



Village of Liverpool

310 Sycamore Street, Liverpool, NY 13088

Phone: (315) 457-3441, Fax: (315) 457-5119

Email: codes@villageofliverpool.org

Hot Work Permit Application

All applicable sections of this application must be completed or the application will be returned.

OFFICE USE ONLY

Permit Number:

Date Received:

Approved By:

Date Approved:

Date Notified:

Permit Fee: \$

Denied By:

Date Denied:

Reason Denied:

PROPERTY LOCATION & OWNER

PROPERTY ADDRESS

TAX MAP NO.

PROPERTY OWNER

ADDRESS ☐ Same as above

OWNER PHONE

CITY

STATE

ZIP

OWNER EMAIL

APPLICANT ☐ Same as above

NAME

RELATIONSHIP TO OWNER

ADDRESS

PHONE

CITY

STATE

ZIP

EMAIL

PROJECT DETAILS

PROJECT TYPE

☐ Residential ☐ Commercial

TIMEFRAME FOR COMPLETION OF WORK

ESTIMATED COST OF WORK

\$

TYPE OF HOT WORK TO BE PERFORMED

☐ Burning ☐ Cutting ☐ Welding ☐ Torch ☐ Grinding ☐ Other:

DESCRIPTION OF PROPOSED WORK (including the specific location)

PERSON(S) RESPONSIBLE FOR FIRE WATCH

Name:

Phone:

Name:

Phone:

Name:

Phone:

Name:

Phone:

CONTRACTOR

COMPANY NAME

DESIGN PROFESSIONAL

NAME

ADDRESS

ADDRESS

CONTACT NAME

PHONE

PROFESSION

☐ RA ☐ PE ☐ Other

PHONE

EMAIL

EMAIL

APPLICANT CERTIFICATION

I agree this permit is only for the work described, and does not grant permission for additional or related work that requires separate permits. I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of the State of New York and the Village of Liverpool. All information on this permit application is accurate to the best of my knowledge.

Inspections Required: I understand I am responsible to ensure that the required fire watch procedures are followed and that any required inspections are performed by the appropriate inspector and have been approved prior to concealing any work.

Consent to Enter Property: By signing this application I agree to allow representatives of the Village access to the above referenced property at reasonable times to ascertain compliance with any resulting permit.

SIGN HERE

PRINT NAME

DATE

Hot Work Permit Application Procedure

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- 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 Liverpool as certificate holder:
 - ☐ General Contractor's Liability Insurance Certificate
 - ☐ General Contractor's Workman's Compensation Insurance Certificate or exemption

Please Note: ACORD forms, while acceptable proof of General Liability Insurance, are NOT acceptable as proof of NYS Worker's Compensation Insurance or Disability Benefits Insurance coverage!

 - ☐ General Contractor's Disability Insurance Certificate
- 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.

HOT WORK REQUIREMENTS

VILLAGE OF LIVERPOOL

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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.