

# WASHINGTON DC FIRE & EMS DEPARTMENT

## FIRE PREVENTION DIVISION – GENERAL ORDER



<b>Subject: Hot Work Permits</b>	<b>General Order: 605</b>
<b>Section: Plans and Permits Branch</b>	<b>Date of Issue: October 1, 2009</b>
<b>Authority: DCMR 12, Chapter 12H, Section F-107H Fire Prevention Code Supplement</b>	<b>Date of Expiration: Until Removed</b>

### I. SCOPE

The information contained in this document is intended for all applicants making application to the DC Fire & EMS Department Fire Prevention Division for hot work permits.

### II. PURPOSE

The intent of this general order is to standardize the process for receiving and processing requests for operational permits to conduct hot works operations.

### III. DEFINITIONS

Hot Works Operations included cutting, welding, thermal welding, brazing, soldering, grinding, thermal spraying, thawing pipe, and installation of torch-applied roof systems or any other similar activity.

### IV. POLICY

The policy of the Fire Marshal's Office is to handle requests for operational permits for conducting hot works operations in the most efficient and courteous manner possible and without delay, while ensuring the safety of the public, operators, and inspectors and in accordance with all applicable laws, codes and standards.

### V. PROCEDURE

Hot Work Operations is a term that describes cutting, welding, brazing, soldering, thawing pipe, and installation of torch-applied roof systems. This activity is a significant cause for alarms transmitted and responses by the Firefighting Division. The permitting is for the use of open flame and in some cases LP-Gas (Roofing).

#### A. Roofing (IFC Chapter 26)

Torch-applied roof covings are considered a hot work activity. The propane fueled torches create unique hazards and have been known to be the cause for many fires in the District of Columbia.

1. All completed permit applications and a check or money order for the appropriate amount made payable to the DC Treasurer should be submitted in person in the Fire Marshal's Office. (Note: The application is available in the Fire Marshal's Office and online).
2. Documentation that the activity is properly permitted (DCRA, or other authorizing agency).
3. Written documentation (Scope of work) on how the roofing is to be applied. The following contents shall be included in this documentation and a site plan showing a layout of the site and including:
  - a. Any specifics on specialized equipment being used.
  - b. The location of all fire extinguishers.
  - c. A site plan showing a layout of the job site.
  - d. A safety plan
4. A check or money order for the appropriate amount made payable to the DC Treasurer.
5. Permits will be issued after a satisfactory site inspection, where required.

**B. Welding, Brazing, and Other Allied Processes (IFC Chapter 26)**

1. All completed permit applications and a check or money order for the appropriate amount made payable to the DC Treasurer should be submitted in person in the Fire Marshal's Office. (Note: The application is available in the Fire Marshal's Office and online).
2. Documentation that the activity is properly permitted (DCRA, or other authorizing agency).
3. This type of Hot Work Operations activity can be permitted in several ways:
  - a. **Hot Work Operational Permit** – A site specific hot work operations permit for a prescribed length of time.
  - b. **Hot Work Operator's Permit** – A permit issued to a hot work operations operator who has demonstrated proficiency and will be regulated by his/her company's safety plan approved by the Fire Marshal.
  - c. **Hot Work Program** – This program allows approved personnel to regulate their facility's hot work operations.
4. Each type of Hot Work Operations activity application shall include a safety plan (Proper signage, adequate cool-time period, and proper extinguisher ready per IFC Chapter 26)

5. Operational permits and plan reviews of operational permits are 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 hazardous fire area.
  - e. Applications of roof coverings with the use of an open-flame device.
6. A check or money order for the appropriate amount made payable to the DC Treasurer.
7. Permits will be issued after a satisfactory site inspection, where required.

Note: All questions relating to hot works permits shall be forwarded to:

**District of Columbia  
Fire & Emergency Medical Services Department  
Fire Prevention Division  
1100 4<sup>th</sup> Street SW Suite E700  
Washington, DC 20024  
(202) 727-1614**