

Phoenix Fire Department

Fire Prevention



STEPS TO OBTAIN AN WELDING & CUTTING OPERATIONS PERMIT

This guide outlines the steps necessary to obtain a permit for cutting or welding. (F200) Applications will not be accepted without all required information at the time of submittal per A.R.S. § 9-836.

WHEN IS A PERMIT REQUIRED?

A permit is required to conduct operations including cutting, welding, Thermite welding, brazing, soldering, grinding, thermal spraying, thawing pipe, installation of torch-applied roof systems or operation involving open flame torches or similar activity.

PERMIT PROCESS

Step 1: Complete the Fire Department application and submit the following:

- Application
- Site Plan
- Payment (cash, check, charge)

Permit applications may be faxed to 602-495-7429, submitted in person weekdays 8:00 am to 4:30 pm, or mailed to Fire Prevention Division, 150 South 12 Street, Phoenix, AZ 85034.

Note: Payment due upon acceptance of your application.

Step 2: Your application will be reviewed by Fire Prevention Staff for approval. You will be contacted if any information is missing or there are any issues.

Review time will not exceed 90 days.

Step 3: The Inspector will contact you and schedule an inspection. A permit will be issued when the inspection is completed and in compliance with the Fire Code.

An applicant may receive a clarification from the city of its interpretation or application of a statute, ordinance, code or authorized substantive policy statement. To request clarification or to obtain further information on the application process and applicable review time frames, please contact Fire Prevention.

Phoenix Fire Department – Fire Prevention Division
150 South 12 Street, Phoenix, Arizona 85034-2301
602-262-6771 or 602 495-5555 TTY

www.phoenix.gov/fire/prevention

Phoenix Fire Department

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STEPS TO OBTAIN A HOTWORK PROGRAM OPERATING PERMIT

This guide outlines the steps necessary to obtain a permit for Hot work program. (F201) Applications will not be accepted without all required information at the time of submittal per A.R.S. § 9-836.

WHEN IS A PERMIT REQUIRED?

A permit is required to conduct a Hot work program. The program which is Fire Department approved is a program that a facility or company creates that allows the “Responsible Party” to issue hot work permits for Hot work conducted at their facility. This program, for example, allows the Responsible Party, from a roofing company, to inspect each job site and assign a company permit rather than the Fire Department inspecting each one.

PERMIT PROCESS

Step 1: Complete the Fire Department application and submit the following:

- Application
- Standard Operating Procedure for facility hot work program operations
- Payment (cash, check, charge)

Permit applications may be faxed to 602-495-7429, submitted in person weekdays 8:00 am to 4:30 pm, or mailed to Fire Prevention Division, 150 South 12th Street, Phoenix, AZ 85034.

Note: Payment due upon acceptance of your application.

Step 2: Your application will be reviewed by Fire Prevention Staff for approval. You will be contacted if any information is missing or there are any issues.

Step 3: The inspector will contact you and schedule an inspection. A permit will be issued when the inspection is completed and in compliance with the Fire Code.

An applicant may receive a clarification from the city of its interpretation or application of a statute, ordinance, code or authorized substantive policy statement. To request clarification or to obtain further information on the application process and applicable review time frames, please contact Fire Prevention.

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Hotwork Program and Welding Permit Application

Welding & Hotwork F200 \$150

Operations including cutting, welding, Thermanite welding, brazing, soldering, grinding, thermal spraying, thawing pipe, installation of torch-applied roof systems or operation involving open flame torches or similar activity.

Hotwork Program F201 \$300

When *approved*, the *fire code official* shall issue a permit to carry out a hot work program. This program allows *approved* personnel to regulate their facility's hot work operations. The *approved* personnel shall be trained in the fire safety aspects denoted in this chapter and shall be responsible for issuing permits requiring compliance with the requirements found in Chapter 35 of the Phoenix Fire Code. These permits shall be issued only to their employees or hot work operations under their supervision.

Welding & Hotwork Permit Fee (\$150): _____

Hotwork Program Fee (\$300): _____

Expedited Inspection (optional) Fee (\$450): _____

Total Cost of Permit: _____

Business Information		
Name of Business:		
Complete Address:		
Desired Inspection Date:	Date:	Time:
Site Contact:	Name:	Cell Phone:
Site Contact Email:		
Responsible Party:	Name:	Phone:
Responsible Party Email:		

Payment is due at the time of application submittal.

Permit applications may be faxed to 602-495-7429, submitted in person weekdays 8:00 am to 4:30 pm, or mailed.

For permit questions or to speak to a Fire Inspector call: 602-262-6771.

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