

# 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

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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: \_\_\_\_\_

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## CONDITIONS

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Special Conditions/Requirements: \_\_\_\_\_ : \_\_\_\_\_  
\_\_\_\_\_ : \_\_\_\_\_

Restrictions: \_\_\_\_\_ : \_\_\_\_\_  
\_\_\_\_\_ : \_\_\_\_\_

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## SIGNATURES

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Operator Signature: \_\_\_\_\_  
Fire Watch Signature: \_\_\_\_\_  
Issued By: \_\_\_\_\_  
Final Inspection By: \_\_\_\_\_

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## NOTES

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Additional Notes: \_\_\_\_\_ : \_\_\_\_\_  
\_\_\_\_\_ : \_\_\_\_\_