



Roanoke Fire-EMS

Fire Marshal's Office
 713 Third Street SW
 Roanoke, VA 24016
 (540) 853-2795

www.roanokeva.gov/firemarshal

Fire Prevention Code Permit Application

2018 FOFC: Open Flame and Candle

Applicant Information				
Business Name:				
Physical Address:	Street	City	State	Zip
Mailing Address:	Street	City	State	Zip
Contact Name:				
E-mail Address:				
Primary Phone:		Alternate Phone:		
Location of Permitted Activity				
Business Name:				
Physical Address:	Street	City	State	Zip
Permit Billing Information				
Business Name: <small>(including d/b/a or t/a names)</small>				
Billing Address:	Street	City	State	Zip
Billing Contact:			Phone:	
E-mail Address:				
City of Roanoke Business License #:		Federal Tax ID:		

FIRE MARSHAL'S OFFICE USE ONLY		
Reviewed By:		Date:
Comments/Special Conditions:		
Permit Number:	Permit Fee:	

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Application Checklist

Review of this permit application requires all of the following to be included:

- Completed Fire Prevention Code Permit Application
- Site Plan/Floor Plan showing:
 1. Location Open Flames or Candles
 2. Location of ALL Fire Extinguishers
 3. Location of ALL Exits or Openings
- A Complete Detailed Description of Type of Open Flame and Fuel Types Below
- Safety Plan

Circumstances of Application/Description of Work

Permit General Conditions and Acknowledgements

The Applicant is required to review the following provisions of the Statewide Fire Prevention Code and its referenced standards. After reviewing each provision, the **Applicant must initial each item to acknowledge their review and agreement to comply with the requirement.** If the requirement is not applicable to the application, the Applicant is to write N/A in place of their initials.

- A person shall not take or utilize an open flame or light in a structure, vessel, boat or other place where highly flammable, combustible or explosive material is utilized or stored. Lighting appliances shall be well-secured in a glass globe and wire mesh cage or a similar approved device.
- A person shall not throw or place, or cause to be thrown or placed, a lighted match, cigar, cigarette, matches, or other flaming or glowing substance or object on any surface or article where it can cause unwanted fire.
- A person utilizing a torch or flame-producing device for removing paint from a structure shall provide not less than one portable fire extinguisher complying with Section 906 and with a minimum 4-A rating, two portable fire extinguishers, each with a minimum 2-A rating, or a water supply on the premises where such burning is done. The person doing the burning shall remain on premises 1 hour after the torch or flame-producing device is utilized.
- Open flames such as candles, lanterns, kerosene heaters and gas-fired heaters shall not be located on or near decorative material or similar combustible materials.
- Torches and other devices, machines or processes liable to start or cause fire shall not be operated or used in or upon wildfire risk areas, except by a permit in accordance with Section 105.6 secured from the fire official.
 - Exception:
 1. Use within inhabited premises or designated campsites that are not less than 30 feet (9144 mm) from grass-, grain-, brush- or forest-covered areas.
- A person shall not release or cause to be released an untethered sky lantern.
- When, in the opinion of the fire official, adequate safeguards have been taken, participates in religious ceremonies are allowed to carry hand-held candles, Hand-held candles shall not be passed from one person to another while lighted.
- No one under the age of 10 is permitted to possess, carry or access lit candles.
- Candles shall be prohibited in areas where occupants stand, or in an aisle or exit.

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Permit Certification

By my signature below, I hereby certify that I have read and examined this application and that all of the information contained therein is true and correct. Furthermore, I certify that the proposed operations will fully comply with the requirements contained in The Virginia Statewide Fire Prevention Code and any other related laws and /or Codes. I agree to indemnify, save harmless, and defend the City of Roanoke, its agents and employees, from all claims, damages, costs, expenses, and charges, including attorney's fees, which arise out of or by reason of these operations.

I acknowledge that if a permit is issued based on this application, it shall only be valid with in the building, facility, and/or location listed on this application for the specific date(s) and time(s) for which it is issued.

I acknowledge that approval of this application does not constitute permit issuance. Permit issuance does not occur until the completion of an on-site inspection by the Roanoke Fire Marshal's Office.

I acknowledge and understand that any violations of the Virginia Statewide Fire Prevention Code and/or the requirements of this permit may result in immediate permit suspension or revocation.

I agree to indemnify, save harmless, and defend the City of Roanoke, Virginia and its agents and employees from all claims, damages, costs, expenses, and charges, including attorney's fees, which arise out of or by reason of the activities associated with this permit.

Name:			
Signature:		Date:	

Fire Prevention Code Permit Application Instructions and Conditions 2018 FOFC: Open Flame and Candle

Permit Name:	2018 FOFC: Open Flame and Candle
Statewide Fire Prevention Code Section:	107.2
Scope:	An operational permit is required is required to use open flames or candles in connection with assembly areas, dining areas of restaurants or drinking establishments.
Fee:	\$0.00
Duration:	Annual
Application Requirements:	<p>There are specific and specialized requirements described within this application. Please review the application for all requirements.</p> <p>After issuance of your initial permit(s), your permit(s) will be valid for one (1) year.</p>
Operational Requirements:	<p>Permit holder agrees to abide by the Virginia Statewide Fire Prevention Code and any special stipulations noted on permit. Please review the application for all operational requirements.</p> <p>OTHER REQUIRED PERMITS: (The list of permits below may be required as well as other not listed)</p> <ul style="list-style-type: none">• Place of Assembly• Temporary Membrane, Structures, Tents & Canopies• Pyrotechnics• LP Gas• Compressed Gas
Submittal Instructions:	Submittal must include a completed application and all attachments listed on page 2 of this application. This application will not be reviewed without all required attachments.