



## City of Monroe – Operational Permit Submittal Requirements

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Operational permits are required under the International Fire Code, Section 105. These permits and their fees have been adopted by the City of Monroe through Resolutions # 2006/021 and # 2004/012.

IFC 105.1.2 (1) “Operational permit. An operational permit allows the applicant to conduct an operation or business for which a permit is required by Section 105.6 for either:

- 1.1. A prescribed period.
- 1.2. Until renewed or revoked.”

The operational permit, when issued, allows the applicant to legally conduct the operation or business permitted for a period of (generally) 12 months. Permits must be renewed annually. Generally, these permits are required because of a heightened life or safety risk from the operation.

A heightened life risk may exist because:

- Decreased ambulation of occupants
- Exposure to dangerous processes or materials

A heightened safety risk may exist because:

- Hazardous or flammable materials or processes
- High fire loads
- Materials or processes that have unique fire management characteristics

The following requirements have been established for the submittal of plans and specifications for Operational Fire Permits. These renewable permits have been established to provide a focused survey and inspection to help ensure life and fire safety at occupancies having a heightened life or safety risk.

**These permits are issued annually.**

### **Submittal Instructions**

1. Complete the Operational Fire Permit Application.
2. Submit or mail application and permit fee of \$100 to the City of Monroe Permit Department at 806 W. Main Street, Monroe WA 98272.

**If application is the first or initial application, include the following:**

- A. Site Plan and/or Floor Plan (as applicable)
- B. MSDS (if applicable)
- C. Written description of operation being permitted

3. The permit application will be reviewed for compliance with applicable standards and regulations, and then an inspection of the permitted operation in the occupancy will occur. Upon correction of any deficiencies, the permit will be mailed to you.
4. Additional information may be required.





**Required Operational Permits:**

- Aerosol products.** An operational permit is required to manufacture, store or handle an aggregate quantity of Level 2 or Level 3 aerosol products in excess of 500 pounds net weight.
- Amusement buildings.** An operational permit is required to operate a special amusement building.
- Aviation facilities.** An operational permit is required to use a Group H or Group S occupancy for aircraft servicing or repair and aircraft fuel-servicing vehicles.
- Carnivals and fairs.** An operational permit is required to conduct a carnival or fair.
- Battery Systems.** A permit is required to install stationary lead-acid battery systems having a liquid capacity of more than 50 gallons (189L).
- Cellulose Nitrate Film.** An operational permit is required to store, handle or use cellulose nitrate film in a Group A occupancy.
- Combustible dust-producing operations.** An operational permit is required to operate a grain elevator, flour starch mill, feed mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices or sugar, or other operations producing combustible dusts as defined in Chapter 2.
- Combustible fibers.** An operational permit is required for the storage and handling of combustible fibers in quantities greater than 100 cubic feet (2.8m<sup>3</sup>).  
Exception: A permit is not required for agricultural storage.
- Compressed gases.** An operational permit is required for the storage, use or handling at normal temperature and pressure (NTP) of compressed gases in excess of the amounts listed in Table 105.6.9.  
Exception: Vehicles equipped for and using compressed gas as a fuel for propelling the vehicle.

**Table 105.6.9 / Permit Amounts for Compressed Gases**

Type	Amount ft <sup>3</sup> at NTP
Corrosive	200
Flammable (except LPG & cryogenics)	200
Highly toxic	Any amount
Inert and simple asphyxiant	6,000
Oxidizing (including oxygen)	504
Toxic	Any amount

- Covered mall buildings.** An operational permit is required for:
  1. The placement of retail fixtures and displays, concession equipment, displays of highly combustible goods and similar items in the mall.
  2. The display of liquid-or gas-fired equipment in the mall.
  3. The use of open-flame or flame-producing equipment in the mall.
- Cryogenic fluids.** An operational permit is required to produce, store, transport on site, use, handle or dispense cryogenic fluids in excess of the amounts listed in Table 105.6.11  
Exception: Permits are not required for vehicles equipped for and using cryogenic fluids as a fuel for propelling the vehicle or for refrigerating the lading.

**Table 105.6.11 / Permit Amounts for Cryogenic Fluids**

Type	Inside (Gallons)	Outside (Gallons)
Flammable	> 1	60
Inert	60	500
Oxidizing (including O <sub>2</sub> )	10	50
Physical or health hazard	Any	Any
Not indicated above		

- Cutting and welding.** An operational permit is required to conduct cutting or welding operations within the jurisdiction.
- Dry cleaning plants.** An operational permit is required to engage in the business of dry cleaning or to change to a more hazardous cleaning solvent used in existing dry cleaning equipment.
- Exhibits and trade shows.** An operational permit is required to operate exhibits and trade shows.
- Explosives.** An operational permit is required for the manufacture, storage, handling, sale or use of any quantity of explosive, explosive material, fireworks, or pyrotechnic special effects within the scope of Chapter 33.
- Flammable or combustible liquids.** An operational permit is required:
  1. To use or operate a pipeline for the transportation within facilities of flammable or combustible liquids. This requirement shall not apply to the off-site transportation in pipelines regulated by the department of transportation (DOT) nor does it apply to piping systems.
  2. To store, handle or use Class I liquids in excess of 5 gallons (19 L) in a building or in excess of 10 gallons (37.9 L) outside of a building, except that a permit is not required for the following:
    - 2.1 The storage or use of Class I liquids in the fuel tank of a motor vehicle, aircraft, motorboat, mobile power plant or mobile heating plant, unless such storage, in the opinion of the code official, would cause an unsafe condition.
    - 2.2 The storage or use of paints, oils, varnishes or similar flammable mixtures when such liquids are stored for maintenance, painting or similar purposes for a period of not more than 30 days.
  3. To store, handle or use Class II or Class III-A liquids in excess of 25 gallons (95 L) in a building or in excess of 60 gallons (227 L) outside a building, except for fuel oil used in connection with oil-burning equipment.
  4. To remove Class I or Class II liquids from an underground storage tank used for fueling motor vehicles by any means other than the approved, stationary on-site pumps normally used for dispensing purposes.



5. To operate tank vehicles, equipment, tanks, plants, terminals, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed or used.
  6. To place temporarily out-of-service (for more than 90 days) an underground, protected above-ground or above-ground flammable or combustible liquid tank.
  7. To change the type of contents stored in a flammable or combustible liquid tank to a material which poses a greater hazard than that for which the tank was designed and constructed.
  8. To manufacture, process, blend or refine flammable or combustible liquids.
  9. To engage in the dispensing of liquid fuels into the fuel tanks of motor vehicles at commercial, industrial, governmental or manufacturing establishments.
  10. To utilize a site for the dispensing of liquid fuels from tank vehicles into the fuel tanks of motor vehicles at commercial, industrial, governmental or manufacturing establishments.
  11. To utilize a site for the dispensing of liquid fuels from tank vehicles into the fuel tanks of marine craft and special equipment at commercial, industrial, governmental or manufacturing establishments.
- Floor finishing.** An operational permit is required for floor finishing or surfacing operations exceeding 350 square feet using Class I or Class II liquids.
  - Fruit and crop ripening.** An operational permit is required to operate a fruit-or crop-ripening facility or conduct a fruit-ripening process using ethylene gas.
  - Fumigation and thermal insecticidal fogging.** An operational permit is required to operate a business of fumigation or thermal insecticidal fogging and to maintain a room, vault or chamber in which a toxic or flammable fumigant is used.
  - Hazardous materials.** An operational permit is required to store, transport on site, dispense, use or handle hazardous materials in excess of the amounts listed in Table 105.6.21

**Table 105.6.21 – PERMIT AMOUNTS FOR HAZARDOUS MATERIALS**

<b>Type of Material</b>	<b>Amount</b>
Combustible liquids	See Section 105.6.17
Corrosive materials	
Gases	See Section 105.6.9
Liquids	55 gallons
Solids	1000 pounds
Explosive materials	See Section 105.6.15
Flammable materials	
Gases	See Section 105.6.9
Liquids	See Section 105.6.17
Solids	100 pounds
Highly toxic materials	
Gases	See Section 105.6.9
Liquids	Any Amount
Solids	Any Amount
Oxidizing materials	
Gases	See Section 105.6.9
Liquids / Solids	
Class 4	Any Amount / Any Amount
Class 3	1 gallon / 10 pounds
Class 2	10 gallons / 100 pounds
Class 1	55 gallons / 500 pounds
Organic peroxides	
Liquids / Solids	
Class I	Any Amount / Any Amount
Class II	Any Amount / Any Amount
Class III	1 gallon / 10 pounds
Class IV	2 gallons / 20 pounds
Class V	No Permit Required / No permit Required
Pyrophoric materials	
Gases	See Section 105.6.9
Liquids	Any Amount
Solids	Any Amount
Toxic materials	
Gases	See Section 105.6.9
Liquids	10 gallons
Solids	100 gallons
Unstable (reactive) materials	
Liquids / Solids	
Class 4	Any Amount / Any Amount
Class 3	Any Amount / Any Amount
Class 2	5 gallons / 50 pounds
Class 1	10 gallons / 100 pounds



**Table 105.6.21 – PERMIT AMOUNTS FOR HAZARDOUS MATERIALS (Continued)**

Type of Material	Amount
Water-reactive Materials	
Liquids / Solids	
Class 3	Any Amount / Any Amount
Class 2	5 gallons / 50 pounds
Class 1	55 gallons / 500 pounds

- HPM facilities.** An operational permit is required to store, handle or use hazardous production materials.
- High-piled storage.** An operational permit is required to use a building or portion thereof as a high-piled storage area exceeding 500 square feet.
- Hot work operations.** An operation permit is required for hot work including, but not limited to:
  1. Public exhibitions and demonstrations where hot work is conducted.
  2. Use of portable hot work equipment inside a structure.  
Exception: Work that is conducted under a construction permit.
  3. Fixed-site hot work equipment such as welding booths.
  4. Hot work conducted within a hazardous fire area.
  5. Application of roof coverings with the use of an open flame device.
  6. 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. The approved personnel shall be trained in the safety aspects denoted in this chapter and shall be responsible for issuing permits requiring compliance with the requirements found in Chapter 26. These permits shall be issued only to their employee or hot work operations under their supervision.
- Industrial ovens.** An operational permit is required for operation of industrial ovens regulated by Chapter 21.
- Lumber yards and woodworking plants.** An operational permit is required for the storage or processing of lumber exceeding 100,000 board feet.
- Liquid- or gas-fueled vehicles or equipment in assembly buildings.** An operational permit is required to display, operate or demonstrate liquid- or gas-fueled vehicles or equipment in assembly buildings.
- LP-gas.** An operational permit is required for:
  1. Storage and use of LP=gas.  
Exception: A permit is not required for individual containers with a 500-gallon water capacity or less serving occupancies in Group R3.
  2. Operation of cargo tankers than transport LP-gas.
- Magnesium.** An operational permit is required to melt, cast, heat treat or grind more than 10 pounds of magnesium.
- Miscellaneous combustible storage.** An operational permit is required to store in any building or upon any premises in excess of 2,500 cubic feet gross volume of combustible empty packing cases, boxes, barrels or similar containers, rubber tires, rubber, cork or similar combustible material.
- Open burning.** Contact Monroe Fire District # 3 at 360.794.7666 for required permits.
- Open flames and torches.** An operational permit is required to remove paint with a torch; or to use a torch or open-flame device in a hazardous fire area.
- Open flames and candles.** An operational permit is required to use open flames or candles in connection with assembly areas, dining areas of restaurants or drinking establishments.
- Organic coatings.** An operational permit is required for any organic-coating manufacturing operation producing more than 1 gallon of an organic coating in one day.
- Places of assembly.** An operational permit is required to operate a place of assembly.
- Pyrotechnic special effects material.** An operational permit is required for use and handling of pyrotechnic special effects material.
- Pyroxylin plastics.** An operational permit is required for storage or handling of more than 25 pounds of cellulose nitrate (pyroxylin) plastics and for the assembly or manufacture of articles involving pyroxylin plastics.
- Refrigeration equipment.** An operational permit is required to operate a mechanical refrigeration unit or system regulated by Chapter 6.
- Repair garages and motor fuel-dispensing facilities.** An operational permit is required for operation of repair garages and automotive, marine and fleet motor fuel-dispensing facilities.
- Rooftop heliports.** An operational permit is required for the operation of a rooftop heliport.
- Spraying or dipping.** An operational permit is required to conduct a spraying or dipping operation utilizing flammable or combustible liquids or the application of combustible powders regulated by Chapter 15.
- Storage of scrap tires and tire byproducts.** An operational permit is required to establish, conduct or maintain storage of scrap tires and tire byproducts that exceeds 2,500 cubic feet of total volume of scrap tires and for indoor storage of tires and tire byproducts.
- Temporary membrane structures, tents and canopies.** See Table B.
- Tire-rebuilding plants.** An operational permit is required for the operation and maintenance of a tire-rebuilding plant.
- Waste handling.** An operational permit is required for the operation of wrecking yards, junk yards and waste material-handling facilities.
- Wood byproducts.** An operational permit is required to store chips, hogged material, lumber or plywood in excess of 200 cubic feet.

**TABLE J -- OPERATIONAL PERMITS**

An Operational Fire Permit constitutes permission to store, or handle hazardous materials, or to operate processes, which may produce conditions hazardous to life or property.

An Operational Fire Permit is required prior to engagement in the activities, operations, practices or functions described in IFC 105.6 AND, if an ongoing operation, is required to be renewed annually before expiration.

Unless otherwise indicated, Operational Permit Fees are \$100 each. –  
Request for waivers of fees for non-profit events, in accordance with Title 9.28.135, shall be made in writing to the Fire Marshal no less than 7 days before the event.

Permit Type:	Required for:
Aerosol Products	Level 2 or 3 in excess of 500 lbs
Amusement buildings	Operation of a special amusement building
Aviation Facilities	Using a Group H or Group S occupancy for aircraft servicing or aircraft fuel-servicing vehicles
Carnivals & Fairs	Conducting a carnival or fair
Battery Systems	Installing or using lead-acid battery systems w/ a liquid capacity > 50 gallons
Cellulose Nitrate film	Storing, handling or using cellulose nitrate film in a Group A occupancy
Combustible Dust	Operation of a grain elevator, flour starch mill, feed mill, or a plant pulverizing aluminum, coal, cocoa, magnesium, spices or sugar, or other operations producing combustible dusts as defined in Chapter 2 of the IFC
Combustible Fibers	Storage and handling of combustible fibers in excess of 100 cubic feet (Agricultural storage exempt)
Compressed Gases	Storage, use or handling at normal temperature and pressure of compressed gases in excess of quantities listed in IFC T105.6.9 (compressed gas-fueled vehicles exempt)
Covered Mall Buildings	1. Placement of retail fixtures or displays, concession equipment, displays of highly combustible goods and similar items in the mall. 2. Display of liquid- or gas- fired equipment in the mall. 3. The use of open-flame or flame-producing equipment in the mall.
Cryogenic Fluids	Production, storage, transport on site, using, handling or dispensing cryogenic fluids in excess of the amounts listed in Table 105.6.11. Exception: Permits are not required for vehicles equipped for and using cryogenic fluids as a fuel for propelling the vehicle or for refrigerating the lading.
Cutting and Welding	Cutting or welding operations within the jurisdiction
Dry Cleaning Plants	Engaging in the business of dry cleaning or to change to a more hazardous cleaning solvent used in existing dry cleaning equipment
Exhibits and Trade Shows	Operating an exhibit or trade show
Explosives	The manufacture, storage, handling, sale or use of any quantity of explosive, explosive material, fireworks, or pyrotechnic special effects within the scope of IFC 33
Flammable and Combustible Liquids <ul style="list-style-type: none"> <li>• Storage, use, handling in excess of exempt quantity</li> <li>• &gt; 500 gallons inside a building</li> <li>• &gt;1000 gallons inside a building</li> <li>• Retail Sales of Flammable or Combustible Liquids</li> <li>• Per <u>each</u> flammable / combustible liquid storage room, warehouse or H-2 occupancy</li> </ul>	See WAC 51-54-0100, 105.6.17 <ul style="list-style-type: none"> <li>• \$100</li> <li>• \$200</li> <li>• \$300</li> <li>• \$100</li> <li>• \$300</li> <li>• \$1000 maximum per occupancy (single address)</li> </ul>
Floor Finishing	Floor finishing or surfacing operations exceeding 350 square feet (33 m2) using Class I or Class II liquids
Fruit and Crop Ripening	Operating a fruit-, or crop-ripening facility or conducting a fruit-ripening process using ethylene gas.
Fumigation and Thermal Insecticidal Fogging	Operating a business of fumigation or thermal insecticidal fogging and to maintaining a room, vault or chamber in which a toxic or flammable fumigant is used.
Hazardous Materials	Storage or Use in excess of quantities shown in Table 105.6.21.
High-piled Storage	Using a building or portion thereof as a high-piled storage area exceeding 500 square feet (46 m2)

Hot Work Operations	Hot work including, but not limited to: 1. Public exhibitions and demonstrations where hot work is conducted. 2. Use of portable hot work equipment inside a structure. Exception: Work that is conducted under a construction permit. 3. Fixed-site hot work equipment such as welding booths. 4. Hot work conducted within a hazardous fire area. 5. Application of roof coverings with the use of an open-flame device. 6. 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. The approved personnel shall be trained in the fire safety aspects denoted in this chapter and shall be responsible for issuing permits requiring compliance with the requirements found in Chapter 26. These permits shall be issued only to their employees or hot work operations under their supervision.
Industrial Ovens	Operation of industrial ovens regulated by IFC 21
Lumberyards and Woodworking Plants	Storage or processing of lumber exceeding 100,000 board feet (8,333 ft <sup>3</sup> ) (236 m <sup>3</sup> )
Liquid- or gas-fueled vehicles or equipment in assembly buildings	Display, operation or demonstration of liquid- or gas-fueled vehicles or equipment in assembly buildings
LP Gas	1. Storage and use of LP-gas Exception: A permit is not required for individual containers with a 500-gallon (1893 L) water capacity or less serving occupancies in Group R-3. 2. Operation of cargo tankers that transport LP-gas.
Magnesium	Melting, casting, heat treating or grinding more than 10 pounds (4.54 kg) of magnesium
Miscellaneous Combustible Storage	Storing in any building or upon any premises in excess of 2,500 cubic feet (71m <sup>3</sup> ) gross volume of combustible empty packing cases, boxes, barrels or similar containers, rubber tires, rubber, cork or similar combustible material
Open Burning	Contact Fire District Directly at 360.794.7666
Open Flames and Torches	Removing paint with a torch; or using a torch or open-flame device in a hazardous fire area
Open Flames and Candles	Using open flames or candles in connection with assembly areas, dining areas of restaurants or drinking establishments
Organic Coatings	Any organic-coating manufacturing operation producing more than 1 gallon (4 L) of an organic coating in one day
Places of Assembly	Operating a place of assembly
Pyrotechnic special effects material	Use and handling of pyrotechnic special effects material
Pyroxylin Plastics	Storage or handling of more than 25 pounds (11 kg) of cellulose nitrate (pyroxylin) plastics and for the assembly or manufacture of articles involving pyroxylin plastics
Refrigeration Equipment	Operation of a mechanical refrigeration unit or system regulated by IFC 6
Repair garages and motor fuel-dispensing facilities.	Operation of repair garages and automotive, marine and fleet motor fuel-dispensing facilities
Rooftop Heliport	Operation of a rooftop heliport
Spraying and Dipping	Conducting a spraying or dipping operation utilizing flammable or combustible liquids or the application of combustible powders regulated by IFC 15
Storage of scrap tires and tire byproducts	Establishing, conducting or maintaining storage of scrap tires and tire byproducts that exceeds 2,500 cubic feet (71m <sup>3</sup> ) of total volume of scrap tires and for indoor storage of tires and tire byproducts
Temporary Membrane Structures, Tents & Canopies	The fees for this permit are in Table B. An operational permit is not required – but a construction permit is required under Table B.
Tire-rebuilding Plants	Operation and maintenance of a tire-rebuilding plant
Waste Handling	Operation of wrecking yards, junk yards and waste material-handling facilities
Wood products	Storing chips, hogged material, lumber or plywood in excess of 200 cubic feet (6 m <sup>3</sup> )