



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 or 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.**

**CEDAR RAPIDS FIRE DEPARTMENT
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.

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 _____

TANK APPLICATION FORM

FOR ALL FLAMMABLE AND COMBUSTIBLE LIQUID TANKS

This form must be completed when applying for a tank for flammable or combustible liquids, or hazardous materials.

- (AST MVFD) Aboveground tanks for motor vehicle fuel dispensing.
- (AST non-MVFD)
- (AST GBT) Base tank for emergency generator
- (UST MVFD) Underground tank for motor vehicle fuel dispensing.
- (UST Removal or Repair)
- (FC Mixing Room) Room for mixing paints and flammable liquids.
- (FC Storage Room) Room for storing flammable liquids.
- (AST C and F) Aboveground tanks for construction sites and farms.
- (AST HM) for Hazardous Materials

	Manufacture of Tank	Size of Tank	Product to be Stored Within Tank	UL Listing Number	Iowa DNR Tank Registration #
#1					
#2					
#3					
#4					

Contractor to be used for installation.

Contact Name: _____ Phone Number: _____

Signature _____ Date: _____

Print: _____ Phone Number: _____

FOR OFFICE USE ONLY!

Date received by Fire Marshal's Office _____

Inspector Responsible for issuance of permit _____

**CEDAR RAPIDS FIRE DEPARTMENT REFERENCE GUIDE FOR
ABOVEGROUND TANKS FOR NON-MOTOR VEHICLE FUEL DISPENSING
(PERMIT FCC) (AST non-MVFD) Referenced from IFC 2012 Chapter 57**

This installation shall be installed in accordance with the International Fire Code 2012 Edition. Also, all applicable federal, state, and local codes apply.

- Provide a legible site diagram.
- Submit fee of \$130.00 for each fuel tank.
- The tank must be a UL 142 secondary containment tank, or provide alternative means for containment.
- Tanks shall be located in accordance with NFPA 30
 - 275 gallons or less 5' from public way 5' from buildings on same property
 - 276-750 gallons 10' from property lines 5' from buildings on same property
 - 751-12,000 15' from property lines 5' from buildings on same property
 - 12,001-30,000 20' from property lines 5' from buildings on same property
- Tanks with floating roofs, weak roof-to-shell seams and other large tanks must be located in accordance with NFPA 30.
- Tanks storing IIIB liquids use NFPA 30.
- Minimum shell-to-shell spacing - use NFPA.
- Electrical wiring and equipment IFC 5703.1.1
 - Electrical wiring and equipment shall be installed and maintained in accordance with this Code and the Cedar Rapids Electrical Code. Note: Class 1 liquids have class 1 division 1 and class 1 division 2 requirements.
 - Electrical cable shall be protected from physical damage by conduit designed for use in sunlight and damp locations. International Electrical Code 2012
- Locate an extinguisher minimum 3A40BC within 75' from dispenser. IFC 906/IFC 5703.6.4
- Vehicle impact protection required when tanks are subject to vehicle damage. IFC 312
- Tanks require 3' minimum spacing shell to shell.
- Each tank must have a 5 gallon spill container affixed to the top fill opening.
- Install warning signs. IFC 5703.5
- Operational vent must terminate 12 feet above grade. Flame arrestor is required for gasoline and other class 1 liquids--not required for diesel fuel.
- Signs required:
 - Tanks over 100 gallons in capacity permanently installed or mounted shall bear a label or placard identifying the material therein. IFC 5704.2.3.2
- Tank venting required. Vent pipe outlets for tanks storing Class I, II, or III-A liquids shall be located such that the vapors are released at a safe point outside of buildings and not less than 12 feet (3658 mm) above the adjacent ground level. Vapors shall be discharged upward or horizontally away from closely adjacent walls to assist in vapor dispersion. Vent outlets shall be located such that flammable vapors will not be trapped by eaves or other obstructions and shall be at least 5 feet (1524 mm) from building openings or property lines of properties that can be built on. Vents shall not be manifolded together. IFC 5704.2.7.3.3
- Emergency Venting required. Aboveground tanks shall be provided with devices that will relieve excessive internal pressure caused by exposure to fires. Vents shall not discharge inside a building. Double walled tanks are required to provide emergency venting for both the primary tank and interstitial space. IFC 5704.2.7.4
- Class I and II liquids or Class II or Class III liquids that are heated up to or above their flash points shall be transferred by one of the following methods:

Exception: Liquids in containers not exceeding a 5.3-gallon (20 L) capacity.

 - From safety cans complying with UL 30.
 - Through an approved closed piping system.
 - From containers or tanks by an approved pump taking suction through an opening in the top of the container or tank.
 - For Class IB, IC, II and III liquids, from containers or tanks by gravity through an approved self-closing or automatic-closing valve when the container or tank and dispensing operations are provided with spill control and secondary containment in accordance with Section 3403.4. Class IA liquids shall not be dispensed by gravity from tanks.
 - Approved engineered liquid transfer systems.