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|---------------------|
| 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

Waste Handling 105.6.45
OPERATIONAL PERMIT APPLICATION

An operational permit is required for the operation of wrecking yards, junk yards and waste material-handling facilities.

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 105.6.45

1. Miscellaneous Combustible materials storage (wrecking yards, junk yards)

- a. Verify that the storage of combustible materials in buildings is orderly. Storage shall be separated from heaters or heating devices by distance or shielding so that ignition cannot occur.
- b. Verify that the Storage is maintained 2 feet or more below the ceiling in nonsprinklered areas of buildings or a minimum of 18 inches below sprinkler head deflectors in sprinklered areas of buildings.
- c. Verify that Combustible materials are not stored in exits or exit enclosures.
- d. Verify that Combustible materials are not stored in boiler rooms, mechanical rooms or electrical equipment rooms.
- e. Verify that Attic, under-floor and concealed spaces used for storage of combustible materials are protected on the storage side as required for 1-hour fire-resistance-rated construction. Openings shall be protected by assemblies that are self-closing and are of noncombustible construction or solid wood core not less than 1.75 inches in thickness. Storage shall not be placed on exposed joists.

Exceptions:

1. Areas protected by approved automatic sprinkler systems.
2. Group R-3 and Group U occupancies.

- f. Verify that the outside storage of combustible materials are not be located within 10 feet of a property line.

Exceptions:

1. The separation distance is allowed to be reduced to 3 feet for storage not exceeding 6 feet in height.
2. The separation distance is allowed to be reduced when the fire code official determines that no hazard to the adjoining property exists.

- g. Verify that combustible materials stored or displayed outside of buildings that are protected by automatic sprinklers are not be stored or displayed under non-sprinklered eaves, canopies or other projections or overhangs.

- h. Verify that storage in the open does not exceed 20 feet in height.

2. WOOD CHIPS , HOGGED MATERIAL, FINES, COMPOST AND RAW PRODUCT (YARD WASTE AND RECYCLING FACILITIES)

- a. Verify piles do not exceed 25 feet in height, 150 feet in width and 250 feet in length.

- b. Verify that the piles are separated by fire access roads that meet the minimum shown above in step 6.
- c. Static piles shall be monitored by an approved means to measure temperatures within the static piles. Internal pile temperatures shall be monitored and recorded weekly. Records shall be kept on file at the facility and made available for inspection. An operational plan indicating procedures and schedules for the inspection, monitoring and restricting of excessive internal temperatures in static piles shall be submitted to the fire code official for review and approval.
- d. 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. Portable fire extinguishers with a minimum rating of 4-A:60-B:C shall be provided on all vehicles and equipment operating on piles and at all processing equipment.
- e. Approved material- handling equipment shall be available for moving wood chips, hogged material, wood fines and raw product during fire-fighting operations.
- f. The owner or operator shall develop a plan for monitoring, controlling and extinguishing spot fires and submit the plan to the fire code official for review and approval.

3. Hazardous Materials Storage (wrecking yards, junk yards)

- a. If there are rooms, buildings, or areas used for the storage of liquid or solid hazardous materials there shall be spill control and secondary containment. Note: A field inspection will be performed to determine any requirements for spill control and secondary containment. Be prepared to provide an MSDS or the name and quantity of the hazardous material stored on site.
- b. If there are ventilation systems, explosion control systems, standby or emergency power systems for mechanical ventilation, treatment systems, temperature control, alarm detection or other electrically operated systems, verify that each system is functional and in a serviceable condition.

FOR ALL OCCUPANCIES VERIFY THE FOLLOWING

1. 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.
2. 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.
3. 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.