



CITY OF PALM SPRINGS FIRE DEPARTMENT
FIRE PREVENTION BUREAU
300 N. El Cielo Road, Palm Springs, CA 92262
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HOT TAR ROOFING PERMIT REQUIREMENTS

The Palm Springs Fire Department requires a permit to be obtained for each building to be roofed or re-roofed using hot tar. The following procedures are to be followed:

1. Send in a permit application form for each building with your check for the current permit fee. Applications must be submitted on the correct Fire Department form.
2. The application must be received by the Fire Department a minimum of one (1) working day prior to the date of the roofing job.
3. A receipt for your check will be given to the roofer when he picks up his permit. Applications received less than one (1) day prior to the roofing job will be assessed at double the normal permit fee. No asphalt roofing will be allowed unless a permit is obtained.
4. The roofer must pick up the permit from the Fire Department on the day of the job. Permits are to be picked up at the Fire Department Administration Office at 300 North El Cielo Road. The office hours are Monday through Friday, 8:00 a.m. to 12:00 noon and 1:00 to 5:00 p.m.
5. The Roofer must post a **copy of the permit** in a conspicuous place so that the Fire Department Inspector can see it when the inspection is made.

REQUIREMENTS FOR OPERATION OF TAR KETTLES

1. Fuel containers shall be located at least 10 feet (3048 mm) from the burner. (CFC 303.3)
 - a. **Exception:** Containers properly insulated from heat or flame is allowed to be within 2 feet (610 mm) of the burner.

2. An operating kettle shall be attended by a minimum of one employee knowledgeable of the operations and hazards. The employee shall be within 100 feet (30 480 mm) of the kettle and have the kettle within sight. Ladders or similar obstacles shall not form a part of the route between the attendant and the kettle. (CFC 303.4)
3. Asphalt kettles and all integral working parts, valves, safety relief devices, burners, pressure tanks and slop trough shall be in good working condition and shall be maintained free of excessive residue.
4. Kettles shall not be located within 20' of any combustible material, building surface or building opening. Kettles located on a non-combustible roof will be positioned so that it will not ignite combustible materials below. Continuous supervision shall be maintained while kettles are in operation and metal covers shall be provided for all kettles to smother flames in case of fire. (CFC 303.2)

Asphalt Kettles on Trucks

1. **Ground Kettles** - shall not be fired or used while mounted on the bed of trucks, except if the truck body is all metal construction and the kettles are securely attached to the bed by adequate bolts or by welding of the leg to the body of the truck. Patch kettles shall not be permitted for use while mounted on the bed of the truck.
2. **Open Flame** - No person shall maintain an open flame in a roofing kettle during transportation thereof or while same as in any public garage or premises where flammable liquids are dispensed.
3. **Lids and Covers** - Kettle covers shall be closed when in transit.
4. **Piping to Roof** - All pipes installed for pumping heated materials to the roof shall be installed in a workmanlike manner, properly supported and unrestricted. The material shall be 1-1/2" thin wall steel seamless tubing with welded unions or equivalent.
5. **Fire Extinguishers** – A minimum of two (2) approved fire extinguishers, serviced and tagged, rated at a minimum of 3A 40BC. One (1) extinguisher shall be provided on the roof and one (1) extinguisher shall be within 25' of the tar kettle. All fire extinguishers shall be kept in working condition and shall be visible and handy at all times. (CFC 303.5)

If you have any questions call the Fire Prevention Bureau office at (760) 323-8186