



The Colorado Springs Fire Department's Division of the Fire Marshal continues to watch our city grow and develop, resulting in construction being on the rise. Contractors and qualified operators who perform hot work must be vigilant to ensure fire and life safety. It is imperative for contractors to follow the permit requirements while working in the city. Hot work is defined but not limited to welding and associated processes, brazing, cutting, soldering, heat treating, grinding, thawing pipe, power-driven fasteners, hot riveting, torch applied roofing, thermite welding, other similar operations producing or using a spark, flame, or heat.

## HOT WORK PERMITS ARE ONLY REQUIRED IF THE CITY IS IN A BURN RESTRICTION OR BURN BAN\*

**Go to [www.coswildfireready.org](http://www.coswildfireready.org) to see if there is an active Burn Restriction or Burn Ban**

\*Exceptions may apply for new construction, call 719-385-5982 for more information

### PERMIT APPLICATION INSTRUCTIONS

1. Apply for a hot work permit through the City's Permits, Licenses, and Records Portal at <https://bit.ly/csfdpermitportal>
2. Select "Create An Account"
3. Select "Fire" then "Create An Application"
4. Choose "Temporary Hot Work Permit"
5. Ensure the address where hot work is being done is accurate. If you are a contractor working at multiple locations, add all applicable addresses to the "Detailed Description" box in Step #3 of the application. You will receive a single permit covering all locations.
6. Submit permit application.
7. Make a note of your assigned Record Number that will begin with DFM-T-HW...



**Scan here to complete the permit application**



**Be proactive! Permits can take up to 1 week to process.  
Permits are FREE and are active for 3 months.**

Hot Work Permits are valid for 90 days, and it is the responsibility of the permit holder to reapply as necessary during burn restriction or burn ban. Permits are only applicable to the addresses listed on the permit. Every address listed in the permit is required to have a Hot Work Fire Safety Checklist completed daily, which is kept onsite and available for any fire code official during an active burn restriction or burn ban. To update or add addresses to the permit, please email [FireMarshal@coloradosprings.gov](mailto:FireMarshal@coloradosprings.gov) and reference your permit number, which begins with DFM-T-HW...

## PRE-HOT WORK CHECKS

Every address listed in the permit is required to have a Hot Work Fire Safety Checklist completed daily, kept onsite, and available for any fire code official during an active Burn Restriction or Burn Ban.

**Download the Hot Work Fire Safety Checklist at:**

**<https://bit.ly/csfd-hotwork>**

Daily checks include:

- Ensure hot work equipment is in satisfactory operating condition and good repair.
- The work site is clear of combustibles, or the combustibles are protected.
- Openings are protected, floors are kept clean, and no exposed combustibles are on the opposite side of partitions, walls, ceilings, or floors.
- Fire Watch is assigned as required, and approved actions are taken to prevent accidental activation of suppression and detections.
- Fire extinguishers and fire hoses are operable and available as needed or required.



Scan here for the Pre-Hot Work Checklist



## FIRE WATCH REQUIREMENTS

### When:

During and no less than 30 minutes after hot work is complete.

### Where:

Covering the entire worksite, including a 35-foot radius and 15 feet below and above the work area.

### Who:

Those trained to conduct Fire Watch are responsible for doing so.

### Equipment Required:

A fire extinguisher must be within 30 feet of the hot work area and be trained to use it.

**All information regarding Hot Work Permits is located at <https://bit.ly/csfd-hotwork>**



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