



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

MONROE FIRE DEPARTMENT

163 Village Court • Monroe, WA 98272
Phone: (360) 805-0338 • 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

Organic Coatings 105.6.33
OPERATIONAL PERMIT APPLICATION

An operational permit is required for any organic-coating manufacturing operation producing more than 1 gallon (4 L) of an organic coating in one day.

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 105.6.33

1. Does the building the organic coatings are manufactured in have a basement or pit?
____yes ____no
2. Does the building that the organic manufacturing operations are conducted in have any other occupancies? ____yes ____no
3. Verify that at least one side of the building is accessible for the purpose of fire control.
4. Verify that the aisles that are approved for the unobstructed movement of personnel and fire suppression equipment are kept clear.
5. Verify that a fire extinguisher(s) size 40-B is available every 30 feet of travel distance in the organic coating area(s). An 80-B extinguisher can be used in lieu of the 40-B with an increased travel distance of 50 feet.
6. Verify that all open flames and direct fired heating devices are not used where flammable vapor-air mixtures exist.
7. Verify that the “NO SMOKING” signs are legible and not obscured, removed, defaced, mutilated or destroyed.
8. Verify that all power equipment and industrial trucks are of an approved type for the location they are used.
9. Verify that all empty flammable or combustible liquid containers are removed from the facility as soon as practical.
10. Verify that all explosion control systems have had an annual inspection. Note: The explosion control system test/inspection is good for a year from the tested date.
11. Verify that the amount of nitrocellulose brought into an operating area does not exceed the amount required for the work shift. Any spillage shall be promptly be swept up and disposed of properly.
12. Verify that the organic peroxides brought into the operating area are in the original shipping container. When they are in the operating area, they shall be kept away from ignition sources, heat or mechanical shocks.
13. Verify that the nitrocellulose storage area is not utilized for any other purpose. The nitrocellulose storage shall be in closed containers. Barrels have to be on end and no more than 2 tiers high. These containers shall not be opened in the storage area. Any spilled nitrocellulose shall be promptly wetted with water and disposed of by use or burning in an approved location.
14. Verify that the organic peroxide package storage size is selected so that, as nearly as practical, full packages are utilized at one time. Any spilled peroxide shall be cleaned up promptly and disposed of as specified by the supplier.

15. Verify that finished products that are flammable or combustible liquids are stored outside of structures, in a separate structure, or room separated from the processing area.
16. 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.
17. 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.
18. 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.