



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

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

FLOOR FINISHING 105.6.17 OPERATIONAL PERMIT APPLICATION

An operational permit is required for floor finishing or surfacing operations exceeding 350 square feet (33 m2) using Class I or Class II liquids.

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

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.

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: \$ _____

SUBMITTAL REQUIREMENTS

OPERATIONAL PERMIT – IFC 105.6.17

1. Ensure that the following requirements are met:

- a. Open flames and spark producing devices are located a minimum of 20 feet away from the flammable vapor area unless separated by a permanent partition.
- b. “NO SMOKING” signs are conspicuously posted.
- c. Approved metal waste cans equipped with self-closing lids shall be used to dispose of rags or waste that is impregnated with finishing material.
- d. Ensure that all fire sprinkler systems, automatic fire-extinguishing systems and fire alarm systems have been inspected and tagged by a qualified person. Certification good for one year from tagged date. This will be field verified.
- e. 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: Minimum size and locations of extinguishers is one 40B every 30 feet or one 80B every 50 feet.

2. FLOOR SURFACING AND FINISHING OPERATIONS

- a. Note: If area to be re-surfaced and finished is less than 350 square feet, the purchase of this permit is not required.
- b. Ensure that all heating, ventilation and air-conditioning systems are not operated during resurfacing or refinishing operations or within 4 hours of the application of flammable or combustible liquids.
- c. Floor surfacing and finishing operations shall not be conducted while an establishment is open to the public.
- d. The power shall be shut down to all electrical sources of ignition within the flammable vapor area, unless those devices are classified for use in Class I, Division 1 hazardous locations.
- e. To prevent the accumulation of flammable vapors, mechanical ventilation at a minimum rate of 1 cubic foot per minute per square foot [$0.00508 \text{ m}^3 / (\text{s} * \text{m}^2)$] of area being finished shall be provided. Such exhaust shall be by approved temporary or portable means. Vapors shall be exhausted to the exterior of the building.

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