

HOT WORK PERMIT TEMPLATE

Last Updated: February 2026

PERMIT INFORMATION

Permit Number: _____
Project Name: _____
Project Number: _____
Date Issued: _____
Time Issued: _____
Valid Until (Date/Time): _____
Issued By: _____

WORK DETAILS

Work Type: & Welding & Cutting & Grinding & Other: _____
Location/Area: _____
Work Description: _____

Equipment to be Used: _____
Operator Name: _____
Operator Company: _____
Fire Watch Name: _____
Fire Watch Company: _____

PRE-WORK CHECKLIST

& Area Inspected
& Combustibles Removed or Protected
& Floors Swept Clean
& Flammable Materials Protected
& Fire Extinguisher Present (Type: _____ Location: _____)
& Fire Watch Assigned
& Sprinkler System Operational (if applicable)
& Smoke Detectors Covered (if applicable)
& Ventilation Adequate
& Confined Space Entry (if applicable): & Yes & No

DURING WORK

Time Started: _____
Fire Watch Present: & Yes & No
Fire Extinguisher Accessible: & Yes & No
Work Area Monitored: & Yes & No
No Combustible Materials Nearby: & Yes & No

POST-WORK

Time Completed: _____

Work Area Inspected: & Yes & No

Hot Materials Cooled: & Yes & No

Fire Watch Continued (if required): & Yes & No

Final Inspection Time: _____

Final Inspection By: _____

CONDITIONS

Special Conditions/Requirements: _____:

_____:

_____:

Restrictions: _____:

_____:

_____:

SIGNATURES

Operator Signature: _____

Fire Watch Signature: _____

Issued By: _____

Final Inspection By: _____

NOTES

Additional Notes: _____:

_____:

_____: