



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

Rooftop Heliports 105.6.40 **OPERATIONAL PERMIT APPLICATION**

An operational permit is required for the operation of a rooftop heliport.

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 105.6.40

1. Verify that the touchdown area is surrounded on all sides by a clear area having minimum average width at roof level of 15 feet but no width less than 5 feet. The clear area shall be maintained.
2. Verify that the landing areas on structures are maintained so as to confine flammable or Class II combustible liquid spillage to the landing area itself, and provisions are made to drain such spillage away from exits or stairways serving the helicopter landing area or from a structure housing such exit or stairway.
3. Verify that all exit access, exit doors and exit discharge are always clear from obstructions and kept in a serviceable condition.
4. Verify the following vehicles and areas have fire extinguishers that have been serviced within the past year:
 - a. 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.
5. 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.
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), including standpipes, 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: THIS PERMIT DOES NOT GIVE THE AUTHORITY TO OPERATE A HELICOPTER FROM THIS HELIPORT. APPROVAL SHALL BE OBTAINED FROM THE FEDERAL AVIATION ADMINISTRATION.

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