



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](http://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](http://www.ci.monroe.wa.us)

PLACES OF ASSEMBLY 105.6.34  
OPERATIONAL PERMIT APPLICATION

An operational permit is required to operate a place of assembly.

**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](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.

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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 105.6.34

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1. Indicate the occupancy classification and the occupant load as indicated on the certificate of occupancy.

OCCUPANCY CLASSIFICATION \_\_\_\_\_

TOTAL OCCUPANT LOAD \_\_\_\_\_

2. The following occupancy classification is required to have a FIRE SAFETY and EVACUATION PLAN (see step 3).

- a) Group A having an occupant load of 100 or more

All employees shall be trained in the contents of these plans and perform EMERGENCY DRILLS (see step 4). EMPLOYEE TRAINING shall be accomplished as specified in step 5.

### 3. FIRE SAFETY AND EVACUATION PLANS

#### 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.
9. The fire evacuation plan shall include a detailed seating plan, occupant load and occupant load limit. Deviations from the approved plans shall be allowed provided the occupant load limit for the occupancy is not exceeded and the aisles and exit accessways remain unobstructed.
10. In theatres, motion picture theatres, auditoriums and similar assembly occupancies in Group A used for non-continuous programs, an audible announcement shall be made not more than 10 minutes prior to the

start of each program to notify the occupants of the location of the exits to be used in the event of a fire or other emergency.

Exception: In motion picture theatres, the announcement is allowed to be projected upon the screen.

**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.

**C. Fire safety and evacuation plans shall be reviewed by the owner or occupant annually or more often, as necessitated by changes in staff assignments, occupancy, or the physical arrangement of the building.**

**D. 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 upon request.**

**4. EMERGENCY DRILLS**

**A. EMERGENCY EVACUATION DRILLS**

1. Required Emergency Evacuation Drills shall be held per the following table or when necessary to familiarize all occupants with the drill procedure.

GROUP OR OCCUPANCY	FREQUENCY	PARTICIPANTS
Group A	Quarterly	Employees

2. The responsibility for the planning and conduct of drills shall be assigned to a competent person.
3. Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of a fire.
4. Records shall be maintained of required emergency evacuation drills and include the following:
  - a) Identity of the person conducting the drill.
  - b) Date and Time of the drill.
  - c) Notification method used.
  - d) Staff members on duty and participating.
  - e) Number of occupants evacuated.
  - f) Special conditions simulated.
  - g) Problems encountered.
  - h) Weather conditions when occupants were evacuated.
  - i) Time required to accomplish complete evacuation.
5. Prior notification of emergency evacuation drills shall be given to the fire code official.
6. Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm. The fire alarm monitoring company shall be notified prior to the activation of the fire alarm system for drill proposed and again at the conclusion of the transmission and restoration of the fire alarm system to normal mode.
7. As building occupants arrive at the assembly point, efforts shall be made to determine if all occupants have been successfully evacuated or accounted for.
8. An electrically or mechanically operated signal used to recall occupants after an evacuation shall be separate and distinct from the signal used to initiate the evacuation. The person in charge of the drill shall be the one to operate the recall signal. No one shall go into the building until authorized to do so.

## **5. EMPLOYEE TRAINING AND RESPONSE PROCEDURES**

- A. Employees in the occupancies listed in step 2 shall be trained in the fire emergency procedures described in their fire evacuation and fire safety 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 as follows:**

**Fire Prevention training**– shall be apprised of the fire hazards of the materials and processes to which they are exposed. They shall be instructed in the proper procedures for preventing fires in the conduct of their assigned duties.

**Evacuation training** – 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.

**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.

6. 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.
7. 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.
8. 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.**