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|---------------------|
| 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

HPM FACILITIES 105.6.21
OPERATIONAL PERMIT APPLICATION

An operational permit is required to store, handle or use hazardous production materials.
See Page 3 for scope of this permit

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 105.6.21

Scope. Semiconductor fabrication facilities and comparable research and development areas classified as Group H-5 shall comply with this chapter and the *International Building Code*. The requirements set forth in this chapter are requirements specific only to Group H-5 and shall be applied as exceptions or additions to applicable requirements set forth elsewhere in this code.

1. **EMERGENCY PLAN** - An emergency plan shall be established as follows.
 - a. Plans and diagrams shall be maintained in approved locations indicating the approximate plan for each area, the amount and type of HPM stored, handled and used, locations of shutoff valves for HPM supply piping, emergency telephone locations and locations of exits.
 - b. The plans and diagrams required by (1a) shall be maintained up to date and the fire code official and fire department shall be informed of all major changes.
 - c. Responsible persons shall be designated the on-site emergency response team and trained to be liaison personnel for the fire department. These persons shall aid the fire department in preplanning emergency responses, identifying locations where HPM are stored, handled and used, and be familiar with the chemical nature of such material. An adequate number of personnel for each work shift shall be designated.
 - d. Emergency drills of the on-site emergency response team shall be conducted on a regular basis but not less than once every three months. Records of drills conducted shall be maintained.

2. **FIRE SAFETY AND EVACUATION PLAN** - An approved fire safety and evacuation plan shall be prepared and maintained as follows:
 - a. **Fire evacuation plans** shall include the following:
 - 1) Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only.
 - 2) Procedures for employees who must remain to operate critical equipment before evacuating.
 - 3) Procedures for accounting for employees and occupants after evacuation has been completed.
 - 4) Identification and assignment of personnel responsible for rescue or emergency medical aid.
 - 5) The preferred and any alternative means of notifying occupants of a fire or emergency.
 - 6) The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
 - 7) Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
 - 8) A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

 - b. **Fire safety plans** shall include the following:
 - 1) The procedure for reporting a fire or other emergency.

- 2) The life safety strategy and procedures for notifying, relocating, or evacuating occupants.
 - 3) Site plans indicating the following:
 - a) The occupancy assembly point.
 - b) The locations of fire hydrants.
 - c) The normal routes of fire department vehicle access.
 - 4) Floor plans identifying the locations of the following:
 - a) Exits.
 - b) Primary evacuation routes.
 - c) Secondary evacuation routes.
 - d) Accessible egress routes.
 - e) Areas of refuge.
 - f) Manual fire alarm boxes.
 - g) Portable fire extinguishers.
 - h) Occupant-use hose stations.
 - i) Fire alarm annunciators and controls.
 - j) A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.
 - k) Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.
 - l) Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.
- a. Fire safety and evacuation plans shall be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy, or the physical arrangement of the building.
 - b. Fire safety and evacuation plans shall be available in the workplace for reference and review by employees, and copies shall be furnished to the fire code official for review before implementation.
3. Employees shall be trained in the fire emergency procedures described in their fire evacuation and fire safety plans. Training shall be based on these plans and as described in Step 2 above.
- a. Employees shall receive training in the contents of fire safety and evacuation plans and their duties as part of new employee orientation and at least annually thereafter. Records shall be kept and made available to the fire code official upon request.
 - b. Employees shall be trained in fire prevention, evacuation and fire safety in accordance with Sections 406.3.1 through 406.3.3.
 - 1) 406.3.1 Fire prevention training. Employees shall be apprised of the fire hazards of the materials and processes to which they are exposed. Each employee shall be instructed in the proper procedures for preventing fires in the conduct of their assigned duties.
 - 2) 406.3.2 Evacuation training. Employees shall be familiarized with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas, and procedures for evacuation.
 - 3) 406.3.3 Fire safety training. Employees assigned fire-fighting duties shall be trained to know the locations and proper use of portable fire

extinguishers or other manual fire-fighting equipment and the protective clothing or equipment required for its safe and proper use.

4. 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:
- 1) Storage and use areas.
 - 2) Maximum amount of each material stored or used in each area.
 - 3) Range of container sizes.
 - 4) Locations of emergency isolation and mitigation valves and devices.
 - 5) Product conveying piping containing liquids or gases, other than utility-owned fuel gas lines and low-pressure fuel gas lines.
 - 6) On and off positions of valves for valves that are of the self-indicating type.
 - 7) Storage plan showing the intended storage arrangement, including the location and dimensions of aisles.
 - 8) 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:
- 1) Manufacturer's name.
 - 2) Chemical name, trade names, hazardous ingredients.
 - 3) Hazard classification.
 - 4) MSDS or equivalent.
 - 5) United Nations (UN), North America (NA) or the Chemical Abstract Service (CAS) identification number.
 - 6) Maximum quantity stored or used on-site at one time.
 - 7) Storage conditions related to the storage type, temperature and pressure.

5. Verify that all required alarm and detection systems are in an operable condition. These systems include:
- a. Automatic sprinkler system alarm and monitoring systems.
 - b. Manual fire alarm systems.
 - c. Emergency alarm systems.
 - d. Continuous gas detection systems.
 - e. Smoke detection systems.
 - f. Emergency power system.
 - g. Automatic detection and alarm systems for pyrophoric liquids and Class 3 water-reactive liquids required by Section 1805.2.3.5.
 - h. Exhaust ventilation flow alarm devices for pyrophoric liquids and Class 3 water-reactive liquids cabinet exhaust ventilation systems required by Section 1805.2.3.5.
6. Verify that storage, dispensing, use and handling areas are secured against unauthorized entry and safeguarded.

7. **Verify that the carts and trucks used to transport HPM in exit access corridors and exit enclosures are marked to identify the contents.**
8. **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.**
9. **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.**
10. **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.