**The following conditions must be met at all times for this permit to be valid:**

1. There must be a UL (Underwriter’s Laboratory) label or Factory Mutual approved label intact on the space heater.
2. Heaters must have a thermostat to automatically shut down the unit when the desired temperature is achieved.
3. Heaters must have an automatic tip-over shut down feature.
4. The space heater shall always be turned off when the area being heated is not occupied and unplugged at the end of the day.
5. The space heater is plugged directly into a wall outlet. Do not use extension cords or power strips because of the risk of overheating and possibly catching fire.
6. Heaters must be kept at least 3 feet from all combustible materials, e.g., file cabinets, desks, trash cans, paper boxes.
7. Nothing shall ever be placed on top of or touching the space heater.
8. Heaters missing guards, control knobs, feet, etc. must be taken out of service immediately.

**REQUESTER INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |       | Phone Number: |       |
|  |
| BLDG/OFFICE Location of Heater: |       |
|  |
| Email: |       |
|  |
| Heater Manufacture and Model: |       |

**APPROVALS**

USAG Daegu DPW: APPROVED: [ ]  NOT APPROVED: [ ]

|  |  |
| --- | --- |
| Name: |       |

 Signature:

USAG FIRE DEPARTMENT: APPROVED: [ ]  NOT APPROVED: [ ]

|  |  |
| --- | --- |
| Name: |       |

 Signature:

INSTALLATION SAFETY OFFICE: APPROVED: [ ]  NOT APPROVED: [ ]

|  |  |
| --- | --- |
| Name: |       |

Signature:

PERMIT NUMBER:       (ASSIGNED BY INSTALLATION SAFETY OFFICE)