



# HOT WORK PERMIT APPLICATION

(PLEASE PRINT CLEARLY)

Permit ID # \_\_\_\_\_

## Onsite Contact

Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____

## Project Information

Address: _____
Type of Hot Work: _____
Brief Summary of Work: _____

These guidelines are to be followed when a person, group, or organization proposes to perform hot work, cutting or welding outdoors within the City of Leander, in accordance with the provisions of Section 105.6.11 and Chapter 26 of the 2009 International Fire Code on or until such time as the Burn Ban is lifted.

## Permit Requirements

A permit issued by the Leander Fire Department is required prior to beginning any hot work.

## Hot Work Site

Shall be inspected by the designated individual noted on the permit prior to commencement of any hot work operations, and shall consist of the following:

1. Notify on-site or facility personnel that hot work is about to be conducted.
2. Operators of hot work shall be capable of performing such operations safely.
3. Prior to commencement of hot work operations, the site is inspected to ensure that it is a safe to do so.
4. Clear of all combustible materials or take appropriate steps to ensure combustible materials are shielded from all sparks, slag, flame and/or heat from igniting exposed combustibles.
5. Grade shall be kept clean within the hot work area.

6. Visible hazard identification signs shall be provided. If hot work is accessible to anyone other than the operator of the hot work equipment, warning signs stating "CAUTION – HOT WORK IN PROGRESS – STAY CLEAR" shall be posted.
7. A minimum of one (1) 2A-20BC fire extinguisher is provided within 30 feet of the hot work location.
8. Hot work shall not be conducted areas in which flammable liquids, vapors or dusts are at risk of ignition from sparks, flame or heat.
9. Oxygen and fuel-gas cylinders and acetylene generators shall be located away from hot work areas to prevent the cylinders or generators from being heated by sparks or misdirection of the flame.
10. 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 materials.

### **Fire Watch Requirements**

A Fire Watch shall be provided for all hot work operations and shall comply with the following:

1. Be physically capable and willing to walk the area during the duration and after the hot work.
2. Shall be provided during all hot work activities and shall continue for a minimum of 30 minutes after the conclusions of the work.
3. Individuals assigned to the fire watch duties shall have a fire extinguisher readily available and shall be trained in the proper use of a fire extinguisher.
4. Be equipped with a method of communication to contact 9-1-1 upon discovery of a fire that cannot be contained by on-site personnel, and have specific instructions to call 9-1-1 for assistance before the fire gets away from the hot work operators.



# HOT WORK Pre-Work Checklist



Date \_\_\_\_\_ Facility Name & Address \_\_\_\_\_

Specific location of hot work area \_\_\_\_\_  
\_\_\_\_\_

Work to be done:     Cutting/Burning     Welding     Torch     Grinding     Other

Special Precautions: \_\_\_\_\_  
\_\_\_\_\_

Fire Watch assigned (Name): \_\_\_\_\_

Before approving any cutting and welding, the person responsible for the Hot Work Program or his/her 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.

**Hot work operations shall NOT proceed unless all items are checked or an inspector from the Leander Fire Department Fire Prevention Division has inspected the area.**

- Hot work equipment in good operating condition and repair
- Hot work site clear of combustibles or combustibles are protected
- Capable Fire Watch assigned
- No exposed combustibles are located on opposite side of partitions, walls, ceilings or floors
- Fire extinguishers and fire hoses (where provided) are operable and available

- Exposed construction is noncombustible or protected if combustible
- Openings in walls and floors are protected
- Floors are kept clean
- Approved actions have been taken to prevent accidental activation of sprinkler or fire alarm equipment

*Fire watch was kept until 30 minutes following the completion of the operations. Work area and all adjacent areas to which sparks and heat might have spread were inspected and found fire safe.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

A copy of this permit shall be retained on-site for 48 hours after termination of hot work operations.