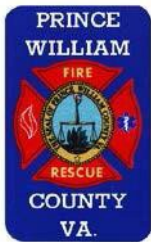


# OPERATIONAL PERMIT APPLICATION STORAGE, USE, DISPENSING OF FLAMMABLE & COMBUSTIBLE LIQUIDS

For Office Use Only



**PRINCE WILLIAM COUNTY  
DEPARTMENT OF FIRE AND RESCUE  
FIRE MARSHAL'S OFFICE  
5 COUNTY COMPLEX CT. SUITE 160  
PRINCE WILLIAM, VA 22192  
(703) 792-6360 office (703) 792-6492 fax  
[WWW.PWCGOV.ORG/FIRE](http://WWW.PWCGOV.ORG/FIRE)**

<b>Permit Number:</b>
<b>Date Issued:</b>
<b>Expiration Date:</b>

- New Permit** (Requires that the applicant has already obtained the appropriate building permits)
- Renewal**

## **I. Instructional Section**

1. Please review this application thoroughly, fill out all requested information and submit with all necessary attachments to the Prince William County Fire Marshal's Office at the above address or [PWCFMOFOP@pwcgov.org](mailto:PWCFMOFOP@pwcgov.org).
2. A permit fee of \$382.15 is required at the time of application submittal. Checks can be made out to "Prince William County". Credit card payments are accepted over the phone.
3. Prince William County Storage, Use and Dispensing of Flammable & Combustible Permits for the are good for 12 months from date of issuance.
4. A review of this application packet will be conducted, and an onsite inspection will be made at the time of permit delivery to verify that it meets all requirements.
5. Please ensure site contact information is correct. If an applicant needs a copy of the permit, it should be obtained directly from the site contact when the permit is delivered.
  - **Generators that have belly or stand-alone tanks are exempt from this permit.**

## **II. Informational Section**

### **Location Information**

<b>Name of Business:</b>	
<b>Street Address of Business:</b>	
<b>Name of Applicant:</b>	
<b>Address of Applicant:</b>	<b>Emergency Contact Phone Number:</b>
<b>Emergency Contact Name:</b>	<b>Applicant Email:</b>

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### III. List of Required Documents and Items

- ✓ Spill control plan
- ✓ Completed application

#### *Carefully review the following:*

The Storage, Use, and Dispensing of Flammable & Combustible Liquids in Prince William County are regulated by the following sources:

- Virginia Statewide Fire Prevention Code Chapters 23, 50, and 57 (2021 edition)

#### Applicable Code Sections:

- *VSFPC 107.2* Operational permits may be required by the fire official as permitted under the SFPC in accordance with Table 107.2.
- *VSFPC 107.4* Before a permit is issued, the fire official shall make such inspections or tests as are necessary to assure that the use and activities for which application is made comply with the provisions of this code.
- *VSFPC 107.7* Plans approved by the Fire Official are approved with the intent that they comply in all respects to this code. Any omissions or errors on the plans do not relieve the applicant of complying with all applicable requirements of this code.
- *VSFPC 108.4* the Fire Official may revoke a permit or approval issued under the SFPC if conditions of the permit have been violated, or if the approved application, data or plans contain misrepresentation as to material fact.
- *VSFPC 2301.2* permits shall be required as set forth in Section 107.2.
- *VSFPC 2303.1* dispensing operations shall be maintained in accordance with the following unless otherwise *approved* in accordance with the applicable building code. 10 feet or more from lot lines, 10 feet or more from buildings having combustible exterior wall surfaces or non-combustible exterior wall surfaces that are not part of the 1-hour fire rating assembly, all portions of the vehicle being fueled will be on premises of the facility, the nozzle, when fully extended will not reach within 5 feet of building openings, 20 feet or more from fixed sources of ignition.
- *VSFPC 2303.2* an approved, clearly identified, and readily accessible emergency disconnect switch shall be maintained at an approved location in accordance with the applicable building code. Such devices shall be distinctly labeled EMERGENCY FUEL SHUTOFF. Such signs shall be provided at approved locations.
- *VSFPC 2304.1* the dispensing of fuel at motor fuel dispensing facilities shall be conducted by a qualified attendant or shall be under the supervision of a qualified attendant at all times or shall be in accordance with Section 2304.3.
- *VSFPC 2304.2* the attended self-serve motor fuel dispensing facilities shall have at least one qualified attendant on duty while the facility is open for business. The attendant's primary function shall be to supervise, observe and control the dispensing of fuel. They shall prevent the dispensing into unapproved containers, control sources of ignition, and give immediate attention to accidental spills or releases, and be prepared to use fire extinguishers.
- *VSFPC 2304.2.4* dispensing devices shall be in direct line of site of the attendant at all times. Obstructions shall not be placed between the dispensing area and the attendant.
- *VSFPC 2304.3.1* Where approved, unattended self-serve motor fuel dispensing facilities are allowed. As a condition of approval, the owner or operator shall provide, and be accountable for, daily site visits, regular equipment inspection and maintenance.
- *VSFPC 2304.4.3* portable containers being filled shall not be filled while located inside of a trunk, passenger compartment or truck bed of a vehicle.

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- *VSFPC 2305.2.1* flammable and combustible liquid fuel dispensing devices shall be periodically inspected where required by the fire code official to verify that it is in proper working order and not subject to leaking. Records of inspection shall be maintained.
- *VSFPC 2305.2.2* the fire code official is authorized to require damaged or unsafe containment or dispensing equipment to be repaired or serviced in an approved manner.
- *VSFPC 2305.2.3* where maintenance to Class 1 liquid dispensing devices becomes necessary and such maintenance could allow the accidental release or ignition of liquid, precautions should be taken before maintenance to include, only persons knowledgeable in performing the required maintenance shall perform the work, electrical power shall be turned off to the dispensing device and pump, emergency cutoff valve at the dispenser, if installed shall be closed, unauthorized vehicle and pedestrian traffic shall be prevented within 12 feet of the dispensing device.
- *VSFPC 2305.3* provisions shall be made to prevent liquid spilled during dispensing operations from flowing into buildings. Acceptable methods include, but shall not be limited to, grading driveways, raising doorsills, or other approved methods.
- *VSFPC 2305.4* smoking and open flame shall be prohibited within 20 feet of a fuel dispensing device. The engines of vehicles being fueled shall be shut off during refueling.
- *VSFPC 2305.5* approved portable fire extinguishers complying with Section 906 of the VSFPC with a minimum rating of 2A:20 B:C shall be provided and located such that it is not more than 75 feet from pumps, dispensers or storage tank fill pipe openings.
- *VSFPC 2305.6* warning signs shall be conspicuously posted within sight of each dispensing area, which include, no smoking, shut off motor, discharge static electricity before fueling, do not re-enter vehicle to prevent static charge, if a fire starts do not remove nozzle - back away, unlawful and dangerous to dispense gasoline into unapproved containers, no filling of portable containers in or on a motor vehicle, needs to be placed on the ground before filling.
- *VSFPC 2305.7* fenced and diked areas surrounding above-ground tanks shall be kept free vegetation, debris and other material that is not necessary to the proper operation of the tank or piping system. Weeds, grass brush, trash or other combustible materials shall be kept not less than 10 feet from fuel handling equipment.
- *VSFPC 2306.2.5* portable tanks, where approved by the fire code official are allowed to be temporarily used in connection with dispensing Class I, II, or IIIA liquids into the fuel tanks of motor vehicles or motorized equipment on premises not normally accessible to the public. The approval shall include a definite time limit.
- *VSFPC 2306.3* above ground tanks for the storage of liquid motor fuels shall be safeguarded from public access or unauthorized entry in an approved manner.
- *VSFPC 2306.4* guard posts complying with Section 312 or other approved means shall be provided to protect above ground tanks against impact by a motor vehicle unless the tank is listed as protected above ground tank with vehicle impact protection.
- *VSFPC 2306.7.5* dispenser hoses shall be a maximum of 18 feet in length unless otherwise approved in accordance with the applicable building code. Hoses shall be maintained as listed and approved. When not in use, they shall be reeled, racked, or otherwise protected from damage.
- *VSFPC 2310.3.1* wharves, piers, or floats at marine motor fueling facilities shall be used exclusively for the dispensing or transfer of petroleum products to or from marine craft, except transfer of essential ship stores.
- *VSFPC 2310.3.2* marine motor fueling facilities shall have an attendant or supervisor who is fully aware of the operation, mechanics and hazards of fueling boats whenever the business is open. The attendant's primary function shall be to supervise, observe, and control the dispensing of Class I,II, IIIA liquids & flammable gases
- *VSFPC 2310.3.4* dispensing of Class I, II, or IIIA liquids into containers, other than fuel tanks shall be in accordance with Section 2304.4.1.
- *VSFPC 2310.5.2* spills of Class I, II, or IIIA liquids at or on the water shall be reported immediately to the fire department and jurisdictional authorities.

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- VSFPC 2310.5.5.1 smoking, or open flames shall be prohibited within 50 feet of fueling operations. No Smoking signs complying with Section 310 shall be posted conspicuously about the premises. Such signs shall have letters not less than 4 inches in height on a background of contrasting color.
- VSFPC 2310.6.4 portable fire extinguishers in accordance with Section 906, each having a minimum rating of 20-B:C shall be provided with one on each float, one on the pier or wharf within 25 feet of the head gangway to the float, or if the office is within 25 feet of the gangway or is on the float and an extinguisher is provided thereon.
- VSFPC 5001.3.3.15 a written emergency plan shall be developed to ensure that proper actions are taken in the event of an emergency and the plan shall be followed if emergency conditions occur. The process of developing and updating the plan shall involve the participation of affected employees.
- VSFPC 5003.3 Hazardous Materials in an quantity shall not be released into a sewer, storm drain, ditch, drainage canal, creek, stream, river, lake, or tidal waterway or on the ground, sidewalk, street, highway or into the atmosphere.
- VSFPC 5003.3.1.4 the person, firm or corporation responsible for an unauthorized discharge shall institute and complete all actions necessary to remedy the effects of such unauthorized discharge, whether sudden or gradual, at no cost to the jurisdiction. The fire code official may require records and receipts to verify cleanup and proper disposal. When deemed necessary by the fire code official, the cleanup may be initiated by the fire department or by an authorized individual or firm. Costs associated with such cleanup shall be borne by the owner, operator, or other person responsible for the unauthorized discharge.
- VSFPC 5703.3 In the event of a spill, leak or discharge from a tank system, a site assessment shall be completed by the owner or operator of such tank system if the fire code official determines that a potential fire or explosion hazard exists. Such assessments shall be conducted and submitted to the fire department within a time period established by the fire code official, not to exceed 60 days.
- VSFPC 5704.2.3.2 Tanks more than 100 gallons in capacity, which are permanently installed or mounted for the storage of Class I, II, III liquids, shall bear a label and placard identifying the material therein. Placards shall be in accordance with NFPA 704.
- VSFPC 5704.2.13.1.1 Underground tanks temporarily out of service shall have the fill line, gauge opening, vapor return and pump connection secured against tampering. Normal and emergency vent lines shall remain open and maintained.
- VSFPC 5704.2.13.1.2 Underground tanks not used for a period of 90 days shall be safeguarded in accordance with the following or removed per Section 5704.2.14. Flammable or Combustible liquids shall be removed from the tank, all piping including the fill line, gauge opening, vapor return and pump connections, shall be capped or plugged to prevent tampering. Normal and emergency vent lines shall remain open and maintained in accordance with Section 5704.2.7.4.
- VSFPC 5704.2.13.1.3 Underground tanks that have been out of service for a period of one year shall be removed from the ground in accordance with Section 5704.2.14 or abandoned in place in accordance with Section 5704.2.13.1.4
- VSFPC 5704.2.13.1.4 Tanks abandoned in place shall be as follows, flammable and combustible liquids shall be removed from the tank and connected piping. The suction, inlet gauge, vapor return, and vapor lines shall be disconnected. The tank shall be filled completely with an approved inert solid material. Remaining underground piping shall be capped or plugged. A record of tank size, location and date of abandonment shall be retained. All exterior above grade fill piping shall be permanently removed when tanks are abandoned or removed.

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**The above references only list the most used code sections during most flammable and combustible permit inspections. Depending on the application and installation other code sections could apply.**

<b>Applicant Signature:</b>	<b>Date:</b>
<b>FMO Reviewer:</b>	<b>Date:</b>