

VILLAGE OF MARCELLUS
CODE ENFORCEMENT OFFICE

6 Slocombe Avenue | Marcellus, NY 13108
Phone: (315) 673-3112
codes@villageofmarcellus.com

HOT WORK PERMIT
APPLICATION PROCEDURE

- A) Complete all applicable sections of this application.
- B) Sign and date the bottom of the application.
- C) Submit the following required items with your completed application (Some may not be applicable to your project):
 - A complete description of the project
 - Contractor Insurance Certificates with the Village of Marcellus as certificate holder:
 - General Contractor's Liability Insurance Certificate
 - General Contractor's Workman's Compensation Insurance Certificate or exemption (Form C-105.2, GSI-105.2, U-26.3, CE-200, SI-12 or BP-1)
- D) Projects typically take 3-5 days to review.
- E) The permit must be approved and paid for before work can commence. The permit fee will be doubled if work is started without an approved permit.
- F) Length of validity. Permits shall be valid for up to 90 days from date of issue. An extension may be granted, provided that such an application shall be made in writing prior to the expiration date and good cause is shown.
- G) Hot work shall only be conducted in areas designed or authorized for that purpose by the personnel responsible for a Hot Work Program.
Hot work shall not be conducted in the following areas unless approval has been obtained from the Code official:
 - 1. Areas where the sprinkler system is impaired.
 - 2. Areas where there exists the potential of an explosive atmosphere, such as locations where flammable gases, liquids or vapors are present.
 - 3. Areas with readily ignitable materials, such as storage of large quantities of bulk sulfur, baled paper, cotton, lint, dust or loose combustible materials.
 - 4. On board ships at dock or ships under construction or repair.
 - 5. At other locations as specified by the Code official.
- H) Qualifications of operators: A permit for hot work operations shall not be issued unless the individuals in charge of performing such operations are capable of performing such operations safely. Demonstration of a working knowledge of the provisions of this chapter shall constitute acceptable evidence of compliance with this requirement.
- I) Records: The individual responsible for the hot work area shall maintain "pre-work check" reports in accordance with Section 3504.3.1. Such reports shall be maintained on the premises for not less than 48 hours after work is complete.

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(315) 673-3112 / Fax: (315) 673-3217

HOT WORK PERMIT APPLICATION

All applicable sections of this application must be completed - incomplete applications will be returned.

Project Address: _____

Tax Map No. _____ - _____ Zoning: _____

Property Owner: _____

Day Time Phone: _____

Owner Address: _____

E-mail: _____

Project Type: () Residential () Commercial

Type of hot work to be performed:

() Cutting/Burning () Welding () Torch () Grinding

() Other: _____

Description of the project (including the specific location):

Timeframe for completion of work: _____

Estimated cost of work: \$ _____

General Contractor:

Name: _____

Phone(s): _____

Hot Work Contractor:

Name: _____

Phone(s): _____

Person Responsible for Fire Watch:

Name: _____

Phone(s): _____

REQUIRED PRECAUTIONS CHECKLIST (Check all that apply)

- Available sprinklers, hose streams, and extinguishers are in service/operable.
- Hot work equipment in good repair.

Requirements within 35 feet of work

- Flammable liquids, dust, lint and oil deposits removed.
- Explosive atmosphere in area eliminated.
- Floors swept clean of combustibles.
- Combustible floors wet down, covered with fire-resistant sheets or damp sand.
- Remove other combustibles where possible. Otherwise protect with fire-resistant tarpaulins, screens or shields.
- All wall and floor openings covered.
- Fire-resistant tarpaulins suspended beneath elevated hot work.

Work on walls or ceilings/enclosed equipment

- Construction is noncombustible and without combustible covering or insulation.
- Combustibles on other side of walls moved away.
- No danger exists by conduction of heat into another room or area
- Enclosed equipment cleaned of all combustibles.
- Containers purged of flammable liquids and vapors

Fire watch/hot work area monitoring

- Fire watch will be provided during and continuously for 30 minutes after work, including during any work breaks.
- Fire watch is supplied with suitable extinguishers.
- Fire watch is trained in use of this equipment and in sounding alarm.
- Fire watch may be required for adjoining areas, above and below.
- Hot work area inspected 30 minutes after job is completed.

Other precautions taken

- Confined space entry permit required.
- Area is protected with smoke or heat detection.
- Ample ventilation to remove smoke/vapor from work area.
- Lockout/ tagout required.

Applicant Certification: I hereby certify that this application is true and correct to the best of my knowledge. That all work performed under any resulting permit will comply with the requirements of the NYS Uniform Fire Prevention and Building Code.

Inspections Required: Before approving any cutting and welding, the person responsible for the Hot Work Program or their appointee must inspect the work area(s) to confirm that precautions have been taken to prevent fire and must complete the pre-hot-work check.

SIGNATURE OF OWNER OF PREMISES: X

DATE:

Official Use Only

Official Use Only

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Application No.:

Date Completed:

Fee:

Date Approved:

Approved By:

FMV:

Date Denied:

Denied By:

Date Notified:

Reason Denied: