

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 Installation Permit Application – Open Flames and Torches (this document) Check all *Permit Conditions* checkboxes that are applicable to your project
- Supporting documents listed below (See *Document Details* below)
- Site plans and floor plans (see *Plan Details* below)

Document Details

- Listing documents for all proposed torch and/or open flames to be used
- Fire protection systems covering the proposed such as fire extinguishers and their most recent inspection dates
- Written statement of certified training records for all employees involved in operation

Plan Details

The following is a list of information required on all plan submittals for review of standpipe systems 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 completed:

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.
- Written plan detailing the secured location of torches/flaming devices, which shall be in a nonflammable solid holding device and protected by an enclosure.
- Written plan indicating how to protect the wildlife areas from accidental contact with torches/flaming devices.

Permit Conditions

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

Open Flames:

- 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 (WSFC 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 (WSFC 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 Section 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 doing the burning shall remain on the premises 1 hour after the torch or flame-producing device is utilized (WSFC 308.1.3).
- 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 (WSFC 308.1.5)
- Torches and other devices, machines, or processes liable to start or cause fire shall not be operated or used in or on wildfire risk areas (WSFC 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.

- Signals and Markers: Flame-employing devices, such as lanterns or kerosene road flares, shall not be operated or used as a signal or marker in or on wildfire risk areas (WSFC 308.1.6.1).

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

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

Exceptions:

1. LP-gas-fueled devices used for sweating pipe joints or removing paint in accordance with WSFC Chapter 61.
2. Cutting and welding operations in accordance with WSFC Chapter 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.

- Sky Lanterns: A person shall not release or cause to be released an untethered sky lantern. (WSFC 308.1.6.3)

Fuel-Fired Appliances:

- The construction and use of portable fuel-fired appliances not connected to a fixed fuel piping system, such as blow torches, melting pots and weed burners, shall comply with the following (WSFC 605.1):
 - Installation: The installation of nonportable fuel-fired appliances shall be made in accordance with the manufacturer's installation instructions and applicable federal, state, and local rules and regulations (WSFC 605.1.1).
 - Wiring and Equipment: Electrical wiring and equipment used in connection with fuel-fired appliances and equipment shall be installed and maintained in accordance with WSFC 603 and NFPA 70 (WSFC 605.1.2).
 - Fuel Oil: The grade of fuel oil used in an oil burner shall be that for which the oil burner is approved and as stipulated by the oil burner manufacturer's instructions. Oil containing gasoline shall not be used. Waste crankcase oil shall be an acceptable fuel in Group F, M and S occupancies where utilized in equipment listed and labeled for use with waste oil and where such equipment is installed in accordance with the manufacturer's instructions and the terms of its listing (WSFC 605.1.3).
 - Access: The installation of fuel-fired equipment shall be provided with access to equipment for cleaning hot surfaces; removing burners; replacing motors, controls, air filters, chimney and vent connectors, draft regulators, and other working parts; and for adjusting, cleaning and lubricating parts (WSFC 605.1.4).
 - Testing, Diagrams, Instructions: After installation of the fuel-fired equipment, operation and combustion performance tests shall be conducted to determine that the equipment is in proper operating condition and that all accessory equipment, controls, and safety devices function properly (WSFC 605.1.5).

- Clearances: Working clearances between fuel-fired appliances and electrical panelboards and equipment shall be in accordance with NFPA 70. Clearances between oil-fired equipment and oil supply tanks shall be in accordance with NFPA 31 (WSFC 605.1.6).

Welding:

- Devices or attachments mixing air or oxygen with combustible gases prior to consumption, except at the burner or in a standard torch or blow pipe, shall not be allowed unless approved (WSFC 3505.1).
- Acetylene gas shall not be piped except in approved cylinder manifolds and cylinder manifold connections or utilized at a pressure exceeding 15 pounds per square inch gauge unless dissolved in a suitable solvent in cylinders manufactured in accordance with DOTn 49 CFR Part 178. Acetylene gas shall not be brought in contact with unalloyed copper, except in a blowpipe or torch (WSFC 3505.4).
- Oxygen and fuel-gas cylinders and acetylene generators shall be located away from the hot work area to prevent such cylinders or generators from being heated by radiation from heated materials, sparks or slag, or misdirection of the torch flame (WSFC 3505.5).
- The torch valve shall be closed and the gas supply to the torch completely shut off when gas welding or cutting operations are discontinued for a period of 1 hour or more (WSFC 3505.6).

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: _____