



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

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

HOT WORK OPERATIONS IFC 105.6.23 OPERATIONAL PERMIT APPLICATION

An operational permit is required for hot work including, but not limited to: (See page 3 for list)

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 3)

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: (if known) _____

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.

FOR OFFICE USE ONLY

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

SUBMITTAL REQUIREMENTS

OPERATIONAL PERMIT – IFC 105.6.23

SELECT THE OPERATION TO BE PERFORMED

<input type="checkbox"/>	1. Public exhibitions and demonstrations where hot work is conducted.
<input type="checkbox"/>	2. Use of portable hot work equipment inside a structure. Exception: Work that is conducted under a construction permit.
<input type="checkbox"/>	3. Fixed-site hot work equipment such as welding booths.
<input type="checkbox"/>	4. Hot work conducted within a hazardous fire area.
<input type="checkbox"/>	5. Application of roof coverings with the use of an open-flame device.
<input type="checkbox"/>	6. When approved, the fire code official shall issue a permit to carry out a Hot Work Program. This program allows approved personnel to regulate their facility's hot work operations. The approved personnel shall be trained in the fire safety aspects denoted in this chapter and shall be responsible for issuing permits requiring compliance with the requirements found in Chapter 26. These permits shall be issued only to their employees or hot work operations under their supervision.

1. Describe the operations to be performed

GENERAL REQUIREMENTS

2. 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.

FIRE SAFETY REQUIREMENTS (welding operations)

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/ft² over 2500 ft². (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.
3. **Asphalt Kettles**

- a. The heat source for the asphalt kettles shall not be operating when transporting the kettle. Exception- kettles in the process of patching the roadway.
- b. Asphalt kettles shall be kept 20 feet away from any combustible materials, combustible building surfaces, or any building opening. The area kettles are used shall be controlled and identified with traffic cones, barriers or other approved means. The kettle shall not block any means of egress, gates, roadways or entrances.
- c. The fuel container used to heat the kettle shall be 10 feet away from the burner. Exception – containers properly insulated from the heat or flame are allowed to be within 2 feet of the burner.
- d. There shall be an attendant knowledgeable of the operations and hazards attending the kettle. This person shall be within 100 feet of the kettle and have it in the line of site.
- e. There shall be fire extinguishers with a minimum rating of 40 B:C within 25 feet of the kettles being operated. There also shall be one on the roof being covered with a rating of 3-A:40-B:C.
- f. The lids of asphalt kettles shall be equipped with tight fitting lids.
- g. High boys shall have a maximum capacity of 55 gallons.

Hot Work Permits may be issued Over-the-Counter, but are not valid until a signed by a Fire Inspector on-site.

NOTE: A FIELD INSPECTION WILL BE PERFORMED TO DETERMINE ANY ADDITIONAL REQUIREMENTS. CALL 360-805-0338 TO SCHEDULE A FIELD INSPECTION PRIOR TO COMMENCING ANY HOT WORK.

DATE(s) of HOT WORK under this permit: ___/___/_____

Hour(s) of HOT WORK under this permit: ___:___ AM PM until ___:___