



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

MONROE FIRE DEPARTMENT

163 Village Court • Monroe, WA 98272
Phone: (360) 794-7666 • Fax: (360) 794-0959
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

FLAMMABLE AND COMBUSTIBLE LIQUIDS 105.6.16 OPERATIONAL PERMIT APPLICATION

Permit Submittal Hours Monday through Friday:

Building, Fire & Land Use permits: 9:00 am – 12:00 pm & 2:00 pm – 4:00 pm
Engineering permits: 8:00 am – 5:00 pm
Verify Current Fee Schedule with Permit Staff before Submitting application
http://www.monroefire.org/fire_marshall/forms/permit/fire_fee_schedule.pdf

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS (SEE PAGE 4)

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.

No Changes since Permit was last issued

Do not complete or attach other pages. Submit pages 1-3 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: \$ _____

**An operational permit is required:
(CHECK THE APPLICABLE SELECTION FOR YOUR OPERATION)**

<input type="checkbox"/>	1. To use or operate a pipeline for the transportation within facilities of flammable or combustible liquids. This requirement shall not apply to the off-site transportation in pipelines regulated by the Department of Transportation (DOTn) nor does it apply to piping systems.
<input type="checkbox"/>	2. To store, handle or use Class I liquids in excess of 5 gallons (19 L) in a building or in excess of 10 gallons (37.9 L) outside of a building, except that a permit is not required for the following: A. The storage or use of Class I liquids in the fuel tank of a motor vehicle, aircraft, motorboat, mobile power plant or mobile heating plant, unless such storage, in the opinion of the code official, would cause an unsafe condition. B. The storage or use of paints, oils, varnishes or similar flammable mixtures when such liquids are stored for maintenance, painting or similar purposes for a period of not more than 30 days.
<input type="checkbox"/>	3. To store, handle or use Class II or Class IIIA liquids in excess of 25 gallons (95 L) in a building or in excess of 60 gallons (227 L) outside a building, except for fuel oil used in connection with oil-burning equipment
<input type="checkbox"/>	4. To remove Class I or Class II liquids from an underground storage tank used for fueling motor vehicles by any means other than the approved, stationary on-site pumps normally used for dispensing purposes.
<input type="checkbox"/>	5. To operate tank vehicles, equipment, tanks, plants, terminals, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed or used.
<input type="checkbox"/>	6. To place temporarily out of service (for more than 90 days) an underground, protected above-ground or above-ground flammable or combustible liquid tank.
<input type="checkbox"/>	7. To change the type of contents stored in a flammable or combustible liquid tank to a material which poses a greater hazard than that for which the tank was designed and constructed.
<input type="checkbox"/>	8. To manufacture, process, blend or refine flammable or combustible liquids.
<input type="checkbox"/>	9. To engage in the dispensing of liquid fuels into the fuel tanks of motor vehicles at commercial, industrial, governmental or manufacturing establishments.
<input type="checkbox"/>	10. To utilize a site for the dispensing of liquid fuels from tank vehicles into the fuel tanks of motor vehicles at commercial, industrial, governmental or manufacturing establishments.
<input type="checkbox"/>	11. To utilize a site for the dispensing of liquid fuels from tank vehicles into the fuel tanks of marine craft and special equipment at commercial, industrial, governmental or manufacturing establishments.

SUBMITTAL REQUIREMENTS OPERATIONAL PERMIT – IFC 105.6.16

1. Please provide a description of the operation, indicating how flammable/combustible liquids are used, stored, and dispensed.

2. Please provide an MSDS listing AND indicate the Quantity of all the flammable / combustible liquids that will be stored, used, dispensed, mixed, or handled (the quantity is based on the actual container volume, not the amount of product expected to be in the container).
3. Does the building have a Fire Sprinkler System? _____
4. Are there flammable liquid cabinets used for storage? _____
 - a. Be sure that the doors self closing and latching mechanism is functional.
5. Ensure that the fire extinguishers have a current annual inspection (within the past calendar year).
6. **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.**
7. **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.**

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