



**CENTRAL PIERCE FIRE & RESCUE
PREVENTION BUREAU
902 7TH STREET NW
PUYALLUP, WA 98371
253.538.6402**



Hot Works Permit Requirements

An individual or company is required to obtain a Hot Works permit prior to conducting this activity. The applicant will generally make application after being notified of the requirement by a Deputy Fire Marshal.

APPLICATION PROCESS:

The applicant must complete an application for this permit. Each individual who will conduct welding and cutting must be trained on the general requirements of the 2012 International Fire Code "Chapter 35- Welding and other Hotwork".

FEES AND CHARGES:

The permit fee is \$100.00.

EXPIRATION:

For fixed facilities, this permit will be valid until the business is no longer conducting Hot Work activities, sold or goes out of business.

This same process is followed for issuing permits to contractors or sub-contractors doing welding and cutting as part of construction projects.

WELDING & HOT WORK PERMIT GUIDELINES

All of the following conditions must be met prior to the issuance of a permit.

1. Management shall designate a facility employee to be the "responsible person" who shall be responsible for overseeing the onsite hot work program to ensure that required hot work safety measures are taken to prevent fires and fire spread. (2012 IFC 3503.3)
2. The "responsible person" shall be trained in the safety and fire safety consideration concerned with hot work.
3. The "responsible person" shall survey hot work areas and conduct a pre-hot-work check prior to the commencement of hot work.
4. The required pre-hotwork check shall determine compliance with all of the following as per IFC chapter 35:
 - Hot work equipment to be used shall be in satisfactory operating condition and in good repair.
 - Hot work site is clear of combustibles or combustibles are protected.
 - Exposed construction is of noncombustible materials or, if combustible, then protected.

- Openings are protected.
- Floors are kept clean.
- No exposed combustibles are located on the opposite side of partition, walls, ceilings or floors.
- Fire watches, where required, are assigned.
- Approved actions have been taken to prevent accidental activation of suppression and detection equipment.
- Fire extinguishers are operable and available.

5. The hot work area shall be inspected by the “responsible person” at least once a day to ensure that the area remains fire-safe.

6. A fire watch shall be provided during hot work activities and shall continue for a minimum of 30 minutes after the conclusion of the work. The fire code official or the “responsible person” is authorized to extend the fire watch based on the hazards or work being performed.

7. The fire watch shall be positioned so that the extinguishment of a spot fire is not delayed. Hot work conducted in areas with vertical or horizontal fire exposures that are not observable by a single individual shall have additional personnel assigned to fire watches to ensure that exposed areas are monitored.

8. Individuals designated to fire watch shall have no other duties except to watch for fire, extinguish spot fires, and communicate an alarm.

9. The individuals responsible for performing the hot work and individuals responsible for providing the fire watch shall have fire-extinguishing equipment readily available and shall be trained in the use of such equipment. Fire Extinguisher Training as required per IFC 3504.2.4 shall include, but not limited to the following:

1. Understand how to use your fire extinguisher
2. Realize fire extinguishers are intended for small and contained fires
3. You must have an escape route or exit to your back
4. Everyone has left or are leaving the building
5. Someone has called or is calling 911
6. You need to keep your face out of the smoke

Fire extinguishing agent is applied at the base of the flame using the P.A.S.S. method.

- PULL - Pull the pin after breaking the safety tie
- AIM - Aim the nozzle at the base of the flame
- SQUEEZE - Squeeze the handles together
- SWEEP - Sweep back and forth from fire edge to fire edge

10. A minimum of one portable fire extinguisher having a minimum 2-A: 20-B:C rating shall be readily accessible within 30 feet of the location where hot work is performed.

11. Hot work shall not be performed on containers or equipment that contains or has contained flammable liquids, gases or solids until the containers and equipment have been thoroughly cleaned, inerted or purged and certified safe for hot work by a marine chemist.

12. Areas where hot work is conducted shall not contain combustibles or shall be provided with appropriate shielding to prevent sparks, slag or heat from igniting exposed combustibles.

13. Openings or cracks in walls, floors, ducts or shafts within the area where cutting and welding is to be performed shall be tightly covered to prevent the passage of sparks to adjacent combustible areas, or shielding by metal or fire-resistant guards or curtains shall be provided.

14. Flammable and combustible liquid storage and dispensing shall be separated from hot work operations by a minimum of 50 feet.

15. Cylinders, valves, regulator, hose and other apparatus and fittings for oxygen shall be kept free from oil or grease. Oxygen cylinders, apparatus and fittings shall not be handled with oily hands, oily gloves, or greasy tools or equipment.

16. Cylinder and container storage, handling and use shall comply with IFC chapter 35 and IFC chapter 53.

17. When the hot-work area is accessible to persons other than the operator of the equipment or as required by IFC chapter 50, a conspicuous signs shall be posted to warn others before they enter the hot-work area. Such signs shall display the following warning:

**CAUTION
HOT WORK IN PROGRESS
STAY CLEAR**

ELECTRIC ARC HOT WORK

1. The frame or case of electric hot work machines, except internal-combustion-engine-driven machines, shall be adequately grounded.

2. Welding return currents from the work to the machine shall have proper electrical contact at joints. The electric contact shall be periodically inspected.

3. Electrodes (i.e. welding rods) shall be removed from the holders when electric arc hot work is discontinued for any period or 1 hour or more. The holders shall be located to prevent accidental contact and the machines shall be disconnected from the power source.

4. A switch or circuit breaker shall be provided so that fixed electric welders and control equipment can be disconnected from the supply circuit. The switch or circuit breaker shall be marked:

EMERGENCY DISCONNECT

5. Damaged cables shall be removed from service until it has been properly repaired or replaced.



HOT WORKS PERMIT APPLICATION

CENTRAL PIERCE FIRE & RESCUE
902 Seventh Street NW - Puyallup, WA 98371
Telephone (253) 538-6402 Fax: (253) 538-6486
PERMIT COORDINATOR: AMY JACKSON



APPLICANT INFORMATION:

Date of Application: ____/____/____

Name of Company or Individual: _____

Representative: _____ Telephone (____) _____

Address: _____ City: _____ ST: _____ Zip: _____

Name of Job Site / Company or Business where work or activity will occur and date(s) of occurrence:

Date: _____

Job Site Address: _____

On Site Contact: _____ Telephone: _____ - _____

PERMIT INFORMATION:

Names of persons performing hot work tasks: _____

Describe the method of operation, the equipment and materials used, or installed, and additional information that will assist the Deputy Fire Marshal in determining compliance with the permit parameters: _____

FINANCIAL INFORMATION: (Please make checks payable to the "Central Pierce Fire & Rescue")

Fees shall not be refunded upon failure to qualify for a permit.

CHECK NUMBER

RECEIPT NUMBER

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TOTAL PERMIT FEES _____

FIRST HOUR INSPECTION _____

FIRST HOUR PLAN REVIEW _____

SIGNATURE OF APPLICANT

TOTAL DUE _____

NOTICE TO ALL APPLICANTS FOR PERMITS: Fees and Charges are as follows:

Permits issued per the International Fire Code (Per permit or activity) \$100.00; Inspection Fees: if applicable, \$80.00 per hour. Plan Review, if applicable, \$40.00 per 1/2 hour. All fees shall be paid at the time of application for the permit.

ALL FEES MUST BE PAID PRIOR TO THE PROCESSING OF AN APPLICATION

Hot Works S:/Prevention and Education/Documents/Fire Prevention/Hot Works Permit Requirements and application Revised 1-2014