



# Environmental Health & Safety

Office of Environmental Health and Safety  
(657) 278-7233/ URL <http://rmehs.fullerton.edu/>  
T1475

## HOT WORK PERMIT REQUEST

This hot work permit is required for any temporary operation involving open flames or heat and/or sparks in areas other than the Auto Shop, Central Plant, or outdoor areas free of combustible materials. This includes but is not limited to: brazing, cutting, grinding, soldering, thawing pipe, torch applied roofing, and welding.

**Authorization: (print clearly)**

This permit will authorize \_\_\_\_\_ of \_\_\_\_\_  
(Name) (Company or Department)

**Building or Area:** \_\_\_\_\_  
(be specific)

\_\_\_\_\_  
(Start Date) (Time)

\_\_\_\_\_  
(End Date) (Time)

**Project:** \_\_\_\_\_ **Work Order #:** \_\_\_\_\_

**Type of Hot Work:**  Arc Welding  Brazing  Cutting  Grinding  Soldering  
 Torch Applied Roofing  Other \_\_\_\_\_

**Safety Precautions:**  EHS notified  
 Appropriate Fire Extinguisher on site  
 Fire Watch implemented for 30 minutes after end of job

**IN AN EMERGENCY  
CALL University Police  
911  
Or  
657-278-2515**

**Employees Performing Work:** \_\_\_\_\_

**Approval:**

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approved (signature):** \_\_\_\_\_ **(print name):** \_\_\_\_\_

**Except in cases of Emergency, this request is to be sent or delivered to EHS 72 hours (3 working days) prior to the start time. Permits will be available for pick up between 9:00 AM to 4:00 PM Monday through Friday.**

Once request form is filled out please: E-mail to: [safety@fullerton.edu](mailto:safety@fullerton.edu)  
Campus Mail: EHS, T1475

**See the next page for instructions.**

## Instructions on Completing the Application for Hot Work Permit

Name	List the name of the individual or individuals whom CSUF has authorized to do the work.
Company	List the company or Department that CSUF has authorized to perform the work.
Building or area	List specific building name, room & floor number to easily locate the worksite. List multiple floors or areas if applicable.
Start Date / Time	List the date and time these activities will begin.
End Date / Time	List the date and time the activity will cease.
Project	List the project name.
Work Order number	List the Facilities Management Services Center work order number, if applicable.
Type of hot work	Specify type of work to be performed by location.
Safety precautions	Check boxes that apply.
Employee Performing work	Only the employee performing the work should be listed on this line.

Approval section to be filled out by EHS or Plant personnel authorized to approve hot work permits.

Comments	List any comments by the permit applicant / EHS personnel which would be useful or clarifications.
Area approved by	EHS or approved Facilities Management personnel authorized to approve the project should sign on this line.

**Important Note:** To send this document via e-mail, save it in your documents once completed, attach it to an e-mail, and then email it to [safety@fullerton.edu](mailto:safety@fullerton.edu).