



The City of North Liberty requires a permit for storage and use of LP gas, the fee for this permit shall be assessed by city council resolution.

## PERMIT APPLICATION

Any application for a LPG permit shall be filled out in its entirety and shall be accompanied by a detailed site plan showing:

- The installed location of the LPG tank, including distances with respect to structures, public ways, property lines and overhead utilities.
- A declaration of the size of the tank (in gallons of water capacity) and the heat release rate of the appliance that it fuels (in btu/hr).
- The location of the appliance being fueled as well as any associated valving, piping, and/or gas lines.
- The building intended to be heated and the location/size of the nearest required fire extinguisher.
- Any/all associated vehicular protection devices around the tank as well as any protective device installed to protect gas piping and/or lines.
- The permit application shall be submitted and fees paid before an inspection is scheduled.

## INSTALLATION

No LPG tank shall be installed without first obtaining a permit.

All LPG tanks, appliances and assemblies shall be installed in accordance with all applicable provisions of the 2009 *International Fire Code*, as Amended by the City of North Liberty as well as all applicable provisions of NFPA 58, *Liquefied Petroleum Gas Code*.

## INSPECTION

The installation contractor shall schedule a code compliance inspection through the North Liberty Fire Department for the installed assembly and use site. The site and assembly will be inspected to insure that the installation and use of equipment is in accordance with all applicable provisions of the 2009 *International Fire Code*, as amended by the City of North Liberty and NFPA 58, *Liquefied Petroleum Gas Code*.

## REINSPECTIONS

If, upon inspection, the North Liberty Fire Department Inspector identifies any issues that do not conform to all applicable provisions of the 2009 *International Fire Code*, as amended by the City of North Liberty and NFPA 58, *Liquefied Petroleum Gas Code* that cannot be immediately corrected, a re-inspection will be required and a **re-inspection fee may** be assessed in accordance with the North Liberty Fee Schedule.



# North Liberty Fire Department

## Liquefied Petroleum Gases use Permit Application Form

### USER INFORMATION

Business Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_ After-hours Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### INSTALLER INFORMATION

Business Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_ After-hours Phone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Fax Number \_\_\_\_\_

Contact Person: \_\_\_\_\_ After-hours Phone: \_\_\_\_\_

### TEMPORARY LPG HEAT INSTALLATION LOCATION INFORMATION

Business Name: \_\_\_\_\_

Installation Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Location on Property: \_\_\_\_\_

Number of Tanks: \_\_\_\_\_

Size of Tanks \_\_\_\_\_

Date(s) planned for LPG **Installation**: \_\_\_\_\_

Date(s) planned for LPG **Use**: \_\_\_\_\_

Date(s) planned for LPG **Removal** : \_\_\_\_\_

**Application Fee:** \$50.00 **Application Date:** \_\_\_\_\_

Please Return Completed Application to:

North Liberty Fire Department, 25 W. Cherry St / PO Box 77, North Liberty, IA 52237

Follow these four easy steps and you are ready to file permit request online.  
1. Download the Mobile App called iWorQ services on the following platforms: Android, Google Play or Iphone App store  
2. Download and open.  
3. Enter Agency Code "Nor01".  
4. Log in with a Google or Facebook Account or create a new account.  
You can also access it from the desktop, just go to [www.talktomycity.com](http://www.talktomycity.com) and enter the agency code there.

**Attach detailed site plan**

**INSTALLER CERTIFICATION OF COMPLIANCE**

\_\_\_\_\_  
Initial I will install the assembly in full conformance with the applicable provisions of the 2009 International Fire Code, as amended and NFPA 58.

\_\_\_\_\_  
Initial I will instruct the User of the assembly in the daily use of the Installation Checklist as well as proper emergency shut-off procedures. I will explain each of the checklist requirements and the appropriate corrective actions.

\_\_\_\_\_  
Initial I understand that installation of an assembly that does not comply with the requirements of the 2009 International Fire Code, as amended and NFPA 58 is a violation of local law.

\_\_\_\_\_  
Initial I have instructed and trained a minimum of 2 individuals employed by the "User" to perform shutdown of propane equipment and tanks in the event of an emergency.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Official of Installing Company

Printed Name: \_\_\_\_\_

**USER CERTIFICATION OF COMPLIANCE**

\_\_\_\_\_  
Initial I have read and understand the applicable installation and periodic surveillance requirements as outlined in the 2009 International Fire Code, as amended and NFPA 58.

\_\_\_\_\_  
Initial I agree to abide by the policies, codes, and standards as outlined in the 2009 International Fire Code, as amended and NFPA 58.

\_\_\_\_\_  
Initial I agree to conduct, or have conducted by a designated employee, a daily self-inspection of the installation utilizing the Installation Checklist provided in this Information Packet.

\_\_\_\_\_  
Initial I agree not to use the assembly unless it fully meets the requirements for installation and passes the Installation Checklist without exception.

\_\_\_\_\_  
Initial I have provided a minimum of 2 individuals, employed by my organization that have received proper instruction and training from the "Installer" to perform shutdown of propane equipment and tanks in the event of an emergency.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

Official of User Company

Printed Name: \_\_\_\_\_

## SYSTEM SETUP AND DAILY CHECKLIST

YES	Item to Verify	NO	Corrective Action
	Indoor tanks do not exceed 100lb / 22 gallon water capacity.		Move tank outside to appropriate location in accordance with code-required clearances.
	Indoor tanks are not within 6 feet of a heating appliance.		Move cylinder more than 6 feet away from heating appliance.
	Forced-air or radiant heating appliances are not directed toward a tank within 20 feet.		Move cylinder more than 20 feet from appliance.
	Tank is not located in a basement or pit.		Move tank to an above-grade location.
	Outdoor container less than 125 gal water capacity located next to buildings, at least 5 feet away from openings to building and 10 feet from exterior sources of ignition.		Move tank to a proper location.
	Outdoor container 125 - 500 gal water capacity at least 10 feet from buildings, property lines and at least 3 feet between containers.		Move tank to a proper location.
	Outdoor containers 501-2000 gal water capacity are at least 25 feet from buildings, property lines and at least 3 feet between containers.		Move tank to a proper location.
	Single outdoor container 1200 gal water capacity or less at least 10 feet from buildings, property Lines if no other LP gas containers within 25 feet.		Move tank to a proper location.
	All tanks are farther than 6' away from a vertical plane below overhead electrical lines.		Move tank outside of a 6' distance from below electrical lines (applicable when lines carry greater than 600V).
	Proper required "No Smoking / No Open Flame" and NFPA 704 placards installed on, or in the immediate vicinity of tanks.		Place signage.
	Weeds, grass, brush, trash, other combustibles kept a minimum of 10 feet from tank.		Remove combustibles or relocate tank.
	Vehicular protection has been installed around tanks exposed to proximate traffic. Per section 312 IFC 2009		Install vehicular protection or relocate tank.
	Tank shows no signs of denting, bulging, Gouging or corrosion.		Replace tank.
	Hose is continuously marked "LP-GAS, PROPANE, 350 PSI WORKING PRESSURE.		Replace with proper hose.
	Portable heaters are equipped with an operational automatic shutoff device.		Replace heater.
	Portable heater is self supporting or cylinder mounted.		Replace heater.
	Aboveground piping is supported and protected against physical damage (shielded or in a conduit).		Properly support and protect.
	Buried piping is below a minimum of 12-inches of cover.		Properly bury.
	Approved fire extinguisher(s) provided that contain a minimum of 18 pounds of dry chemical. Minimum Rating: 80-B:C Dist.: 10-50 ft. Minimum Rating: 40-B:C.Dist.: 10-30 ft.		Obtain & place proper extinguisher.
	At least 2 individuals, properly instructed and trained to perform emergency shutdown of propane equipment and tanks.		Obtain proper instruction and training from Installer.
	No closer than 10 feet to one exit only space or 5 feet to two exit space.		Move tank to a proper location.

Inspection Performed by: \_\_\_\_\_ Date: \_\_\_\_\_