



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

CONSTRUCTION PERMIT APPLICATION

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

- | | |
|---|--|
| <input type="checkbox"/> Automatic Fire Extinguishing System (105.7.1) | <input type="checkbox"/> Industrial Ovens (105.7.8) |
| <input type="checkbox"/> Battery Systems (105.7.2) | <input type="checkbox"/> LP-Gas (105.7.9) |
| <input type="checkbox"/> Compressed Gases (105.7.3) | <input type="checkbox"/> Private Fire Hydrants (105.7.10) |
| <input type="checkbox"/> Fire Alarm & Detection Systems & Related Equipment (105.7.4) | <input checked="" type="checkbox"/> Spraying or Dipping (105.7.11) |
| <input type="checkbox"/> Fire Pumps & Related Equipment (105.7.5) | <input type="checkbox"/> Standpipe Systems (105.7.12) |
| <input type="checkbox"/> Flammable & Combustible Liquids (105.7.6) | <input type="checkbox"/> Temporary Membrane Structures Tents & Canopies (105.7.13) |
| <input type="checkbox"/> Hazardous Materials (105.7.7) | |

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS (SEE PAGE 3)

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.

SUBMITTAL REQUIREMENTS

CONSTRUCTION PERMIT – IFC 105.7.11

PART 1 – SCOPE & PRODUCTS

- 1a. This application is to:
- Install Modify an Existing
 Spray Room Dip Tank Spray Booth
- 1b. The following products will be applied:
- Flammable or Combustible Paint
 Varnish Lacquer Stain
 Fiberglass resins
 Other: _____

PART 2 – OVER-THE-COUNTER PERMIT

Your project does not qualify for an over-the-counter permit.

PART 3 – CONSTRUCTION DOCUMENTS

REQUIRED SUBMITTAL ELEMENTS

(These items are required in order to be considered a complete application)

- Two Copies of Floor Plan indicating the following:
- Tank, Room, or Booth Location and size
 - Manner and method of construction including walls and floors
 - Distances to: walls, doors, openings from perimeter
 - Location of signage required by IFC §1503.
 - Location and size of portable fire extinguishers
 - Location and manner of product storage
 - Location of makeup and exhaust ducts including termination point with distances to building openings and property lines
 - If Dip Tank, also show overflow pipe, drains, covers, temperature controls, fire protection method (shown as deferred submittal) Location and method of interlocks
 - Fire Sprinklers as deferred submittal
- Two Copies of MSDS indicating quantities in use and storage
- Two Copies of any pertinent Equipment, valve or piping cut sheets

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PART 4 – INSPECTION REQUESTS

Final approval is subject to field inspection. Following permit issuance, you may install your project. Once your project is complete in accordance with your approved plans, please call for inspection. Your permit files are not closed until the work has been approved by an inspector.

FIRE INSPECTION REQUEST LINE

360.805.0338

Every effort will be made to accommodate same-day inspection requests made before 8am.

Fire Inspections are performed Monday through Friday, 8am until 3pm.

Provide the following information when requesting an inspection:

1. Site Address
2. Type of Inspection Requested: Construction Permit
3. Permit Number
4. Date and Time of Requested Inspection
5. Your Name
6. Callback Phone Number

Combined Permit Application

Contractor: _____ Phone # _____

Fax #: _____

Contractors License # _____ Exp Date _____

Mailing Address _____

Contractor's Bond Company: _____

Contractor's Bid Amount or Project Cost (labor and materials): \$ _____

Detailed description of proposal/work: _____

Lending Institution for project (if applicable): _____

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Plan Check Fee: \$ _____

Permit Fee: \$ _____

Fire Plan Check Fee: \$ _____

State Fee: \$ _____

Other Fees: \$ _____

SEPA Fee: \$ _____