

The *Application Form* is at the end of this *Guidelines* document.

Please follow all instructions:

1. Use only the currently posted version of all Forms from:
www.cor.net/fire/permits
2. Download this document to your computer;
3. Open the downloaded document in Adobe Acrobat Reader DC or other compatible PDF software:
 - If needed, download and install the free *Adobe Acrobat Reader DC* from:
<https://get.adobe.com/reader/>
 - Do not complete the Forms in a web browser unless you can digitally sign them there.
4. Tab or mouse through the Forms to complete each field - all applicable information is required:
 - Some fields contain a drop-down box from which a selection can be made.
5. Digitally sign each Form after completion by clicking on the signature field and following the prompts:
 - Do not "lock" the document.
6. Save the completed *Application Form* and email it with supporting documents:
 - Email to firepermits@cor.gov;
 - In the subject line, enter:
 - *New Permit Application*; OR,
 - The existing permit number and type of resubmittal, e.g. *20-023 Resubmittal*, in the subject line.



**Flammable and Combustible Liquid Storage
System Guidelines**
Richardson Fire Department
300 N. Greenville Avenue, Richardson, TX 75081
Telephone: 972-744-5750 Fax: 972-744-5796 www.cor.net/fire
[revised 12/14/2021 – Significant changes are in red.]

I. General:

- A. These Guidelines do not include all Code requirements;
- B. Applications are reviewed in the order submitted;
- C. Separate Application is required for each tank/pipeline.

II. Permit Required:

- A. Permit is required before commencing work unless approved in advance;
- B. Permit is required for new, upgraded, removed, and replacement flammable/combustible liquid storage tanks and/or related pipelines;
- C. Repairs are exempt – no permit, submittals or inspections are needed;
- D. Permits expire 1-year from issue. Work must begin within 180-days of issue. Unexpired permits may be extended.

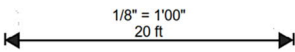
III. Fees:

- A. Permit fee is \$100.00 per tank;
EXCEPTION: No fee for a demolition permit.
Permit fees are due upon issue, by check to “City of Richardson”, or credit card. Permit fees are not accepted in advance;
- B. First review and one re-submittal review are included in permit fee – for each subsequent review, a fee of one-half (1/2) the original permit fee, up to \$250, will be assessed;
- C. First inspection and one reinspection are included in permit fee - for each subsequent inspection, a fee of \$100 will be assessed;
- D. For construction or operation commenced prior to obtaining a required permit, an amount equal to the original permit fee [prior to exemptions], up to \$2,000, shall be added to the permit fee.

IV. Submittals:

- A. Electronic submittals ONLY:
 - 1) Submit the original design file saved or printed to unprotected PDF file format;
 - 2) MAX 10MB total is preferred at 200dpi resolution;
 - 3) E-Mail: firepermits@cor.gov.
- B. General:
 - 1) Submit ONLY documents related to the tank and/or piping systems;
 - 2) Do NOT submit documents related to the generator or the generator enclosure – these are NOT reviewed by the Fire Department. Contact Building Inspections for Generator permit [(972) 744-4180];

V. Submittals Required:

- A. Site Plan [Show the following]:
 - 1) Specify on the plans the correct codes and standards that apply – including, but not limited to:
 - a) 2018 International Fire Code as amended and adopted by City of Richardson, **ord 4374**;
 - b) 2021 ed. NFPA 30: Flammable and Combustible Liquids Code;
 - c) 2018 ed. NFPA 30A Code for Motor Fuel Dispensing Facilities and Repair Garages;
 - d) 2017 ed. NFPA 70 National Electrical Code [if applicable].
 - 2) North shall be indicated;
 - 3) A graphic scale shall be indicated, e.g.: 
 - 4) Tank location(s), with unique identifier, e.g. serial number and/or tank number;
 - 5) Primary and emergency power hookups;
 - 6) Buildings and structures;
 - 7) Property lines and setbacks;
 - 8) Fire lanes;
 - 9) Gates;
 - 10) Fire hydrants;
 - 11) Fill openings;
 - 12) Vents;
 - 13) Fuel delivery vehicle unloading location;
 - 14) Piping;
 - 15) Pumps;

- 16) Fire Extinguishers [see "Extra Hazard" on Table 6.3.1.1]:
 - 17) Emergency Shut-Off(s);
 - 18) Emergency communications and method [unattended fueling];
 - 19) Other flammable and combustible liquid storage tanks and containers, and other hazards;
 - 20) Other applicable key components.
- B. Manufacturer's cut-sheets or shop drawings describing the dimensions, materials, and listings of each tank;
- C. Details of each tank, including:
- a) Manufacturer;
 - b) Model number, or description;
 - c) Serial number;
 - d) Previous contents, if applicable;
 - e) History of damage, if applicable;
 - f) Material;
 - g) Construction [single wall, double wall, etc...];
 - h) Normal operating pressures;
 - i) Capacity;
 - j) Mounting orientation [vertical, horizontal];
 - k) Tank Test Certificate.
- D. MSDS for the contents to be stored in each tank;
- E. Piping, pumps, other [where applicable]:
- Submit manufacturer's data sheets and details for all components of the fuel system. [Do NOT submit the generators and generator enclosures.]
- F. Documentation of how the system meets the specific, applicable requirement of the applicable Codes and Standards;
- G. Underground Tanks [In ADDITION to the above]:
- 1) Submit the following TCEQ Documents:
 - a) TCEQ-0495 Underground & Aboveground Storage Tank Construction Notification Form and TCEQ acknowledgement letter;
 - b) TCEQ-0724 Underground Storage Tank Registration & Self-Certification Form – complete as possible at time of application.
 - 2) Submit drawings, cut-sheets, and notes describing:
 - a) Tank embedment and backfill;
 - b) Paving;
 - c) Spill control;
 - d) Leak detection;
 - e) Vents.

Table 6.3.1.1 Fire Extinguisher Size and Placement for Class B Hazards

Type of Hazard	Basic Minimum Extinguisher Rating	Maximum Travel Distance to Extinguishers	
		ft	m
Light (low)	5-B	30	9.14
	10-B	50	15.25
Ordinary (moderate)	10-B	30	9.14
	20-B	50	15.25
Extra (high)	40-B	30	9.14
	80-B	50	15.25



Flammable and Combustible Liquids

Construction Permit Application

Richardson Fire Department

300 N. Greenville Avenue, Richardson, TX 75081

Telephone: 972-744-5750 Fax: 972-744-5796 www.cor.net/fire

[Created 09/09/2020]

Fire Department Permit Forms and Information are available at www.cor.net/fire/permits.

APPLICATIONS THAT DO NOT COMPLY WITH THE FOLLOWING MAY NOT BE REVIEWED:

E-mail this COMPLETED Form and supporting .PDFs to firepermits@cor.gov with the original Application/Permit Number [if applicable] and submittal type in the subject line [E.g.: *New Permit Application* or *20-123 Resubmittal*].

- Select "Highlight Fields" if available to show the fields in this form;
- Use ONLY the current version of all Forms;
- Comply with ALL instructions and guidelines;
- Submit a separate Application for each address/suite#;
- COMPLETE and CORRECT address must match Building Permit or Certificate of Occupancy;
- Forms must be complete, correct, readable, and signed;
- Submit ONLY documents applicable to the proposed work.

Submittal Type [Initial, Resubmittal, Renewal, Modification, or As-builts]:

TYPE	SUBMITTAL TYPE: _____ Except "Initial Application" - enter the original FIRE DEPT. Application/Permit Number: _____
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"Project" is the property and owner/agent of the property [E.g. Property Manager, Construction Manager, etc...]:

PROJECT	PROJECT NAME [Name of business or property - not the installer]: _____ PROJECT CONTACT TYPE [Not the installer]: _____
	PROJECT CONTACT (A PERSON): [Not the installer]: _____ CONTACT'S PHONE: _____ CONTACT'S E-MAIL: _____
	PROJECT COMPLETE AND CORRECT ADDRESS [Include direction, e.g.: N. S. E. W., and suite #, if applicable]: _____
	BRIEF description of Scope and Area of Work Proposed: _____

"Applicant" is an agent of the installing company and IS RESPONSIBLE FOR ALL WORK UNDER THE PERMIT:

APPLICANT	INSTALLING COMPANY: _____ COMPANY'S PHONE: _____
	COMPANY'S MAILING ADDRESS [Include City, State and Zip]: _____ TCEQ NUMBERS IF APPLICABLE: CRP: _____ ILP: _____
	APPLICANT'S NAME: _____ TITLE: _____ DIRECT PHONE: _____ EMAIL: _____

System Details:

SYSTEM	Serial Number MUST match test certificate! Serial Number: _____ Capacity [gallons]: _____
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Applicant has reviewed & complied with all guidelines and instructions and all information is complete and correct.

APPLICANT'S SIGNATURE* [Must be signed by the Applicant named above.] _____

DATE _____

*Approved *digital signatures* have verifiable "digital certificates". [See "What is a digital signature?"] **Pasted/inserted & typed signatures are NOT approved.**
If you cannot digitally sign: Print this page, sign in ink, scan signed document and submit as .pdf. Do NOT "lock" Form when digitally signing.

--- OFFICE USE ONLY ---

PERMIT #: _____	BLDG. PERMIT #: _____	FEE: \$ _____	EXEMPT: _____
DATE ISSUED: _____	CC or Check #: _____	PERMIT ISSUED BY: _____	
NOTES: _____			