



# North Liberty Fire Department

## Operational Permit Application

### Temporary Storage & Use of LPG

Permit Information			
<b>Permit Submittal Requirements:</b> <ol style="list-style-type: none"> <li>1) Complete and sign permit application</li> <li>2) Submit permit application online: <a href="https://portal.iworg.net/NORTHLIBERTY/new-permit/600/418">https://portal.iworg.net/NORTHLIBERTY/new-permit/600/418</a></li> <li>3) Attach permit application, product specification sheet and site plan</li> <li>4) Permit Fee= \$150</li> </ol>			
		Have you previously applied for this type of permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Application Date:		Date of previous application:	
Owner/Applicant Information			
Applicant's Last Name:		Applicant's First Name:	Applicant's MI:
Property Owner's Last Name:		Property Owner's First Name:	Property Owner's MI:
Location/Address of LPG Tanks:			
City:		State: IA	Zip:
Mailing Address (If different):			
City:		State: IA	Zip:
Home/Cell Phone #:	Work Phone #:	Other Phone #:	Email Address:
Installer Information			
Business Name:			
Business Address:			
City:		State:	Zip:
Business Phone #:		Business After-Hours Phone#:	
Contact Name:		Contact Phone #:	Email Address:
LPG Tank Information			
Number of Tanks:		Size of Tanks:	
Planned Date(s) of Installation:		Planned Date(s) of Use:	Planned Date(s) of Removal:



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#### **PERMIT APPLICATION**

Any application for a LPG permit shall be filled out in its entirety and shall be accompanied by a detailed site plan showing:

- The installed location of the LPG tank, including distances with respect to structures, public ways, property lines and overhead utilities.
- A declaration of the size of the tank (in gallons of water capacity) and the heat release rate of the appliance that it fuels (in btu/hr).
- The location of the appliance being fueled as well as any associated valving, piping, and/or gas lines.
- The building intended to be heated and the location/size of the nearest required fire extinguisher.
- Any/all associated vehicular protection devices around the tank as well as any protective device installed to protect gas piping and/or lines.
- The permit application shall be submitted, and fees paid before an inspection is scheduled.

#### **INSTALLATION**

**No** LPG tank shall be installed without first obtaining a permit.

All LPG tanks, appliances and assemblies shall be installed in accordance with all applicable provisions of the 2021 *International Fire Code*, as Amended by the City of North Liberty as well as all applicable provisions of NFPA 58, *Liquefied Petroleum Gas Code*, 2024 Edition.

#### **INSPECTION**

The installation contractor shall schedule a code compliance inspection through the North Liberty Fire Department for the installed assembly and use site. The site and assembly will be inspected to ensure that the installation and use of equipment is in accordance with all applicable provisions of the 2021 *International Fire Code*, as amended by the City of North Liberty and NFPA 58, *Liquefied Petroleum Gas Code*, 2024 Edition.

#### **REINSPECTIONS**

If, upon inspection, the North Liberty Fire Department Inspector identifies any issues that do not conform to all applicable provisions of the 2021 *International Fire Code*, as amended by the City of North Liberty and NFPA 58, *Liquefied Petroleum Gas Code*, 2024 Edition that cannot be immediately corrected, a re-inspection will be required and a **re-inspection fee may** be assessed in accordance with the North Liberty Fee Schedule.

#### Statement of Veracity

Upon approval of this application, I agree to abide the requirements set forth in the currently adopted edition of the International Fire Code and the authority having jurisdiction, that being the North Liberty Fire Department. I understand that the location must pass an inspection prior to issuance of the requested Permit. I do hereby grant permission for that inspection. Responsible Party:

Printed First Name:	Printed Last Name:	Signature:



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SITE MAP

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1																1
2																2
3																3
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17																17
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	



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## INSTALLER CERTIFICATION OF COMPLIANCE

Initial	I will install the assembly in full conformance with the applicable provisions of the 2021 International Fire Code, as amended and NFPA 58.
Initial	I will instruct the User of the assembly in the daily use of the Installation Checklist as well as proper emergency shut-off procedures. I will explain each of the checklist requirements and the appropriate corrective actions.
Initial	I understand that installation of an assembly that does not comply with the requirements of the 2021 International Fire Code, as amended and NFPA 58 is a violation of local law.
Initial	I have instructed and trained a minimum of 2 individuals employed by the "User" to perform Shut-down of propane equipment and tanks in the event of an emergency.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Official of Installing Company

Printed Name: \_\_\_\_\_



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## USER CERTIFICATION OF COMPLIANCE

Initial	I have read and understand the applicable installation and periodic surveillance requirements as outlined in the 2021 International Fire Code, as amended and NFPA 58.
Initial	I agree to abide by the policies, codes, and standards as outlined in the 2021 International Fire Code, as amended and NFPA 58.
Initial	I agree to conduct, or have conducted by a designated employee, a daily self-inspection of the installation utilizing the Installation Checklist provided in this Information Packet.
Initial	I agree not to use the assembly unless it fully meets the requirements for installation and passes the Installation Checklist without exception.
Initial	I have provided a minimum of 2 individuals, employed by my organization that have received proper instruction and training from the "Installer" to perform shutdown of propane equipment and tanks in the event of an emergency.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Official of User Company

Printed Name: \_\_\_\_\_



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## SYSTEM SETUP AND DAILY CHECKLIST

Page 1			
YES	Item to Verify	NO	Corrective Action
	Indoor tanks (If applicable) do not exceed 100lb / 22 gallon water capacity.		Move tank outside to appropriate location in accordance with code-required clearances.
	Indoor tanks (If applicable) are not within 6 feet of a heating appliance.		Move cylinder more than 6 feet away from heating appliance.
	Forced-air or radiant heating appliances are not directed toward a tank within 20 feet.		Move cylinder more than 20 feet from appliance.
	Tank is not located in a basement or pit.		Move tank to an above-grade location.
	Outdoor container less than 125 gal water capacity located next to buildings, at least 5 feet away from openings to building, 10 feet from exterior sources of ignition and/or vehicular traffic.		Move tank to a proper location.
	Outdoor container 125 - 500 gal water capacity at least 10 feet from buildings, property lines, and/or vehicular traffic. At least 3 feet between containers.		Move tank to a proper location.
	Outdoor containers 501-2000 gal water capacity are at least 25 feet from buildings, property lines and/or vehicular traffic. At least 3 feet between containers.		Move tank to a proper location.
	All tanks are farther than 6' away from a vertical plane below overhead electrical lines.		Move tank outside of a 6' distance from below electrical lines (applicable when lines carry greater than 600V).
	Proper required "No Smoking / No Open Flame" and NFPA 704 placards installed on, or in the immediate vicinity of tanks.		Place signage.
	Weeds, grass, brush, trash, other combustibles kept a minimum of 10 feet from tank.		Remove combustibles or relocate tank.
	Vehicular protection has been installed around tanks exposed to proximate traffic. Per section 312 IFC 2021.		Install vehicular protection or relocate tank.
	Tank shows no signs of denting, bulging, Gouging or corrosion.		Replace tank.
	Hose is continuously marked "LP-GAS, PROPANE, 350 PSI WORKING PRESSURE.		Replace with proper hose.

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Page 2			
YES	Item to Verify	NO	Corrective Action
	Portable heaters are equipped with an operational automatic shutoff device.		Replace heater.
	Portable heater is self-supporting of cylinder mounted.		Replace heater.
	Aboveground piping is supported and protected against physical damage (shielded or in a conduit).		Properly support and protect.
	Buried piping is below a minimum of 12-inches of cover.		Properly bury.
	Approved fire extinguisher(s) provided that contain a minimum of 18 pounds of dry chemical. Minimum Rating: 80-B:C Dist.: 10-50 ft. Minimum Rating: 40-B:C Dist.: 10-30 ft.		Obtain & place proper extinguisher.
	At least 2 individuals, properly instructed and trained to perform emergency shutdown of propane equipment and tanks.		Obtain proper instruction and training from Installer.
	No closer than 10 feet to one exit only space or 5 feet to two exit space.		Move tank to a proper location.

Inspection Performed by:

\_\_\_\_\_

Date:

\_\_\_\_\_

Daily Inspection forms shall be kept on-site for inspection of the fire department.