

Washington Township Fire Department Standard Operating Procedure

Division 700: Fire Prevention, Life Safety and Education
Section 701: Fire and Life Safety Inspection
Subject 701.06: Fire Department Permits
Supersedes :



Approved By:

Date: September 17, 2007 Date Last Reviewed:
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PURPOSE:

Issuing permits allows the Fire Department to identify, plan for, and react to predetermined target or high value occupancies within the service area. This policy specifies the process for issuing of Fire Department permits in a manner consistent with the provisions of the Ohio Fire Code (OFC) and the Unified Fire Code (UFC).

RESPONSIBILITY:

Authorized members of the Fire Department have the responsibility to issue Fire Department Permits required by the fire code. Members will familiarize themselves with and practice the provisions of this policy.

PROCEDURES:

The fire code official or designees is authorized to (1) receive permit applications, (2) issue permits for operations regulated by the fire code, and (3) inspect the premises for which permits were issued. The permit fees described in Section 112 of the Ohio Fire Code relate to the fees collected by the State of Ohio Fire Marshal and do not reflect fees collected by Washington Township. Permits issued and permit fees collected by the Fire Department are listed in Appendix 701.06, *Fire Department Permits*.

Operational permits are issued to entities that operate a process (e.g., spray booth) that is regulated by the fire code.
Construction permits are issued to entities that have a one time use of short duration (e.g., installation of a ventilation hood).

Two types of permits are issued - operational or construction. Operational permits are issued for a prescribed period or until they are revoked. Construction permits are valid for a period no longer than 180 days, unless an extension is granted, as described by the fire code.

Issued permits are conditioned upon the fact that conformance with the fire code and any applicable laws is and will remain in place. Conditional permits may be issued by the fire code official to grant an applicant the ability to proceed with a regulated activity at the applicant's own risk. There is no assurance that future approval or acceptance will be granted under these conditions.

Those applying for a permit must submit a completed application form and, when appropriate, furnish pertinent plans for consideration. If an application does not conform to the requirements of the fire code and other pertinent laws, the fire code official will not issue a permit(s). The application, plans, and fees will be returned to the applicant with the refusal.

An application for a permit is deemed to have been abandoned if a period of six months has elapsed since the date of application, unless the application has been diligently pursued or the permit issued. For inactive applications, the fire code official may grant extensions of 90 day increments, if there is reasonable cause.

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The fire code official issues a permit as soon as practicable after determining that the applicable requirements of the fire code and other applicable laws have been met. The issued permit contains a general description of the operation or occupancy, location/address, other necessary information, and bears the signature of the fire chief and fire code official. Issued permits are kept on the premises designated on the permit. When the same location requires more than one operational or construction permit, the fire code official or designee may consolidate multiple permits into a single permit, provided that each provision is listed in the permit.

Issued permits will be available on the premises for inspection by the fire code official or designee. The fire code official may revoke a permit if an inspection reveals that:

- A false statement was made to obtain the permit.
- The material facts presented in the application were misrepresented.
- The permit is used for a location or establishment other than that for which it was issued.
- The permit is used by a different person or firm than the name for which it was issued.
- The permit is used for a condition or activity other than that listed in the permit.
- Conditions and limitations set forth in the permit were violated.
- The permittee failed, refused or neglected to comply with orders duly served in accordance with provisions of the fire code.
- The permit was issued in error or in violation of an applicable law or the fire code.