Instructions on How to Fill Out Hot Work Permit
*see next page for blank Hot Work Permit

SJC HOT WORK PERMIT

THIS PERMIT MUST BE POSTED AT SITE OF HOT WORK OPERATIONS

HOT WORK OPERATOR TO COMPLETE:	Pre ☑	Permit Checklist	Post ☑
Print	☐	Flammable and combustible materials within a 35-foot radius of hot work have been removed or covered with fire retardant tarps or shields.	☐
Co	☐	All floors and surfaces within a 35-foot radius of the hot work have been swept free of combustible dust or debris.	☐
Da of	☐	Any openings or cracks in the walls, floors, or ducts that are potential travel for sparks, heat, flames and smoke have been covered.	☐
Bu	☐	An operable and appropriate fire extinguisher is available and accessible at the hot work area.	☐
Lo	☐	Sprinkler heads that could be activated by hot work have been covered and protected.	☐
	☐	Smoke and heat detectors in the area of hot work have been covered to prevent false alarms.	☐
De	☐	A Fire Watch has been posted during hot work operations and for **60 minutes** after hot work has been completed.	☐

DIRECTIONS:

1. **BEFORE starting Hot Work:**
Fill out **ALL** the **YELLOW highlighted** sections and attach Hot Work Permit to Notice of Work (NOW).

   Send NOW & Hot Work Permit to Airport for approval.

2. **DURING/AFTER Hot Work is completed:**
Fill out **ALL** the **RED highlighted** sections.

   Send copy of completed Hot Work Permit to Airport for record.

I ve ... Checklist will be taken to prevent fire.

Signed (Hot Work Operator): _____   DATE: _____

Date:	Actual Start Time:	AM PM		TO BE COMPLETED POST HOT WORK	Actual Finish Time:	AM PM

FIRE WATCH TO COMPLETE:

Print Name _____   Print Name: _____
Local / Site Fire Watch   Building Fire Watch (if applicable)

Date:	Actual Start Time:	AM PM	Actual Finish Time:	AM PM	

FIRE WATCH SIGNOFF:
Hot work site was monitored for **60 minutes** following Hot Work and found fire safe.

Signed: _____   Signed: _____
Local / Site Fire Watch   Building Fire Watch (if applicable)

Upon completion of hot work and final fire check, _return_ this permit to the PAI for cancellation

AUTHORIZATION: The information on this permit has been evaluated and permission is authorized for this hot work.

Signed: _____
Permit Authorizing Individual

PERMIT EXPIRES	DATE	TIME	**IN CASE OF AN EMERGENCY, CALL (408) 277-8911**

Instructions updated 02/12/21

Revised 12/2018

SJC HOT WORK PERMIT

THIS PERMIT MUST BE POSTED AT SITE OF HOT WORK OPERATIONS

HOT WORK OPERATOR TO COMPLETE:

Pre ☑

Post ☑

Permit Checklist

HOT WORK OPERATOR TO COMPLETE					Pre ☑	Permit Checklist	Post ☑
Print Name							
Contact Number:		**Firm**			☐	Flammable and combustible materials within a 35-foot radius of hot work have been removed or covered with fire retardant tarps or shields.	☐
Date: of Hot Work	**Est. Start Time:**	**AM PM**	**Est. Finish Time:**	**AM PM**	☐	All floors and surfaces within a 35-foot radius of the hot work have been swept free of combustible dust or debris.	☐
Building:					☐	Any openings or cracks in the walls, floors, or ducts that are potential travel for sparks, heat, flames and smoke have been covered.	☐
Location:					☐	An operable and appropriate fire extinguisher is available and accessible at the hot work area.	☐
					☐	Sprinkler heads that could be activated by hot work have been covered and protected.	☐
Description of Hot Work:					☐	Smoke and heat detectors in the area of hot work have been covered to prevent false alarms.	☐
					☐	A Fire Watch has been posted during hot work operations and for **60 minutes** after hot work has been completed.	☐

I verify the above location has been examined and the precautions checked on the Permit Checklist will be taken to prevent fire.

Signed (Hot Work Operator): _____   DATE: _____

Date:	Actual Start Time:	AM PM	**TO BE COMPLETED POST HOT WORK**	Actual Finish Time:	AM PM

FIRE WATCH TO COMPLETE:

Print Name _____
Local / Site Fire Watch

Print Name: _____
Building Fire Watch (if applicable)

Date:	Actual Start Time:	AM PM	Actual Finish Time:	AM PM	

FIRE WATCH SIGNOFF:

Hot work site was monitored for **60 minutes** following Hot Work and found fire safe.

Signed: _____
Local / Site Fire Watch

Signed: _____
Building Fire Watch (if applicable)

Upon completion of hot work and final fire check, <u>return</u> this permit to the PAI for cancellation

AUTHORIZATION: The information on this permit has been evaluated and permission is authorized for this hot work.

Signed: _____
Permit Authorizing Individual

PERMIT EXPIRES	DATE	TIME	**IN CASE OF AN EMERGENCY, CALL (408) 277-8911**