



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

Open Flames and Candles 105.6.32 OPERATIONAL PERMIT APPLICATION

An operational permit is required to use open flames in connection with assembly areas, dining areas of restaurants or drinking establishments.

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 105.6.32

Note: A person shall not utilize or allow to be utilized, an open flame in connection with a public meeting or gathering for purposes of deliberation, worship, entertainment, amusement, instruction, education, recreation, awaiting transportation or similar purpose in Group A or E occupancies without this permit.

- a. Indicate the occupancy classification as shown on the certificate of occupancy.

- b. Open flames shall not be located on or near decorative material or similar combustible materials.
- c. Candles shall be prohibited in areas where occupants stand, or in an aisle or exit.

EXCEPTION: Candles used in religious ceremonies. RCW 19.27.031(3)

- d. Candles and open flames shall not be used on or near decorative vegetation. Natural cut trees shall be kept a distance from heat vents and any open flame or heat producing devices at least equal to the height of the tree. 806.4
- e. Theatrical performances are allowed to use open flame devices when adequate safety precautions have been taken in accordance with NFPA 160.
- f. Open flame devices shall not be used in group A occupancies.

EXCEPTIONS:

1. Open flame devices are allowed to be used in the following situations, provided approved precautions are taken to prevent ignition of a combustible material or injury to occupants:
 - a. Where necessary for ceremonial or religious purposes using hand held candles.
 - b. On stage and platforms as a necessary part of a performance and adequate safety precautions have been taken in accordance with NFPA 160.
 - c. Where candles on tables are securely supported on substantial noncombustible bases and the candle flames are protected.
 2. Heat producing equipment complying with chapter 6 and the International Mechanical Code.
 3. Gas lights are allowed to be used provided adequate precautions satisfactory to the fire code official are taken to prevent ignition of combustible materials.
- g. Group R-2 Dormitories are NOT allowed to use candles, incense, and similar open-flame producing items in sleeping units.

- h. Flaming food and beverage preparation shall comply with the following:**
- 1. Flammable and combustible liquids used in the preparation of flaming foods or flaming beverages shall be dispensed from one of the following:**
 - a. A 1 – ounce container; or**
 - b. A container not exceeding 1 – quart capacity with a controlled pouring device that will limit the flow to a 1 – ounce serving.**
 - 2. Containers shall be secured when not in use.**
 - 3. The serving of flaming foods or beverages shall be done in a safe manner and shall not create high flames. The pouring, ladling, or spooning of liquids is restricted to a maximum height of 8 inches above the receiving receptacle.**
 - 4. Flaming fluids or beverages shall be prepared only in the immediate vicinity of the table being serviced. They shall not be transported or carried while burning.**
 - 5. The person preparing the flaming foods or beverages shall have a wet cloth towel immediately available for use in smothering the flames in the event of an emergency.**
- i. 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.**
- j. 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.**
- k. 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.