



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

**MONROE FIRE DEPARTMENT**

163 Village Court • Monroe, WA 98272  
Phone: (360) 805-0338 • 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)

**EXPLOSIVES 105.6.14**  
**OPERATIONAL PERMIT APPLICATION**

An operational permit is required for the manufacture, storage, handling, sale or use of any quantity of explosives, explosive materials, fireworks or pyrotechnic special effects within the scope of Chapter 33.

SEE PAGE 3 FOR EXCEPTIONS

**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.

Operational Permit Application – Page 2

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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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: \$ \_\_\_\_\_

This application form is effective January 2009. Please verify that this form is still current prior to submitting.

**Exceptions:**

1. Storage in Group R-3 occupancies of smokeless propellant, black powder and small arms primers for personal use, not for resale and in accordance with Section 3306.

**LOCAL JURISDICTIONAL AND CITY OF MONROE REQUIREMENTS**

Fireworks, including any composition or device designed to produce a visual or audible effect by combustion, deflagration, or detonation, and which meets the definition of articles pyrotechnic or consumer fireworks or display fireworks under Ch. 70.77 RCW, shall not be manufactured, used, sold or detonated within the city of Monroe, Washington, except as follows:

1. Flares for emergency operation;
2. Signal device to begin an athletic event or sport;
3. Use by military organizations;
4. Blank cartridges for show or theater;
5. A public fireworks display permitted in accordance with MMC 15.04.110 and RCW 70.77.260; and
6. "Common fireworks" as such term is defined by WAC 212-17-035

Any person desiring to:

1. Manufacture, import, possess with intent to sell, or sell any fireworks at wholesale or retail for any use:  
or
2. Make a public display of fireworks in accordance with MMC 15.04.110 and RCW 70.77.260 within the city of Monroe shall, not less than five days prior to such activity, obtain from the city a business license pursuant to chapter 5.02 MMC. (Ord. 005/2005); **AND**
  - a. A Pyrotechnic special effects material Operational Permit Application (IFC 105.6.36 is required to be submitted to make a public display of fireworks.

**SUBMITTAL REQUIREMENTS**  
**OPERATIONAL PERMIT – IFC 105.6.14**

1. Indicate the intended use and type of explosives for this permit:

USE
<input type="checkbox"/> Manufacture
<input type="checkbox"/> Storage
<input type="checkbox"/> Handling
<input type="checkbox"/> Sale
<input type="checkbox"/> Use

TYPE
<input type="checkbox"/> Explosives
<input type="checkbox"/> Explosive materials
<input type="checkbox"/> Fireworks
<input type="checkbox"/> Pyrotechnic special effects

2. **PROHIBITED EXPLOSIVES**- Permits shall not be issued or renewed for possession, manufacture, storage, handling, sale or use of the following materials and such materials currently in storage or use shall be disposed of in an approved manner.
1. Liquid nitroglycerin.
  2. Dynamite containing more than 60-percent liquid explosive ingredient.
  3. Dynamite having an unsatisfactory absorbent or one that permits leakage of a liquid explosive ingredient under any conditions liable to exist during storage.
  4. Nitrocellulose in a dry and uncompressed condition in a quantity greater than 10 pounds (4.54 kg) of net weight in one package.
  5. Fulminate of mercury in a dry condition and fulminate of all other metals in any condition except as a component of manufactured articles not hereinafter forbidden.
  6. Explosive compositions that ignite spontaneously or undergo marked decomposition, rendering the products of their use more hazardous, when subjected for 48 consecutive hours or less to a temperature of 167°F (75°C).
  7. New explosive materials until approved by DOTn, except that permits are allowed to be issued to educational, governmental or industrial laboratories for instructional or research purposes.
  8. Explosive materials condemned by DOTn.
  9. Explosive materials containing an ammonium salt and a chlorate.
  10. Explosives not packed or marked as required by DOTn 49 CFR, Parts 100-178.

**Exception:** Gelatin dynamite.

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### **RECORDKEEPING AND REPORTING FOR ALL OCCUPANCIES**

1. **The permittee shall maintain a record of all transactions involving receipt, removal, use or disposal of explosive materials. Such a record shall be maintained for a period of five years, and shall be furnished to the fire code official for inspection upon request.**

**Exception: Where only Division 1.4G (consumer fireworks) are handled, records need only be maintained for a period of three years.**

2. **The loss, theft or unauthorized removal of explosive materials from a magazine or permitted facility shall be reported to the fire code official, local law enforcement authorities, and the U.S. Department of Treasury, Bureau of Alcohol, Tobacco and Firearms within 24 hours.**

**Exception: Loss of Division 1.4G (consumer fireworks) need not be reported to the Bureau of Alcohol, Tobacco and Firearms.**

3. Manufacturers of explosive materials and fireworks shall maintain records of chemicals, chemical compounds and mixtures required by DOL 29 CFR, Part 1910.1200, and Section 407.
4. Accidents involving the use of explosives, explosive materials and fireworks, which result in injuries or property damage, shall be reported to the fire code official immediately.

### EXPLOSIVE MATERIALS STORAGE AND HANDLING FACILITIES

1. Indicate the classification of explosives stored and if the magazine(s) is located indoors or outdoors.

UN/DOTn Class	qty		INDOORS	OUTDOORS
<input type="checkbox"/> Division 1.1	Lbs		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Division 1.2	Lbs		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Division 1.3	Lbs		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Division 1.3G	Lbs		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Division 1.4	Lbs		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Division 1.4G	Lbs		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Division 1.5	Lbs		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Division 1.6	Lbs		<input type="checkbox"/>	<input type="checkbox"/>

2. Verify that detonators are stored in a separate magazine for blasting supplies and shall not be stored in a magazine with other explosive materials.
3. Verify the following for INDOOR MAGAZINES:
  - a. Exterior is painted red.
  - b. The base is fitted with wheels, rollers or casters to facilitate removal from building in an emergency.
  - c. The lid or door is marked with conspicuous white lettering not less than 3" high and 1/2" stroke reading "EXPLOSIVES – KEEP FIRE AWAY."
  - d. The least horizontal dimension shall not exceed the clear width of the entrance door. Make sure magazine will fit through the front door.
  - e. The Maximum quantity limit of stored explosives indoors shall not exceed 50 LBS.
  - f. The magazine shall be located within 10' of an entrance and only on floors at or having ramp access to the exterior grade.
  - g. There can be a maximum of 2 magazines in the same building; one shall be used solely for the storage of a maximum of 5,000 detonators. These magazines need to be separated from each other by at least 10'.
4. Verify the following for OUTDOOR MAGAZINES:
  - a. Verify the property that TYPE 1, 2, 4 and 5 magazines are located on have signage that is still legible and in a serviceable condition that reads "EXPLOSIVES – KEEP OFF". These signs shall be located to minimize the possibility of a bullet shot at the signs hitting the magazine.

- b. Verify that the following signage is posted at the entrance to explosive material manufacturing and storage sites and on all access roads: “DANGER! NEVER FIGHT EXPLOSIVES FIRES. EXPLOSIVES ARE STORED ON THIS SITE. CALL \_\_\_\_\_.” The sign shall be weather resistant with a reflective surface and have lettering at least 2” high.
  - c. Magazines shall be kept locked at all times.
  - d. All spark producing devices, firearms and fire arm cartridges shall be kept away from magazine by at least 50’.
  - e. The area around a magazine shall be kept clear of brush, dried grass, leaves, trash, and similar combustible materials for a distance of 25 feet.
  - f. Combustible materials storage shall be at least 50’ away from magazines.
  - g. Packing and unpacking of explosive materials and packages of damaged or deteriorated explosive materials or fireworks shall be done at least 50’ from magazines, and not in close proximity to other explosive materials.  
EXCEPTION: fiberboard containers.
  - h. Verify that all packages of explosive materials in a magazine are kept closed .
5. Verify that the floor of INDOOR and OUTDOOR magazines is kept clean and dry.
  6. Notify the Fire Code Official when deteriorated or leaking explosive materials are determined to be dangerous or unstable and in need of disposal. Dispose of these materials in accordance with manufactures instructions by a person experienced in the destruction of explosive materials.
  7. Verify that the current safety rules covering the operation of magazines is posted on the interior of the magazine in a visible location.

### MANUFACTURE, ASSEMBLY AND TESTING OF EXPLOSIVES, EXPLOSIVE MATERIALS AND FIREWORKS FACILITIES.

1. Prepare a HMIS and HMMP for the facility as follows:

#### Hazardous Materials Management Plan/ Hazardous Materials Inventory Statement (HMIS).

- a. Where required by the fire code official, each application for a permit shall include a Hazardous Materials Management Plan (HMMP). The HMMP shall include a facility site plan designating the following:
  - i. Storage and use areas.
  - ii. Maximum amount of each material stored or used in each area.
  - iii. Range of container sizes.
  - iv. Locations of emergency isolation and mitigation valves and devices.
  - v. Product conveying piping containing liquids or gases, other than utility-owned fuel gas lines and low-pressure fuel gas lines.
  - vi. On and off positions of valves for valves that are of the self-indicating type.
  - vii. Storage plan showing the intended storage arrangement, including the location and dimensions of aisles.
  - viii. The location and type of emergency equipment. The plans shall be legible and drawn approximately to scale. Separate distribution systems are

allowed to be shown on separate pages.

- b. **Hazardous Materials Inventory Statement (HMIS)**. Where required by the fire code official, an application for a permit shall include an HMIS, such as SARA (Superfund Amendments and Reauthorization Act of 1986) Title III, Tier II Report, or other approved statement. The HMIS shall include the following information:
    - i. Manufacturer's name.
    - ii. Chemical name, trade names, hazardous ingredients.
    - iii. Hazard classification.
    - iv. MSDS or equivalent.
    - v. United Nations (UN), North America (NA) or the Chemical Abstract Service (CAS) identification number.
    - vi. Maximum quantity stored or used on-site at one time.
    - vii. Storage conditions related to the storage type, temperature and pressure.
  2. A copy of the required HMMP and HMIS shall be maintained on site and furnished to the fire code official upon request.
  3. **EMPLOYEE TRAINING** - Workers who handle explosives or explosive charges or dispose of explosives shall be trained in the hazards of the materials and processes in which they are to be engaged and with the safety rules governing such materials or processes.
  4. **EMERGENCY PROCEDURES**- Approved emergency procedures shall be formulated for each plant which will include personal instruction in any emergency that may be anticipated. All personnel shall be made aware of an emergency warning signal.
  5. Explosive dust shall not be vented to the atmosphere.
  6. Explosives dust shall be removed from the collection chamber as often as necessary to prevent overloading.
  7. Verify that the bulk explosives containers are approved non-sparking containers which are used to store explosives that are not being used or processed. These containers need to be closed when in transport.
  8. Verify that the sign stating the quantity of explosives limit at any particular work station are legible and serviceable.
  9. Verify that the approved waste receptacles are emptied daily or as often as needed.
  10. Verify that safety rules and operating instructions are available at all locations.
  11. Verify that the Occupant Load and Maximum weight of pyrotechnic and explosive composition signs indicating the amounts permitted in each process building are legible and in a serviceable condition.
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**SMALL ARMS AMMUNITION FACILITIES**

Indoor storage of black powder, smokeless propellants and small arms ammunition.

**1. Group m occupancies display and storage limits**

- a. Verify the maximum quantity of smokeless propellants does not exceed 20 Lbs and each container is 1 Lb or less.
- b. Verify the maximum quantity of black powder does not exceed 1 Lb.
- c. Verify the maximum quantity of small arms primers does not exceed 10,000.

**2. Commercial stocks storage limits**

- a. Indicate the quantity (in Lbs) of the smokeless propellants stored and the storage means. (wooden boxes, storage cabinets, magazines.)
- b. Indicate the quantity (in Lbs) of the black powder stored and the storage means. (Type 2 or 4 indoor or outdoor magazines)
- c. Indicate the quantity of small arms primers stored and storage means. (piles, cabinets, magazines)

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**FOR ALL OCCUPANCIES:**

- a. 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.
- b. 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.
- c. 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

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