



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)

**Wood Products 105.6.46**  
**OPERATIONAL PERMIT APPLICATION**

An operational permit is required to store chips, hogged material, lumber or plywood in excess of 200 cubic feet.

**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 105.6.46**

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Indicate which product this permit is for:

- |                          |                 |
|--------------------------|-----------------|
| <input type="checkbox"/> | Chips           |
| <input type="checkbox"/> | Hogged Material |
| <input type="checkbox"/> | Lumber          |
| <input type="checkbox"/> | Plywood         |

Below find the section that applies to the product and complete all requirements as necessary.

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**Note: The following general requirements apply to all operations.**

1. Equipment or machinery located inside buildings which generates or emits combustible dust shall be provided with an approved dust collection and exhaust system. An operational permit for **COMBUSTIBLE DUST** is also required to be obtained.
2. Provisions shall be made for a systematic and thorough cleaning of the entire plant at sufficient intervals to prevent the accumulations of combustible dust and spilled combustible or flammable liquids.
3. Obtain a **CUTTING AND WELDING** operational permit if these operations are to be conducted.
4. Static electricity shall be prevented from accumulating on machines and equipment subject to static electricity buildup by permanent grounding and bonding wires or other approved means. Verify ground wires are in a serviceable condition.
5. Where smoking constitutes a fire hazard, the fire code official is authorized to order the owner or occupant to post approved “No Smoking” signs. The fire code official is authorized to designate specific locations where smoking is allowed. Verify existing signs are legible and in a serviceable condition.
6. Verify that all Fire Apparatus roads are clear. The required apparatus road width is 20’ and the vertical height is 13’ 6”.
7. Where storage pile configurations could change because of changes in product operations and processing, the Fire Apparatus road(s) access plan shall be submitted for approval when required by the fire code official.
8. 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.
9. 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.
10. 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 or

standpipes and hose supplied from an approved water system shall be provided within 50 feet (15 240 mm) of travel distance to any machine producing shavings or sawdust. The minimum size for the fire extinguishers is 4-A.

11. The rest of the facility shall have fire extinguishers with a minimum rating of 4-A and they must be located in a manner that travel distance to one does not exceed 75 feet
  12. 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.
  13. 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.
  14. 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.
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## **1. WOOD CHIPS , HOGGED MATERIAL, FINES, COMPOST AND RAW PRODUCT**

- a. Piles shall not exceed 60 feet in height, 300 feet in width and 500 feet in length. Piles shall be separated from adjacent piles or other exposures by approved fire apparatus access roads.

Exception: The fire code official is authorized to allow the pile size to be increased when additional fire protection is provided in accordance with Chapter 9. The increase shall be based on the capabilities of the system installed.

- b. Automatic sprinkler protection shall be provided in conveyor tunnels and combustible enclosures that pass under a pile. Combustible or enclosed conveyor systems shall be equipped with an approved automatic sprinkler system.
- c. Approved material- handling equipment shall be readily available for moving wood chips and hogged material.
- d. The owner or operator shall develop a plan for monitoring, controlling and extinguishing spot fires. The plan shall be submitted to the fire code official for review and approval.

## **2. PLYWOOD, VENEER AND COMPOSITE BOARD MILLS**

- a. Dryers shall be protected throughout by an approved, automatic deluge water-spray suppression system complying with Chapter 9. Deluge heads shall be inspected quarterly for pitch buildup. Deluge heads shall be flushed during regular maintenance for functional operation. Manual activation valves shall be located within 75 feet of the drying equipment.
- b. Facilities that use heat transfer fluids to provide process equipment heat through piped, indirect heating systems shall comply with this code and NFPA 664.

## **3. EXTERIOR STORAGE OF FINISHED LUMBER PRODUCTS**

- a. **Verify that the finished lumber products are arranged in stable pile(s) that do not exceed 20 feet in height and do not exceed 150,000 cubic feet in volume.**
- b. **Fire apparatus access roads 20' wide and the vertical height of 13' 6" shall be located so that a maximum grid system unit of 50 feet by 150 feet is established.**
- c. **Permanent lumber storage areas shall be surrounded with a fence a minimum of 6 feet in height.**
- d. **An approved hydrant and hose system or portable fire-extinguishing equipment suitable for the fire hazard involved shall be provided for open storage yards.**

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