



Version 1.0 | Approved by:  **Tod Gates, Lynnwood Fire Marshal | Effective Date:** 10/22/2015

The following requirements apply to:

1. All commercial roofing operations using hot tar or heat producing devices; and
2. All cutting and/or welding operations during construction or demolition activities.

A Hot Work Permit is required in addition to any associated building permits. This permit shall be conspicuously posted on site during the Hot Work activity and for 48-hours after the work has been completed.

Any work being performed prior to obtaining and posting a permit on site shall result in a fine.

GENERAL

A site-specific safety plan shall be developed if requested by the Fire Marshal.

Fire extinguisher(s) shall be in ready condition and must have been serviced within the past 12 months with a service tag attached. Access paths to fire extinguisher(s) shall not include ladders, stairs, or adjacent building levels.

A dedicated Fire Watch shall continue for a minimum of 30 minutes after the conclusion of work. The individual assigned as Fire Watch shall have telephone communications, be capable of operating a fire extinguisher, and have access to all areas of previous Hot Work. More than one Fire Watch may be required for large or multi-level structures.

Failure to comply with these requirements may result in an immediate Stop Work Order until a re-inspection is performed and the site has been deemed compliant.

ROOFING OPERATIONS

In addition to provisions the below, see Sections 303 and 3317 of the 2012 International Fire Code.

- Asphalt kettles shall be located a minimum of 20 feet from any combustible building surface, building opening, or combustible material (including tar bales).
- A perimeter barrier shall be erected to form a minimum 20-foot clear zone from all sides of the asphalt kettle. This clear zone is to be identified by the placement of barrier tape attached to traffic cones or other stationary objects.
- Placement of the kettle or perimeter barrier shall not impede access to or egress from the building/property or impinge on the width of the fire lane without approval from the Fire Marshal.
- Fuel containers shall be located a minimum of 10 feet from the kettle and be secured and protected from vehicular damage.
- One designated attendant, knowledgeable in the operation and safety procedures of the asphalt kettle shall be within 100 feet of the kettle (on the same level) and have the kettle constantly in view during its operation.

- A minimum of one (1) 40-B:C fire extinguisher shall be located within 25 feet of each asphalt kettle while it is in operation.
- A minimum of one (1) 3A-40-B:C fire extinguisher shall be located on the roof. Fire extinguisher(s) shall be located so one is within 75 feet of travel distance from any area of work.
- All roofing kettles shall be equipped with an operational tight-fitting lid.

CUTTING/WELDING

In addition to provisions the below, see Chapter 35 of the International Fire Code.

Cutting/welding includes, but is not limited to:

- Electric or gas welding;
- Cutting or grinding that creates sparks or embers; or
- Similar activities.

The person responsible for the Hot Work Area shall perform a pre-work inspection to identify and remove or adequately protect any combustibles, check all equipment for good repair and operating condition, and assure that approved actions have been taken to prevent accidental activation of suppression and detection equipment.

A "Pre-Hot Work Check Report" form shall be completed, posted with the Hot Work Permit, and maintained on site for a minimum of 48 hours after work is completed.

A dedicated Fire Watch shall be provided during all Hot Work activities and for a minimum of 30 minutes afterwards. Work areas that contain a horizontal or vertical visual obstruction that prohibits a single individual from observing the entire area shall require additional personnel.

Each Fire Watch shall have a minimum 2A:20-B:C fire extinguisher available within 30 feet of any Hot Work activity.

Cutting/welding shall not be performed in an existing building if the fire sprinkler system is impaired.

Warning signs stating "CAUTION: HOT WORK IN PROGRESS. STAY CLEAR.", shall be provided if the Hot Work area is accessible to anyone other than the person(s) conducting the work.

Openings or cracks in walls, floors, ducts, shafts, and other similar areas shall be sealed or protected to prevent sparks from reaching combustible building components.