



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

AVIATION FACILITIES 105.6.3 OPERATIONAL PERMIT APPLICATION

An operational permit is required to use a group H or Group S occupancy for aircraft servicing or repair and aircraft fuel-servicing vehicles. Additional permits required by other sections of this code include, but are not limited to, hot work, hazardous materials and flammable or combustible finishes.

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 105.6.3

1. Indicate if this permit is for an airport, heliport, helistop or an aircraft hanger.

Note: If the heliport is a rooftop heliport then an operational permit for **ROOFTOP HELIPORTS** may be applied for in lieu of this permit.

2. Additional permits may be required due to the nature of the activities that occur at an aviation facility. These include:
 - a. Operation of aircraft re-fueling vehicles may need a **Motor fuel dispensing and repair garage operational permit (IFC 105.6.39)**.
 - b. The application of flammable and combustible finishes may need a **Spraying and dipping (IFC 105.6.41)** and also a **flammable and combustible liquids operational permit (IFC 105.6.16)**.
 - c. Hot work may need a **Hot work operations (IFC 105.6.23)** and also a **cutting and welding operational permit (IFC 105.6.11)**.
 - d. Hazardous materials storage may need a **Hazardous materials operational permit (IFC 105.6.20)**.
3. Provide a site plan showing the following:
 - a. Approved areas where flammable and combustible liquids are dispensed into or removed from a container, tank, vehicle or aircraft. Include the distance to nearby structures, roadways, fire lanes, other aircraft, hazardous material storage areas.
4. In the event of a spill that releases hazardous materials in quantities reportable to the state, federal, or local regulations, provide the plan for reporting the spill. Note: Local regulations require reporting a spill if any dimension is greater than 10 feet or if the spill area is greater than 50 sq. ft. or if the fuel flow is continuous in nature. This plan shall include the following information:
 - a. Place where accurate records of unauthorized discharge of hazardous materials are kept by the permittee.
 - b. Provisions made for controlling and mitigating unauthorized discharges.
 - c. Note: The person, firm or corporation responsible for an unauthorized discharge shall institute and complete all actions necessary to remedy the effects of such unauthorized discharge, whether sudden or gradual, at no cost to the jurisdiction. When deemed necessary by the fire code official, cleanup may be initiated by the fire department or by an authorized individual or firm. Costs associated with such cleanup shall be borne by the owner, operator or other person responsible for the unauthorized discharge.

5. Verify the following vehicles and areas have fire extinguishers that have been serviced within the past year:
 - a. On vehicles used for towing aircraft there shall be a minimum of one rated at 20-B:C.
 - b. On welding apparatus there shall be a minimum of one rated at 2-A:20B-C.
 - c. On aircraft fuel-servicing tank vehicles shall have a minimum of two rated at 20-B:C and located on either side of the vehicle.
 - d. On hydrant fuel-servicing vehicles there shall be a minimum of one rated at 20-B:C.
 - e. At fuel dispensing stations there shall be a extinguisher not more than 75 feet away and shall be rated as follows:
 1. Open hose discharge of 200 GPM or less – two with minimum rating of 20-B:C.
 2. Open hose discharge of 200-350 GPM- one listed wheeled extinguisher with a rating of 80-B:C and 125 lbs of agent capacity.
 3. Open hose discharge of 350 GPM and greater - two listed wheeled extinguisher with a rating of 80-B:C and 125 lbs of agent capacity.
 - f. At Helistops and heliports there shall be a minimum of one portable extinguisher with a rating of 80 B:C provided for each permanent takeoff and landing area and for the parking areas.
6. At Rooftop heliports and helistops verify that the required foam fire-protection system has had its annual servicing and is certified. Annual servicing is good for a calendar year from the date of last service.
7. 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.
8. 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.
9. Verify that the “NO SMOKING” signs are still legible and posted near/in aircraft refueling vehicles, aircraft hangers and aircraft operation areas used for cleaning, paint removal, painting operations or fueling. These signs are not required in designated and approved smoking areas.

NOTE: A FIELD INSPECTION WILL BE PERFORMED TO DETERMINE ANY ADDITIONAL REQUIREMENTS.