

# Seattle Fire Prevention Division

220 3<sup>rd</sup> Avenue S. Phone: 206-386-1450  
Seattle, WA 98104-2608 Email: [permits@seattle.gov](mailto:permits@seattle.gov)



## Pre-approved Marine Hot Work Program Guidelines

It is important that you and your team follow the existing guidelines for participation in the Seattle Fire Department pre-approved marine hot work program. The guidelines are summarized for you below. Adherence to these guidelines is required for program participation and failure to adhere to the guidelines will result in revocation of pre-approved status.

1. You must call in to the preapproved "hot line" (206-689-WELD) prior to beginning work to request your level one or level two marine hot work temporary permit.
2. Immediately after you have left the requested information on the hot line, post the bright orange laminated hot work certificate that is enclosed in this package where it is easily visible from the dock. This certificate indicates to the fire inspector that you have applied for, but have not yet received, your temporary permit.
3. As soon as you receive the temporary permit, replace the laminated certificate with the actual permit.
4. **If requesting a level two marine hot work permit you must submit a Marine Chemist certificate to the Fire Marshal's Office permit team within 24 hours of beginning the job.** You may contact us by email at [permits@seattle.gov](mailto:permits@seattle.gov). **If the Marine Chemist certificate is not submitted within 24 hours, the pre-approved party will receive a warning then removal from pre- approved status.**
5. Copies of all Shipyard Competent Person (SCP) certificates must be on file with the Seattle Fire Department before a temporary marine hot work permit referencing the SCP will be issued. Please mail copies of the SCP certificates to 220 3<sup>rd</sup> Ave S, Seattle, WA 98104.
6. Pay all invoices for permits within 30 days of receipt; otherwise you may lose the benefit of receiving invoices and may be required to prepay future permit fees. If you do not pay after we have made two attempts to collect (60 days), you will be removed from the pre-approved list for a period of one year.

In addition to the guidelines above, more information about the current administrative procedures that govern marine hot work operations in Seattle are set forth in Section 2.5 of Administrative Rule 26.01.14. Administrative Rules are posted on the Fire Department webpage for reference here: <http://www.seattle.gov/fire/firecode> and are updated periodically. Please ensure that you maintain familiarity with the most current set of requirements.

If you have questions please contact the Fire Marshal's Office permit team by email at [permits@seattle.gov](mailto:permits@seattle.gov) or by phone at (206) 386-1450, or contact the Special Hazards Lieutenant at (206) 386-1340.