



## **CEDAR RAPIDS FIRE DEPARTMENT Fire Marshal's Office**



### **APPLICATION INSTRUCTIONS FOR A PERMIT REGULATED BY THE CEDAR RAPIDS FIRE CODE**

Applications for permits shall be submitted to the Cedar Rapids Fire Marshal's Office via E-mail at [mollyk@cedar-rapids.org](mailto:mollyk@cedar-rapids.org) or [v.mckinnon@cedar-rapids.org](mailto:v.mckinnon@cedar-rapids.org) or US Mail at 713 1st Ave SE, Cedar Rapids IA 52401.

A permit applicant may be required to submit the following information for a complete permit application: a completed permit application, a site diagram, installation plans, MSDS sheets (if applicable), equipment data sheets, and permit application fee. If it is deemed necessary, further information may be required by the Cedar Rapids Fire Marshal's Office before a permit application is accepted for review.

The Cedar Rapids Fire Marshal's Office may take up to 14 days to review the application for compliance with the Cedar Rapids Fire Code (CRFC). Once it is determined that the application meets these requirements, a permit will be issued for installation per approved plans. Any changes to the approved plans shall be submitted in writing via a drawing and approved by the Cedar Rapids Fire Marshal's Office PRIOR to implementing the change.

If the permit is an installation process, then various inspections may be needed to ensure compliance with CRFC and permit application requirements. You must schedule these inspections with the Fire Marshal's Office a minimum of 48 hours in advance. Final approval from CRFD Fire Marshal's Office is required prior to use. If an operation is found to be in use without approval from the Cedar Rapids Fire Marshal's Office, a citation may be issued.

If you need any further information or assistance, or have any questions, please call the Cedar Rapids Fire Marshal's Office at (319) 286-5166.

### **INSTRUCTIONS:**

- 1. Complete Page 2 for all permits, temporary or permanent.**
  - Permit Guide Sheets, with Fire Code sections referenced, are available for many of the permit categories. Check our website, or request guides from the Fire Marshal's Office at 319-286-5166.**
- 2. Enclose a check payable to the Cedar Rapids City Treasurer with your application.**
- 3. Include a site diagram, and if applicable, installation plan, MSDS sheets, equipment specification sheets, and other required supporting documents.**
- 4. Be sure to call for a final approval at the completion of the project.**

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Fire Marshal's Office**

**APPLICATION FOR A PERMIT REGULATED BY THE  
CEDAR RAPIDS FIRE CODE**

**INSTRUCTIONS:**

Complete this page of the application and submit to the Cedar Rapids Fire Marshal's Office. "Permit Guides" include some Code information specific to many permit operations and are found on the Fire Marshal's Office Fire Code Permits page of our website at [www.cedar-rapids.org/fire](http://www.cedar-rapids.org/fire).

**NOTE: The "Permit Guides" do not include all codes that apply to your individual project. Refer to the appropriate Chapter of the 2006 IFC (International Fire Code) and any local amendments for additional code requirements.**

Permit Site Business Name \_\_\_\_\_

Permit Site Address \_\_\_\_\_

Permanent (installation)  Temporary (installation)

**Permit Conditions**

A permit shall be obtained from the Cedar Rapids Fire Marshal's Office prior to installing any operation or system requiring a Permit (see the International Fire Code 2006 Section 105).

**Application for Permit**

- The permit applicant shall provide a legible site diagram listing the site business name, address, including system locations. Where applicable, please provide any information sheets regarding listing, approvals, electrical, mechanical, and any applicable other supporting documentation required for a Permit.
- The required fee must be included when the application is submitted.

**Proposed project:** \_\_\_\_\_  
\_\_\_\_\_

**Fee per \$** \_\_\_\_\_ **Total Fee** \_\_\_\_\_ **Date** \_\_\_\_\_

**The undersigned representative agrees to adhere to the Cedar Rapids Fire Code and all applicable Federal, State, and other local regulations**

**Contractor Company** \_\_\_\_\_ **Address** \_\_\_\_\_

**Contact Name & Signature** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Party Responsible for Billing (if other than above)**  
**Name** \_\_\_\_\_ **Address** \_\_\_\_\_

**FOR OFFICE USE ONLY!**

Date received: \_\_\_\_\_ Fire Inspector Issuing Permit \_\_\_\_\_

Final Approval Inspector's Name \_\_\_\_\_ Date \_\_\_\_\_

# CEDAR RAPIDS FIRE DEPARTMENT FIRE MARSHAL'S OFFICE

## Permit Guide for the Installation of a Temporary Liquefied Petroleum Gas Tank and Associated Piping. (Permit TE-LP) IFC 2012

One may use this guide to check compliance with the requirement by placing an "X" on the line next to the requirement. **This application shows only a portion of the 2012 International Fire Code (IFC) and local amendments (law). All applicable Federal, State, and Local laws must be addressed.**

Applicant Use	Office Use Only	REQUIREMENTS
<b>General</b>		
_____	1.	<p>_____ <b>Permit Conditions</b> A permit shall be obtained from the Fire Marshal's Office prior to any work being conducted at the site. The permit is valid for 180 days at a cost of \$50.00 per tank. CRFC 105.1</p>
_____	2.	<p>_____ <b>Application for Permit</b> The permit applicant shall provide a legible site diagram listing the site business name, address, tank(s), piping locations, distances from tank(s) to nearby streets, buildings, and property lines. IFC 105.4</p>
_____	3.	<p>_____ LP gas containers shall not be used in basement, pits or similar locations, and also shall not be used in an above-grade under-floor space unless such location is provided with an approved means of ventilation. CRFC 6103.2.1.1</p>
_____	4.	<p>_____ <b>Non-approved Equipment</b> Liquefied petroleum gas shall not be used for the purpose of operating devices or equipment unless such device or equipment is approved for use with LP-gas. IFC 6105.1 Flexible hose shall be used in all temporary installations and continuously marked 350 psi LP-Gas or Propane and with the manufacturer's name and trademark. 2012 NFPA 58 2.4.6</p>
_____	5.	<p>_____ <b>Authorized Personnel</b> PROPANE TANKS SHALL BE SET AND/OR MOVED ONLY BY AN <u>AUTHORIZED EMPLOYEE OF THE PROPANE DEALER</u>. FLEXIBLE HOSE AND EQUIPMENT SHALL ONLY BE CONNECTED OR DISCONNECTED BY AN <u>AUTHORIZED EMPLOYEE OF THE PROPANE DEALER</u>. 2012 NFPA 58, 1.5</p>
_____	6.	<p>_____ <b>Vehicle Protection</b> When exposed to probable vehicle damage due to proximity to alleys, driveways or parking areas, LP-gas containers, regulators and piping shall be suitably protected. IFC 6107.4</p>
_____	7.	<p>_____ <b>Safety Precautions</b> Safety devices on LP-gas containers, equipment and systems shall not be tampered with or made ineffective. IFC 6107.1</p>
_____	8.	<p>_____ <b>Clearances</b> The following clearances must be maintained: Not less than: 10 feet from weeds, grass, brush trash, or other combustible material. 20 feet from openings into buildings. 20 feet from any motor vehicle dispenser. 20 feet from any exit access doors, exits, stairways or in areas normally used, or intended to be used, as a means of egress. IFC 6107.3 and 6107.14</p>

# CEDAR RAPIDS FIRE DEPARTMENT

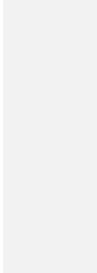
## FIRE MARSHAL'S OFFICE

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9. **Temporary Heating**  
For temporary heating, such as curing concrete, drying plaster, and similar applications, heaters (other than integral heater-container units) shall be located at least 6 feet from any LP-Gas container. IFC 6103.2.1.2 and 2012 NFPA 58 3.4.3.3
10. **Integral Heater-Container Units**  
Integral heater-container units specifically designed for that attachment of the heater to the container, OR supporting standard attached to the container, may be used, provided they are designed and installed so as to prevent direct or radiant heat application to the container. Blower and radiant type units shall not be directed toward any LP-Gas container within 20 feet. IFC 603.5 and 2012 NFPA 58 3.4.3.3 and 3.4.3.4
11. **Automatic Shut-Off Device**  
Portable heaters, including salamanders, shall be equipped with an approved automatic device to shut off the flow of gas to the main burner and pilot if used, in the event of flame extinguishment or combustion failure. Container valves, connections, regulators, manifolds, piping, or tubing shall not be used as structural supports. 2012 NFPA 58 3.4.2.8
12. **Container Location**  
Containers shall be located with respect to buildings, public ways, and lines of adjoining property, which can be built on in accordance with Table 6104.3. IFC 6104.3  
  
Containers shall also be located with respect to special hazards such as aboveground flammable or combustible liquid tanks, oxygen or gaseous hydrogen containers, flooding or electric power lines as specified in CRFC 6104.3.2 and 2012 NFPA 58 3.2.2.6
13. **Compliance**  
The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the jurisdiction. Permits presuming to give authority to violate or cancel the provisions of this code or other ordinances of the jurisdiction shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the code official from requiring the correction of errors in the construction documents and other data. Any addition to or alteration of approved construction documents shall be approved in advance by the code official, as evidenced by the issuance of a new or amended permit. IFC 105.3.6
- Revocation**  
The code official is authorized to revoke a permit issued under the provisions of this code when it is found by inspection or otherwise that there has been a false statement or misrepresentation as to the material facts in the application or construction documents on which the permit or approval was based including, but not limited to, any one of the following:
1. The permit is used for a location or establishment other than that for which it was issued.
  2. The permit is used for a condition or activity other than that listed in the permit.
  3. Conditions and limitations set forth in the permit have been violated.
  4. There have been any false statements or misrepresentations as to the material fact in the application for permit or plans submitted or a condition of the permit.

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- 5. The permit is used by a different person or firm than the name for which it was issued.
- 6. The permittee failed, refused or neglected to comply with orders or notices duly served in accordance with the provisions of this code within the time provided therein.
- 7. The permit was issued in error or in violation of an ordinance, regulation or this code. IFC 105.5

### 2012 IFC Table 6104.3 Location of LPG Containers

Container Capacity (Water Gallons)	Minimum Separation Between Containers and Buildings, Public Ways, or Lines of Adjoining Property that can be Built Upon		Minimum Separation Between Containers (Feet)
	Mounded or Underground Containers (Feet)	Aboveground Containers (feet)	
Less Than 125	10	5	None
125 to 250	10	10	None
251 to 500	10	10	3
501 to 2,000	10	25	3
2,001 to 30,000	50	50	5

	Manufacture of Tank	Size of Tank	UL Listing Number
#1			
#2			
#3			

Contractor to be used for installation. \_\_\_\_\_

Site Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
PRINT

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_