



FACT SHEET

Standard: **Hot Work**

HOT WORK PERMISSION LETTER CRITERIA

A person or company performing burning, welding, cutting or other hot work operations shall obtain a permit from the Fire Department. Prior to the issuance of a permit, the applicant/contractor shall provide written authorization signed by the Harvard property owner or his/her agent describing the scope and specific locations where the work is to be performed.

The following is required by the [Boston Fire Department](#) and [Cambridge Fire Department](#). Please refer to the respective fire department's web sites for additional information.

BOSTON

All applications for Cutting/Welding and Other Hot Work must have a permission letter from the property owner, manager, or agent at the time of submittal, there are **NO EXCEPTIONS**.

Permission Letters must:

- If electronically submitted must be a .pdf file
 - Be on letterhead
 - Dated
 - Specify the exact work location which includes:
 - Street Number
 - Street Name
 - Specific Location(s) on the property
1. If the work is being performed in certain area(s) like the basement, or the elevator lobby, or the roof, the letter must specify these locations and the reason why the work is being performed
 2. List all floors where work is being performed, a floor and area must be individually listed, **"ALL FLOORS" IS NOT ACCEPTABLE AND THERE ARE NO EXCEPTIONS.**
 - List the name of every contractor performing Cutting/Welding and Other Hot Work on the property
 - Complete scope and description of work being performed must be included in all letters
 - List the reason(s) for the work being performed must also be clearly stated signed by property owner/agent/manager

Emergency Work

If the job is an emergency **THE APPLICATION AND THE LETTER MUST STATE THIS**. An emergency relates to items such as:

- No heat in the winter,
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- No water or hot water,
- No air-conditioning in the summer,
- Unusable handicapped facilities or
- Unsafe conditions.

A job that is time or fiscally sensitive on either the contractor's or property owners' part does not constitute an emergency. It must be a life safety issue.

Extensions

Since the maximum time allowable for this permit is six months we do allow you to clone the application and select work type of extension in order to fast track your application.

- There are to be no changes in the location and scope of work from the existing permit
- You must provide your original permit number and it may not have expired
- You must have a valid permission Letter

If the above is not the case it is a totally new application and all of the above is required.

Note: It is the contractor's responsibility to have all original permits posted and maintained on job-site.

Paid Details

Only upon approval will it be known as to whether a Paid Detail will be required. If one is required you are to request a paid detail on-line at when your permit is issued to you. [Fire Detail Form](#)

CAMBRIDGE

Cutting or Welding or Hot Work Permit

A person or company performing burning, welding, or cutting operations shall obtain a permit from the Fire Department.

- The permit shall specify the time
- Exact location of the work to be performed
- Nature of the work to be done, and
- Any special precautions to be taken during the work.

Prior to the issuance of the permit, the applicant/contractor shall provide on letter head, written authorization signed by the Harvard property owner or his/her agent describing the scope and specific locations where the work is to be performed.



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The Fire Department requires a **paid fire detail** for all hot work performed indoors and/or on the exterior structure of all occupied buildings, and for cutting/burning operations in buildings under demolition.

A fire detail may not be required for hot work performed in unoccupied buildings under construction, however, a **fire watch** is required to be provided by the welding contractor. This will be determined at time of permitting.