Clark County Department of Building & Fire Prevention

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Samuel D. Palmer, Director/Building & Fire Official · Girard Page, Fire Marshal

Permit Type: 105.6.39.a
Control Number: A.0
Effective Date: October 3, 2011

TITLE: MOTOR VEHICLE FUEL DISPENSING STATION

SCOPE: Clark County Department of Building & Fire Prevention requirements for the submittal and design of a motor vehicle fuel dispensing station permit. Any other activities relating to dispensing, such as the installation of underground and aboveground fuel storage tanks, gas storage cylinders, etc. shall have separate permits issued prior to submitting for this permit.

Note: A motor vehicle fuel dispensing permit is also required when converting from one type of fuel to another type of fuel. For example, a permit would be required if converting from gasoline to alcohol blend fuels, such as E-85.

Note: A motor vehicle fuel dispensing permit is not required when the dispensing equipment is attached directly to a permitted aboveground tank.

PURPOSE: To standardize plan/permit requirements of the Fire Prevention in accordance with the Clark County Fire Code. Motor vehicle fuel dispensing station permits expire one year from the date of issue and shall be renewed annually.

DEFINITIONS:

Assessor's Parcel Number (APN): A unique number assigned to each property by the Clark County Assessor's office.

ANNUAL RENEWABLE PERMIT PROCEDURE:

After issuance of your initial permit(s), your permit(s) will be valid for one year. Approximately 30-60 days prior to the expiration of your permit, a renewal notice will be mailed to you with instructions for the annual permit renewal.
If you do not receive this notice, it is your responsibility to submit the renewal application. Please refer to the website for additional information.

PERMIT FEES:

Permit fees shall be assessed in accordance with the Permit Fee Schedule as adopted in the Clark County Fire Code. For applications that are expedited, additional fees shall apply.

SPECIFICATIONS AND SUBMITTAL REQUIREMENTS:

A minimum of 3 sets of plans must be submitted for review. A copy of the approved plans must be kept at the premises in an approved location. All submittals must be legible and readable or the plan shall be issued a correction letter for cause.
The submittal shall address at a minimum the following:

- Provide the address of building, including street names and the assessor's parcel number for the facility.
- Provide proof of an installation permit for all underground and/or aboveground flammable/combustible fuel storage tanks, compressed natural gas tanks, hydrogen tanks, liquefied petroleum tanks, etc. as applicable.
- Provide a site plan detailing the locations of all dispensing islands, extinguishers, emergency shut-off devices, on-site buildings, property lines, vent pipes, and tanks.
- Provide details on how dispensers will be protected against impact from vehicles. Provide heights above the ground of all vent piping terminations.
- Provide manufacturer's specification sheets detailing the makes and models of all applicable devices, including but not limited to the dispensers, nozzles, piping, etc. All equipment shall be listed for its use.
- Clarify whether hold-open devices are allowed with the type(s) of nozzles to be installed.
- Provide the means being utilized for overfill prevention.
- Refer to Chapter 22 of the Clark County Fire Code for further requirements.

PERMIT REVISIONS AND RESUBMITTALS:

Revisions to approved plans are required to be submitted and approved. Revisions will be assessed additional plan review fees. A copy of the previously approved plan shall accompany the revised submittal to facilitate the review. Clearly indicate all changes to the revised plans by clouding the change with a delta number to signify the date of plan change. When several changes have been made, a detailed list of changes is required.

Re-submittals to address a Letter of Correction will require a full submittal. These plans require a copy of the red lined plan from the previous submittal to facilitate the review.

Clearly indicate all changes by clouding the change with the delta number to signify the date of plan change.

PLANS CHECK STATUS INSTRUCTIONS:
The status of the review can be checked by logging on to:
www.clarkcountynv.gov/building/fire-prevention

INSPECTIONS THAT MAY BE REQUIRED AND SCHEDULING INSTRUCTIONS:

If approved, an inspection will need to be scheduled. To schedule an inspection, go to: www.clarkcountynv.gov/building/fire-prevention
A fire inspector will review your site in accordance with the approved plans and this guideline and, if compliant, will issue the permit.

The Fire Prevention (FP) may witness and accept inspection, testing and maintenance of fire and life safety systems conducted by approved individuals as required by and within the scope and authority of the Clark County Fire Code.

This Guideline does not take the place of the Fire Code and does not take precedence over any Fire Code requirement or position taken by the Fire Chief. When a conflict exists between the requirements of this Guideline and the Fire Code or the opinion of the Fire Chief, the Fire Code or opinion of the Fire Chief prevails.

Technical Assistance, when required by the Fire Chief, will require a Technical Opinion and Report prepared by a State of Nevada licensed: qualified engineer, specialist, laboratory, or fire safety specialty organization acceptable to the Fire Chief and the owner. The Fire Chief is authorized to require design submittals to bear the Wet Stamp and Signature of a professional engineer.

Acceptance of Alternative Materials and Methods requires a Technical Opinion and Report prepared by a State of Nevada licensed: qualified engineer, specialist, laboratory, or fire safety specialty organization acceptable to the Fire Chief and the owner. The Fire Chief is authorized to require design submittals to bear the Wet Stamp and Signature of a professional engineer.