



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

Operational Permit Application Hot Work Operations

Work or activity requiring a permit shall not commence until such work or activity has been inspected and 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) (PLEASE PRINT)

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

LOCATION OF PERMITTED ACTIVITY (if different than above) (PLEASE PRINT)

Business Name:		
Address:		
City:	State:	Zip:

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

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

Permit fee: Please refer to the website for the permit fee amount, which will be invoiced by the City of Bellevue in the following manner:

- 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.

Applicant Signature

Date

FIRE PREVENTION OFFICE USE ONLY:

Specific Permit Conditions:	
Application Disposition:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Reason for Denial:	
Reviewed / Inspected By:	Date:



PERMIT CONDITIONS

HOT WORK OPERATIONS

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

Operations including welding, cutting, brazing, soldering, grinding, torch-applied roof systems or any other similar activity are referred to as hot work.

1. An operational permit is required for hot work including, but not limited to:
 - A. Public exhibitions and demonstrations where hot work is conducted.
 - B. Use of portable hot work equipment inside a structure.

Exception: Work that is conducted under a construction permit.
 - C. Fixed-site hot work equipment such as welding booths.
 - D. Hot work conducted within a wildfire risk area.
 - E. Application of roof coverings with the use of an open-flame device.
 - F. When approved, the fire code official shall issue a permit to carry out a Hot Work Program. This program allows approved personnel to regulate their facility's hot work operations.
2. Hot work areas shall not contain combustibles or shall be provided with appropriate shielding to prevent sparks, slag or heat from igniting exposed combustibles.
3. Openings or cracks in walls, floors, ducts or shafts within the hot work area shall be tightly covered to prevent the passage of sparks to adjacent combustible areas, or shielded by metal fire-resistant guards, or curtains shall be provided to prevent passage of sparks or slag.
4. Floors shall be kept clean within the hot work area.
5. Conveyor systems that are capable of carrying sparks to distant combustibles shall be shielded or shut down.
6. Partitions segregating hot work areas from other areas of the building shall be non-combustible. In fixed hot work areas, the partitions shall be securely connected to the floor such that no gap exists between the floor and the partition. Partitions shall prevent the passage of sparks, slag, and heat from the hot work area.
7. Fixed hot work areas shall have floors with noncombustible surfaces.

8. 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; except that "hot tapping" shall be allowed on tanks and pipe lines when such work is to be conducted by approved personnel.
9. Automatic sprinkler protection shall not be shut off while hot work is performed. Where hot work is performed close to automatic sprinklers, noncombustible barriers or damp cloth guards shall shield the individual sprinkler heads and shall be removed when the work is completed. If the work extends over several days, the shields shall be removed at the end of each workday.
10. Special precautions shall be taken to avoid accidental operation of automatic fire detection systems.
11. 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 manager under a hot work program, is authorized to extend the fire watch based on the hazards or work being performed.

Exception: Where the hot work area has no fire hazards or combustible exposures.

12. The fire watch shall include the entire hot work area. 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.
13. Individuals designated to fire watch duty shall have fire-extinguishing equipment readily available and shall be trained in the use of such equipment. Individuals assigned to fire watch duty shall be responsible for extinguishing spot fires and communicating an alarm.
14. The individuals responsible for performing the hot work and individuals responsible for providing the fire watch shall be trained in the use of portable fire extinguishers.
15. Where hose lines are required, they shall be connected, charged and ready for operation.
16. A minimum of one portable fire extinguisher with a minimum 2-A:20-B:C rating shall be readily accessible within 30 feet of the location where hot work is performed.
17. Before hot work is permitted and at least once per day while the permit is in effect, the area shall be inspected by the individual responsible for hot work operations to ensure that it is a fire safe area.
18. A pre-hot-work check shall be conducted prior to work to ensure that all equipment is safe and hazards are recognized and protected. A report of the check shall be kept at the work site during the work and available upon request. The pre-hot-work check shall determine all of the following:
 - A. Hot work equipment to be used shall be in satisfactory operating condition.
 - B. Hot work site is clear of combustibles or combustibles are protected.
 - C. Exposed construction is of noncombustible materials or, if combustible, then protected.
 - D. Openings are protected.
 - E. Floors are kept clean.
 - F. No exposed combustibles are located on the opposite side of partitions, walls, or floors.
 - G. Fire watches, where required, are assigned.
 - H. Approved actions have been taken to prevent accidental activation of suppression and detection equipment, and
 - I. Fire extinguishers and fire hoses (where provided) are operable and available.