

Electronic Plan Standards

File Naming Standards:

Electronic plans and documents shall be named as specified in the City of Vancouver [ePLANS](#) system:

<https://www.cityofvancouver.us/business/permits-licenses-and-inspections/eplans/>



Acceptable File Types:

Plans, calculations, specifications and supporting documents shall be uploaded as a PDF file.

Plan Sheet Standards:

All plans shall be drawn to scale, as identified in the checklist, and each sheet shall state the scale and show a measurable scale on the page for measurement calibrations.

Document Orientation:

All plans must be uploaded in "Landscape" format in the horizontal position with a north indicator. All other documents can be in "Portrait" format.

Stamped:

Where documentation contains a code analysis or engineering calculations, such documents shall be stamped by the design professional.

Minimum Submittal Checklist for Upload to ePLANS

- Completed Fire Operational Permit Application – Open Flames/Candles in Places of Assembly (this document) Check all *Permit Conditions* checkboxes that are applicable to your project
- Completed Hazardous Materials Inventory Statement (HMIS) and Hazardous Materials Management Plan (HMMP)
- Supporting documents listed below (See *Document Details* below)
- Site plans and floor plans (see *Plan Details* below)

Document Details

- Listing documents for all proposed candle and/or open flames to be used
- Fire protection systems covering the proposed use and design criteria with their most recent inspection dates
- Copy of evacuation plan and emergency plan
- Written statement of certified training records for all employees involved in the operation of open flames

Plan Details

The following is a list of information required on all plan submittals for review of a spraying or dipping permit. The plan shall be drawn to 1/8"= 1'-0" minimum scale. The applicant is required to submit all applicable information so an accurate and timely review may be done:

General:

- Site plan to include a north arrow, a measurable scale for calibration purposes, fire hydrants, emergency access lanes and doors, vehicle gates, Fire Department Connection, points of assembly/accountability for evacuees, electrical room, gas meters, sprinkler riser, fire alarm control panel, Knox Box, and roof access (if provided).
- Floor plans of building involved in operation including all entrance and exits, location of all exit routes, and location of all fire protection equipment.
- Written plan detailing the secured location of candles/flaming devices, which shall be in a nonflammable solid holding device and protected by an enclosure.
- Written plan indicating how to protect the public from accidental contact with candles/flaming devices.
- A listing of all occupant loads for the entire building, event, or individual rooms.

Permit Conditions

The following is a list of WSFC requirements related to open flames and candle operations. Use this form to confirm that all applicable requirements are met. Non-applicable requirements can be left blank.

General:

- 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 permitted device (308.1.1).
- 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 an unwanted fire (308.1.2).
- A person utilizing a torch or other flame-producing device for removing paint from a structure shall provide not less than one portable fire extinguisher complying with WSFC 906 and with a minimum 4-A rating, two portable fire extinguishers, each with a minimum 2-A rating, or a water hose connected to the water supply on the premises where such burning is done. The person shall remain on the premises 1 hour after the torch or flame-producing device is utilized (308.1.3).
- Charcoal burners and other open-flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction (308.1.4, VMC 16.04 amendment).

Exceptions:

1. Domestic use.
 2. Where buildings, balconies and decks are protected by an automatic sprinkler system.
 3. LP-gas cooking devices having LP-gas container with a water capacity not greater than 2 1/2 pounds.
- Open flames such as from candles, lanterns, kerosene heaters, and gas-fired heaters shall not be located on or near decorative material or similar combustible materials (308.1.5).

Open-Flame Devices:

- Torches and other devices, machines, or processes liable to start or cause fire shall not be operated or used in or on wildlife risk areas, except by a permit in accordance with WSFC 105.5 (308.1.6).

Exception: Use within inhabited premises or designated campsites that are not less than 30 feet from grass-, grain-, brush-, or forest-covered areas.

- Flame-employing devices, such as lanterns or kerosene road flares, shall not be operated or used as a signal or marker in or on wildlife risk areas (308.1.6.1)

Exception: The proper use of fuses at the scenes of emergencies or as required by standard railroad operating procedures.

- Portable open-flame devices fueled by flammable or combustible gases or liquids shall be enclosed or installed in a such a manner as to prevent the flame from contacting combustible material (308.1.6.2).

Exceptions:

1. LP-gas-fueled devices used for sweating pipe joints or removing paint in accordance with WSFC 61
 2. Cutting and welding operations in accordance with WSFC 35
 3. Torches or flame-producing devices in accordance with WSFC 308.4
 4. Candles and open-flame decorative devices in accordance with WSFC 308.3
- A person shall not release or cause to be released an untethered sky lantern (308.1.6.3).

Religious Ceremonies:

- Participants in religious ceremonies shall not be precluded from carrying hand-held candles as regulated by RCW 19.27.031(3) (308.1.7).
- Candles shall be prohibited in areas where occupants stand, or in an aisle or exit (308.1.7.1).

Exception: Candles used in religious ceremonies.

Flaming Food and Beverage Preparation:

- Flammable or combustible liquids used in the preparation of flaming foods or beverages shall be dispensed from one of the following (308.1.8.1):
 1. A 1-ounce container
 2. A container not exceeding 1-quart capacity with a controlled pouring device that will limit the flow to a 1-ounce serving.
- Containers shall be secured to prevent spillage when not in use (308.1.8.2).
- The serving of flaming foods or beverages shall be done in a safe manner and shall not create high flames. The pouring, ladling or spooning of liquids is restricted to a maximum height of 8 inches above the receiving receptacle (308.1.8.3).
- Flaming foods or beverages shall be prepared only in the immediate vicinity of the table being served. They shall not be transported or carried while burning (308.1.8.4).
- The person preparing the flaming foods or beverages shall have a wet cloth towel immediately available for use in smothering the flames in the event of an emergency (308.1.8.5).
- Gas-fired portable or fixed open flame fire tables and fireplaces are required to be provided with protection devices to prevent occupants from using flame, and from flame being exposed to combustible material. A Fire extinguisher shall be located within 75 feet of travel distance. Where located indoors, the supply gas valve shall be interlocked with building fire alarm and/or fire sprinklers where provided (308.1.9).

Group A Occupancies (Capacity of 50 or more persons):

- Open-flame devices shall not be used in a Group A occupancy (308.3).

Exceptions:

 1. Open flame devices are allowed to be used in the following situations, provided that precautions are taken to prevent ignition of combustible material or injury to occupants:
 - o Where necessary for ceremonial or religious purposes in accordance with WSFC 308.1.7 (see above).
 - o On stages and platforms as a necessary part of a performance in accordance with WSFC 308.3.2.
 - o Where candles on tables are securely supported on substantial noncombustible bases and the candle flames are protected.
 2. Heat-producing equipment complying with WSFC 6 and the International Mechanical Code.
 3. Gas lights are allowed to be used provided that adequate precautions are taken to prevent ignition of combustible materials.
- Open-flame decorative devices shall comply with all of the following restrictions (308.3.1):
 1. Class I and Class II liquids and LP-gas shall not be used.
 2. Liquid- or solid-fueled lighting devices containing more than 8 ounces of fuel must self-extinguish and not leak fuel at a rate of more than 0.25 teaspoon per minute if tipped over.
 3. The device or holder shall be constructed to prevent the spillage of liquid fuel or wax at a rate of more than 0.25 teaspoons per minute when the device or holder is not in an upright position.
 4. The device or holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical.

Exception: Devices that self-extinguish if tipped over and do not spill fuel or wax at the rate of more than 0.25 teaspoon per minute (1.26 ml per minute) if tipped over.
 5. The flame shall be enclosed except where openings on the side not more than 0.375-inch diameter are or where openings are on the top and the distance to the top is such that a piece of tissue paper placed on the top will not ignite in 10 seconds.
 6. Chimneys shall be made of noncombustible materials and securely attached to the open-flame device.

Exception: A chimney is not required to be attached to any open-flame device that will self-extinguish if the device is tipped over.

7. Fuel canisters shall be safely sealed for storage
 8. Storage and handling of combustible liquids shall be in accordance with WSFC 57.
 9. Shades, where used, shall be made of noncombustible materials and securely attached to the open-flame device or chimney.
 10. Candelabras with flame-lighted candles shall be securely fastened in place to prevent overturning and shall be located away from occupants using the area and away from possible contact with drapes, curtains or other combustibles.
- Open-flame devices used in conjunction with theatrical performances are allowed to be used where adequate safety precautions have been taken in accordance with NFPA 160.

NOTE: *This is not intended to be an all-inclusive list. The WSFC requirements listed are intended to ensure that we have adequate information to begin a review of the application. Additional information may be required.*

I understand that all applicable codes apply and that other regulatory codes may also apply. Errors and/or omissions on the plans and corrections from field inspections are the responsibility of the owner/contractor. All work is subject to compliance with City of Vancouver ordinances and laws of the State of Washington.

APPLICANT NAME: _____ APPLICATION DATE: _____

APPLICANT SIGNATURE: _____