Applications for permits shall be submitted to the Cedar Rapids Fire Marshal’s Office via E-mail at mollyk@cedar-rapids.org or v.mckinnon@cedar-rapids.org or US Mail at 713 1st Ave SE, Cedar Rapids IA 52401.

A permit applicant may be required to submit the following information for a complete permit application: a completed permit application, a site diagram, installation plans, MSDS sheets (if applicable), equipment data sheets, and permit application fee. If it is deemed necessary, further information may be required by the Cedar Rapids Fire Marshal’s Office before a permit application is accepted for review.

The Cedar Rapids Fire Marshal’s Office may take up to 14 days to review the application for compliance with the Cedar Rapids Fire Code (CRFC). Once it is determined that the application meets these requirements, a permit will be issued for installation per approved plans. Any changes to the approved plans shall be submitted in writing via a drawing and approved by the Cedar Rapids Fire Marshal's Office PRIOR to implementing the change.

If the permit is an installation process, then various inspections may be needed to ensure compliance with CRFC and permit application requirements. You must schedule these inspections with the Fire Marshal's Office a minimum of 48 hours in advance. Final approval from CRFD Fire Marshal's Office is required prior to use. If an operation is found to be in use without approval from the Cedar Rapids Fire Marshal’s Office, a citation may be issued.

If you need any further information or assistance, or have any questions, please call the Cedar Rapids Fire Marshal’s Office at (319) 286-5166.

INSTRUCTIONS:
1. Complete Page 2 for all permits, temporary or permanent.
   - Permit Guide Sheets, with Fire Code sections referenced, are available for many of the permit categories. Check our website, or request guides from the Fire Marshal’s Office at 319-286-5166.

2. Enclose a check payable to the Cedar Rapids City Treasurer with your application.

3. Include a site diagram, and if applicable, installation plan, MSDS sheets, equipment specification sheets, and other required supporting documents.

4. Be sure to call for a final approval at the completion of the project.
CEDAR RAPIDS FIRE DEPARTMENT
Fire Marshal’s Office
APPLICATION FOR A PERMIT REGULATED BY THE
CEDAR RAPIDS FIRE CODE

INSTRUCTIONS:
Complete this page of the application and submit to the Cedar Rapids Fire Marshal’s Office. “Permit Guides” include some Code information specific to many permit operations and are found on the Fire Marshal’s Office Fire Code Permits page of our website at www.cedar-rapids.org/fire.

NOTE: The “Permit Guides” do not include all codes that apply to your individual project. Refer to the appropriate Chapter of the 2006 IFC (International Fire Code) and any local amendments for additional code requirements.

Permit Site Business Name

Permit Site Address

Permanent (installation) ☐ Temporary (installation) ☐

Permit Conditions
A permit shall be obtained from the Cedar Rapids Fire Marshal’s Office prior to installing any operation or system requiring a Permit (see the International Fire Code 2006 Section 105).

Application for Permit

• The permit applicant shall provide a legible site diagram listing the site business name, address, including system locations. Where applicable, please provide any information sheets regarding listing, approvals, electrical, mechanical, and any applicable other supporting documentation required for a Permit.

• The required fee must be included when the application is submitted.

Proposed project: ____________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Fee per $_____________ Total Fee_______________ Date ________________

The undersigned representative agrees to adhere to the Cedar Rapids Fire Code and all applicable Federal, State, and other local regulations

Contractor Company ___________________________ Address __________________________

Contact Name & Signature________________________ Address __________________________

Phone __________________________

Party Responsible for Billing (if other than above)
Name__________________________________ Address __________________________

FOR OFFICE USE ONLY!
Date received: __________________ Fire Inspector Issuing Permit ______________________

Final Approval Inspector’s Name __________________________ Date ______________________
CEDAR RAPIDS FIRE DEPARTMENT
FIRE MARSHAL’S OFFICE

Permit Application for Application of Flammable and Combustible Finishes in Spray Booths IFC 2012

Read the following requirements and signify that you understand and agree to comply with the requirement by placing an “X” on the line next to the requirement. If you do not understand or do not agree to follow the requirement, do NOT place an “X” on the line. **This application shows only a portion of the law. All laws in force apply.**

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<th>Applicant Use</th>
<th>Office Use Only</th>
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### REQUIREMENTS

#### General

1. **Permit Conditions**
   A permit shall be obtained from the Cedar Rapids Fire Marshal’s Office prior to any work being conducted at the site. The permit is valid for 180 days at a cost of **$120.00** for the paint booth construction project. The permit applicant shall provide a legible site diagram. CRFC Sec. 105 (NOTE: PAYMENT INFORMATION ON LAST PAGE)

2. The permit applicant shall provide a legible site diagram listing the site business name, address, construction materials, ventilation size, and other information as required by the Fire Marshal’s Office. CRFC 105.4

3. All installations shall comply with CRFC Chapter 15, Cedar Rapids Building Code and applicable Federal, State and other local requirements. NOTE: A Permit is required from Linn County Health for emissions. Call 892-6000 to start this process PRIOR to Installation. CRFC 105.3

4. Spray booths shall be substantially constructed of steel not less than 0.044 inch (18 gauge) in thickness. If different, approval must be obtained from the Division of Fire Prevention. CRFC 2404.3.2.1

5. The area of a spray booth shall not exceed 1,500 square feet. (The spray booth shall not exceed 10% of the basic area permitted for the major use of the building) CRFC 2404.3.2.6

6. Interior surfaces of spray booths shall be smooth and continuous without edges. Floors of spray booths shall be of noncombustible material. CRFC 2404.3.2.2

7. Spray booths shall be separated from other operations by a wall or a distance as required by the AHJ but the distance shall not be less than 3 feet. CRFC 2404.3.2.5

8. When spray booths are illuminated, fixed lighting units that transmit light into the spray booth must transmit this light through heat treated or hammered with glass. This glass must be tightly sealed to confine vapors. CRFC 2404.6.2

9. Portable electric lamps and heaters shall not be located in spray booths. CRFC 2403.2.3 / 2403.2.4 / 2404.6.2.4

10. Spray booths shall not be alternately used for the purpose of drying by arrangements that could cause a material increase in the surface temperature of the spray booth. CRFC 2404.6.1

11. Electrical wiring **inside** the spray booth shall be Class 1 Division 1. CRFC 2404.3.2.1.1 Electrical wiring and equipment located **outside** of, but within 5 feet (1524 mm)
horizontally and 3 feet (914 mm) vertically of openings in a spray booth or a spray room shall be approved for Class I, Division 2 or Class II, Division 2 hazardous locations, whichever is applicable. CRFC 2403.2.1.3

12. Exit doors from pre-manufactured paint spray booths shall not be less than 2'6” by 6’8”. CRFC 2404.3.2.4
An approved second exit is required when the calculated (or actual) Occupant load for the booth will exceed 3 OR the common path of exit travel will exceed 25 foot. (Open face booth with length dimension >25’) IBC 104.3 / 1015.1

13. Metal parts spray booths, exhaust ducts and piping systems conveying class 1 or 2 liquids shall be electrically grounded in accordance with the Electrical Code. CRFC 2403.2.5

FIRE PROTECTION

14. Spray booths shall be protected by an approved automatic fire extinguishing system which shall also protect exhaust plenums, exhaust ducts and both sides of dry filters when such filters are used. CRFC 2404.4

VENTILATION

ITEMS 15-22 MUST BE APPROVED BY A REPRESENTATIVE OF THE MECHAICAL CODE DEPARTMENT.

15. Spraying equipment shall be interlocked with the ventilation of the spraying area such that spraying operations cannot be conducted unless the ventilation system is in operation. CRFC 2404.8

16. The booth shall provide makeup air. The system shall be designed to provide an average air velocity not less than 100 lineal ft/minute as measured over the open face of the booth, or booth cross section in the direction of airflow during spraying operations. CRFC 2404.7.3

17. The Mechanical Ventilation system shall have air exhaust ducts extended to pick up flammable vapor within 6 inches of the floor. CRFC 2404.7

18. Exhaust ducts shall have a clearance from combustible construction or material of not less than 18 “ unless protection of exposed surfaces is provided in accordance with IMC 2012

19. Clean out openings shall be provided at intervals which allow thorough cleaning of ducts. Clean out openings in ducts and pipes shall be equipped with tight fitting sliding or hinged doors constructed of metal that is equal to or greater than the thickness of the duct or pipe. Such doors shall be equipped with a substantial latch to hold the door tightly closed. IMC 2012

20. Exhaust ducts shall not include individual bends exceeding 45 degree measured from the centerline of the duct. Bends, turns and elbow shall not reduce the cross-sectional area of the duct or pipe. IMC 2012
**CEDAR RAPIDS FIRE DEPARTMENT**

**FIRE MARSHAL’S OFFICE**

**Permit Application for Application of Flammable and Combustible Finishes in Spray Booths IFC 2012**

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<td>21.</td>
<td>Each spray booth shall have an independent exhaust duct system discharging to the building exterior. At least 6 ft from roof; 10 ft above the adjoining grade; 10 ft from openings in building; 30 ft from combustible walls or openings into the building in the direction of exhaust; 30 ft from property line; CRFC 2404.7.6 Ventilation systems shall be balanced by providing makeup air as required by the mechanical code. Example: Mechanical intake system or passive intake louvers that can provide minimum exhaust velocity as required by the mechanical code.</td>
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<td>22.</td>
<td>Electric motors driving exhaust fans shall not be placed inside booths or ducts. Fan rotating elements shall be nonferrous or non-sparking. Belts shall not enter ducts or booths unless belts and pulleys within a duct or booth are tightly enclosed. CRFC 2404.7.7</td>
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**DRY FILTERS**

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<td>23.</td>
<td>Clean filters shall be noncombustible or of an approved type. CRFC 2404.7.8</td>
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<td>24.</td>
<td>Materials highly susceptible to spontaneous heating and ignition shall not be used. Filters shall be changed prior to spraying materials which would react with other materials previously collected. (Varnishes, stains, primers, in combination with a lacquer) CRFC 2404.7.8.6</td>
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<td>25.</td>
<td>Articles being sprayed shall be positioned in a manner which does not obstruct collection of over spray. CRFC 2404.7.4</td>
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<td>26.</td>
<td>Discarded filters shall be immediately removed to a safe, well-detached location or placed in a water filled container and disposed of at the close of each day’s operation. CRFC 2404.7.8.5</td>
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**OPERATIONS AND MAINTENANCE**

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<td>27a</td>
<td>Cleaning spray nozzles and auxiliary equipment with solvents shall be conducted in the spray booth with the ventilation equipment operated during cleaning. CRFC 2403.3.5</td>
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<td>27b</td>
<td>Spray gun and equipment cleaning machines may be used and shall be located in areas not open to the public and shall be separated from ignition source in accordance with their listings but not less than 3 feet. Spray gun and equipment cleaning machines shall be limited to an aggregate container capacity not exceeding the capacity of the machine. CRFC 2403.3.5.1</td>
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<td>28.</td>
<td>Spraying areas shall be kept free from the accumulation of deposits of combustible residues with cleaning conducted daily if necessary. CRFC 2403.4.2</td>
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<td>29.</td>
<td>Scrapers, spuds or other tools used for cleaning purposes shall be constructed of non-sparking materials. CRFC 2403.4.1</td>
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<td>30.</td>
<td>A clear space around the booth of not less than 3 feet shall be kept free of storage of combustible material. CRFC 2404.3.2.5</td>
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**COMPLETE THE FOLLOWING FOR POWDER COATING - OR - ELECTROSTATIC APPARATUS - OR - ELECTROSTATIC FLUIDIZED BED OPERATIONS**

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<td>38.</td>
<td>IF THIS SPRAY BOOTH HAS IN ASSOCIATION ANY POWDER COATING - OR - ELECTROSTATIC OPERATION, THEN CONTACT THE FIRE MARSHAL’S OFFICE FOR ANOTHER PERMIT APPLICATION IN ADDITION TO THIS ONE!!!</td>
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The business or property owner where the booth will be installed has been made aware of the above required items.