

## FIRE & LIFE SAFETY

14004 University Blvd., Room 178 – Brazos Hall  
Sugar Land, Texas 77479  
Phone 713-743-8818

# Open Flame Permit

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

*Please submit all permit requests to FLS-SL@uh.edu*

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 713-743-3333 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: \_\_\_\_\_