

# University of Houston-Clear Lake

Department of Environmental, Health and Safety  
2700 Bay area Blvd.  
NOA I, Rm 107  
Houston, Texas 77058  
Phone: 281-283-2110

## OPEN FLAME PERMIT

**PERMIT MUST BE SUBMITTED AT LEAST 14 DAYS PRIOR TO EVENT**

PERMIT MUST BE OBTAINED FOR THE USE OF ANY DEVICE REQUIRING AN OPEN FLAME

Organization Name:			
Name of Event:			
Location of Event:			
Date of Event:		Start & End Time:	
Responsible Party:			
Campus Phone:		Home Phone:	
Open Flame Device:			

PERMIT MUST BE POSTED ON-SITE OR REMAIN AT THE LOCATION WITH A RESPONSIBLE PARTY DURING THE TIME OF THE EVENT.

IF PERMIT INVOLVES COOKING, ALL ADJACENT AREAS TO WHICH SPARKS OR HEAT MIGHT SPREAD MUST BE INSPECTED AT LEAST 30 MINUTES AFTER THE EVENT IS OVER.

FIRE MARSHAL OFFICE FIRE EXTINGUISHERS MUST BE RETURNED AFTER THE EVENT IS OVER OR THE FOLLOWING BUSINESS DAY.

IN THE EVENT OF A FIRE OR OTHER EMERGENCY, DIAL 911 OR CONTACT UHCL PD DISPATCH AT 281-283-2222.

*NOTE: FIRE ALARM PULL BOXES ARE LOCATED AT VARIOUS LOCATIONS THROUGHOUT CAMPUS.*

ALL OPERATIONS ARE SUBJECT TO INSPECTION AND POSSIBLE CORRECTIVE ACTION.

***I UNDERSTAND AND AGREE TO ABIDE BY THE PROCEDURE AND GUIDELINES WHICH ADDRESS THE USAGE OF THE OPEN FLAME PERMIT.***

Responsible Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Issued by Fire Marshal's Office:

FMO Fire Extinguisher S/N: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PERMIT EXPIRES:

Date: \_\_\_\_\_ Time: \_\_\_\_\_