

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/firepermits
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.
6. Save the completed *Application Form* and *Signature Form* [if applicable] and email these 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., *23-023 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 www.cor.net/fire
[revised 05/08/2023 – 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.

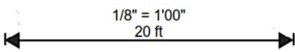
III. Fees:

- 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) **2021 International Fire Code as amended and adopted by City of Richardson ord. 4462**
 - 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) **2020 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 (High)" on IFC Table 906.3(2)]: →
 - 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 906.3(2)
FIRE EXTINGUISHERS FOR FLAMMABLE OR
COMBUSTIBLE LIQUIDS WITH DEPTHS OF
LESS THAN OR EQUAL TO 0.25 INCH'**

TYPE OF HAZARD	BASIC MINIMUM EXTINGUISHER RATING	MAXIMUM DISTANCE OF TRAVEL TO EXTINGUISHERS (feet)
Light (Low)	5-B	30
	10-B	50
Ordinary (Moderate)	10-B	30
	20-B	50
Extra (High)	40-B	30
	80-B	50

For SI: 1 inch = 25.4 mm, 1 foot = 304.8 mm.

a. For requirements on water-soluble flammable liquids and alternative sizing criteria, see Section 5.5 of NFPA 10.



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]: _____

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 _____
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*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: _____			