



City of Bellevue Fire Department  
 P.O. Box 90012  
 Bellevue, WA 98009 (425) 452-6872

**Operational Permit Application**  
**Candles & Open Flame Devices in (Assembly) Occupancies**  
**(Until Revoked)**

*Work or activity requiring a permit shall not commence until such work or activity has been inspected and/or authorized with a valid permit. Violation of this condition may result in additional permit or inspection fees.*

**GENERAL INFORMATION (to be completed by the permit applicant)**

Business Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone No.	
Email Address:		
Description of Use (Explain):		

**LOCATION OF PERMITTED ACTIVITY (if different than above)**

Business Name:		
Address:		
City:	State:	Zip:

**PERMIT BILLING (if different than above) (Permits will be invoiced by the City of Bellevue)**

Business Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone No.	
Email Address:		

**Permit fee:** Go to the website for the [permit fee schedule](#). Permits will be invoiced by the City of Bellevue:

- Temporary use permits are invoiced within 30 days of permit issuance.
- Until revoked permits are invoiced January each year.
- All permits are subject to a late fee if not paid within 30 days of receipt.

Governmental or non-profit organizations are exempt from permit fees. If non-profit, please provide IRS documentation for non-profit status.

Once completed, please send this application to [Fire\\_Prevention@bellevuewa.gov](mailto:Fire_Prevention@bellevuewa.gov)

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

**FIRE PREVENTION OFFICE USE ONLY:**

Date Received:	Application Disposition: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Reason for Denial:	
Reviewed By:	Date:
<b>*** SEE PERMIT CONDITIONS ATTACHED ***</b>	



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## PERMIT CONDITIONS

### CANDLES / OPEN FLAME DEVICES IN (ASSEMBLY) OCCUPANCIES

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**The following conditions shall be adhered to at all times for the permit to be valid.**

- A separate operational permit is required to operate a place of assembly.
- An operational permit is required to use open flames or candles in connection with assembly areas, dining areas of restaurants or drinking establishments.
- Open-flame devices shall not be used in an assembly occupancy.

**Exceptions:**

- Open-flame devices are allowed to be used in the following situations, provided approved precautions are taken to prevent ignition of a combustible material or injury to occupants.
- Where necessary for ceremonial or religious purposes.
- On stages and platforms as a necessary part of a performance.
- Where candles on tables are securely supported on substantial noncombustible bases and the candle flames are protected.
- Heat-producing equipment complying with the International Mechanical Code.

**Open-flame decorative devices shall comply with all of the following restrictions:**

- Class I and Class II liquids and LP-gas shall not be used.
- Liquid- or solid-fueled lighting devices containing more than 8 ounces of fuel must self-extinguish and not leak fuel at a rate of more than 0.25 teaspoon per minute if tipped over.
- The device or holder shall be constructed to prevent the spillage of liquid fuel or wax at the rate of more than 0.25 teaspoon per minute when the device or holder is not in an upright position.
- The device or holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical.

**Exception:** Devices that self-extinguish if tipped over and do not spill fuel or wax at the rate of more than 0.25 teaspoon per minute if tipped over.

- The flame shall be enclosed except where openings on the side are not more than 0.375 inch diameter or where openings are on the top and the distance to the top is such that a piece of tissue paper placed on the top will not ignite in 10 seconds.
- Chimneys shall be made of noncombustible materials and securely attached to the open-flame device.

**Exception:** A chimney is not required to be attached to any open-flame device that will self-extinguish if the device is tipped over.

- Fuel canisters shall be safely sealed for storage.
- Shades, where used, shall be made of noncombustible materials and securely attached to the open-flame device holder or chimney.
- Candelabras with flame-lighted candles shall be securely fastened in place to prevent overturning, and shall be located away from occupants using the area and away from possible contact with drapes, curtains or other combustibles.
- Candles and open flames shall not be used on or near decorative vegetation. Natural cut trees shall be kept a distance from heat vents and any open flame or heat-producing devices at least equal to the height of the tree.
- Always keep a burning candle within sight. Extinguish all candles when leaving a room or before going to sleep.
- Never burn a candle on or near combustible materials. Keep burning candles away from furniture, drapes, bedding, carpets, books, paper, flammable decorations, etc.
- Keep candles out of the reach of children and pets. Do not place lighted candles where they can be knocked over by children, pets or anyone else.
- Always use a candleholder specifically designed for candle use. The holder should be heat resistant, sturdy and large enough to contain any drips or melted wax. Be sure the candleholder is placed on a stable, heat-resistant surface.
- Keep burning candles away from drafts, vents and air currents. This will help prevent rapid, uneven burning, smoking and excessive dripping. Drafts can also blow lightweight curtains or papers into the flame where they could ignite. Additionally, ceiling and freestanding fans can cause air currents and candles should not be placed nearby.
- Extinguish the flame if it comes too close to the holder or container. For a margin of safety, discontinue burning a candle when 2 inches of wax remains (1/2 inch if in a container). This will also help prevent possible heat damage to the counter/surface and prevent glass containers from cracking or breaking.
- Do not touch or move a candle when the wax is liquid.