Yes - Complete this Page Only**

**No - Continue to Page 3 for Submittal Requirements**

**RENEWAL SECTION (Complete this section only if this application is a renewal of an existing operational permit)**

Permit # of Previous Operational Permit: \_\_\_\_\_

Describe all changes in the operations or hazards covered under this permit since this Operational Permit was last issued.

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No Changes since Permit was last issued

**Do not complete or attach other pages. Submit pages 1 and 2 of this application as your RENEWAL application, along with current permit fees (contact Permit Department for a fee estimate). A fire inspector will contact you at your place of business to conduct an inspection of the operations or hazards covered under this permit. After a satisfactory inspection of these operations your Operational Permit will be renewed.**

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Plan Check Fee: \$ _____	Permit Fee: \$ _____
Fire Plan Check Fee: \$ _____	State Fee: \$ _____
Other Fees: \$ _____	SEPA Fee: \$ _____

# SUBMITTAL REQUIREMENTS

## OPERATIONAL PERMIT – IFC 105.6.11

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### GENERAL REQUIREMENTS

1. Hot work shall not be conducted in the following areas unless approval has been obtained from the fire code official:
  - a. Areas where the sprinkler system is impaired.
  - b. Areas where there exists the potential of an explosive atmosphere, such as locations where flammable gases, liquids or vapors are present.
  - c. Areas with readily ignitable materials, such as storage of large quantities of bulk sulfur, baled paper, cotton, lint, dust or loose combustible materials.
  - d. On board ships at dock or ships under construction or repair.
  - e. At other locations as specified by the fire code official.
  
2. A pre-hot-work check shall be conducted prior to work to ensure that all equipment is safe and hazards are recognized and protected. A report of the check shall be kept at the work site during the work and available upon request (may be discarded after 48 hours). The pre-hot-work check shall determine all of the following:
  - a. Hot work equipment to be used shall be in satisfactory operating condition and in good repair.
  - b. Hot work site is clear of combustibles or combustibles are protected.
  - c. Exposed construction is of noncombustible materials or, if combustible, then protected.
  - d. Openings are protected.
  - e. Floors are kept clean.
  - f. No exposed combustibles are located on the opposite side of partitions, walls, ceilings or floors.
  - g. Fire watches, where required, are assigned.
  - h. Approved actions have been taken to prevent accidental activation of suppression and detection equipment in accordance with Sections 2604.1.8 and 2604.1.9.
  - i. Fire extinguishers and fire hoses (where provided) are operable and available.
  
3. Where the hot work area is accessible to persons other than the operator of the hot work equipment, conspicuous signs shall be posted to warn others before they enter the hot work area. Such signs shall display the following warning:

**CAUTION  
HOT WORK IN PROGRESS  
STAY CLEAR**

4. Verify that all Fire Alarm systems have been tested / inspected within the last calendar year. The Fire Alarm test/inspection is good for a year from the tested date.
  5. Verify that the Fire sprinkler system(s) have been tested / inspected within the last calendar year. The Fire Sprinkler System test/inspection is good for a year from the tested date.
  6. Check fire extinguishers to be sure that they have been inspected and tagged by a qualified person. Certification good for one year from tagged date.
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**FIRE SAFETY REQUIREMENTS**

1. Verify that any combustibles are removed from the hot work area or provide appropriate shielding to prevent sparks, slag, or heat from igniting the exposed combustibles.
  2. Verify that any openings or cracks in walls, floors, or shafts in the hot work area are tightly covered to prevent sparks from going through and igniting the adjacent area. These openings can also be shielded by metal fire resistant guards or curtains.
  3. Verify that the floors are kept clean in the hot work area. If the hot work area is a fixed area the floor shall have a noncombustible surface.
  4. If there is a conveyor system that is capable of carrying sparks to another area, shut it down before hot work is conducted.
  5. If a partition is used to shield the hot work area, verify that it is noncombustible. If the partition is used in a fixed hot work area it has to be tightly secured to the floor – no gaps between the floor and the partition.
  6. Note: If welding is to be performed on fuel powered vehicles inside the building, the minimum density the sprinkler system is rated at shall be at least .30 gpm/ft<sup>2</sup> over 2500 ft<sup>2</sup>. (this can be found on the sprinkler riser data plate that is attached to the side of the sprinkler pipe near the shutoff valves).
  7. A minimum of one portable fire extinguisher complying with Section 906 and with a minimum 2-A:20-B:C rating shall be readily accessible within 30 feet (9144 mm) of the location where hot work is performed.
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## SPECIFIC REQUIREMENTS

1. Gas welding and cutting
  - a. Devices that mix the oxygen with the combustible gas prior to consumption, except for at the burner, or in a standard torch or blow pipe, shall not be allowed unless approved.
  - b. All oxygen system cylinders, valves, regulators, hose and fittings shall be kept free from oil or grease.
  - c. When gas welding or cutting operations are discontinued for more than an hour, turn off the bottles.
  
2. Electric Arc Hot Work
  - a. Remove electrodes from the handles when electric welding or cutting is discontinued for more than an hour.
  - b. If the electric welder is fixed, there shall be a switch or circuit breaker that will disconnect the welder from the building power supply.
  - c. Inspect the cables periodically and replace if they become damaged.

**NOTE: A FIELD INSPECTION WILL BE PERFORMED TO DETERMINE ANY ADDITIONAL REQUIREMENTS.**