

# UNIVERSITY of HOUSTON

Campus Safety / Fire Marshal's Office  
4513 Cullen Boulevard, Second Floor  
Texas Learning & Computation Center- Building 106  
Houston, Texas 77204-1005  
Phone: 713-743-5858

*All FMO Permits Must Be Submitted In Person*

## OPEN FLAME PERMIT

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: \_\_\_\_\_ Alternate 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 UHPD DISPATCH AT 713-743-0600 OR THE FIRE MARSHAL'S OFFICE AT 713-743-5858.

*NOTE: UHPD CALL 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: \_\_\_\_\_

Issued by Fire Marshal's Office:

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

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

PERMIT EXPIRES:

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