



CLARK COUNTY FIRE DEPARTMENT - FIRE PREVENTION BUREAU

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Permit Submittal Guideline

MOTOR FUEL-DISPENSING FACILITIES

This guide is to assist in the process of obtaining an annual renewable operational permit for Motor Fuel-dispensing facilities. Motor fuel dispensing facilities are specialized properties designed for storing and transferring fuels into vehicles and containers. A permit is required per section 1105.5.35 of the IFC.

PLEASE NOTE:

- A permit is also required for converting one type of fuel to another such as converting gasoline to alcohol blend fuels, such as E-85.
- A permit is not required for dispensing equipment attached directly to a permitted above ground tank.
- Permits for other operations may be needed in addition to this motor fuel dispensing facility permit. These may be for installation of underground or above ground fuel storage tanks, LP-gas storage, etc. These separate permits should be issued prior to this permit, see separate fire permit guide.

APPLICABLE CODES:

The following codes and standard apply to this permit.

- *International Fire Code*, 2024 edition (IFC)
- *Clark County Fire Code Amendments*, 2024 edition (CCFC)
- *Flammable and Combustible Liquids Code*, 2024 edition NFPA 30

SUBMITTAL REQUIREMENT CHECKLIST:

The requirements in this guide are not intended to be all inclusive, nor do they entail a limit to the extent of the information, etc., which may be necessary to properly evaluate the submitted plans and documents. Reference IFC Chapter 23 and provide all applicable information that pertains to your permit. Correlate your PDFs and upload them to the PLAN ROOM.

1. PROJECT INFORMATION:

- Project name, address, and Assessor's Parcel Number (APN).
- Contractor's/Owner's contact information.
- Hazardous Materials Inventory Statement (HMIS) or /MSDS for all liquids. Ensure the quantities, types of F/C liquids and their flashpoints are provided.
- Narrative describing fuel operations.
- Please note: additional information can be found in IFC based on fuel type see; Flammable and combustible liquids (IFC 2306), Liquefied Petroleum gas (IFC 2307, Compressed gas (IFC 2308), Hydrogen (IFC 2309), Marine (2310)
- Emergency procedures

2. SITE PLAN: Provide overall site plan of the building showing the following locations:

- Dimensions/clearance to on-site buildings and property lines. (10 feet or more)

- Distances to fixed sources of ignition (20 feet)
- Fuel storage tank(s) location(s).
- Vent piping: (show the height of all vent terminations, must be at least 12 feet above the ground).
- Dispenser sumps / pans.
- Locations of the dispensing islands (to be 10ft from property lines and buildings)
- Nozzle locations (such that the nozzle, where the hose is fully extended, will not reach within 5 feet of building operations)
- Vehicle impact protection (the concrete island at least 6 inches above grade or provide with posts per IFC section 312)
- Information on spill containment
- Location of the emergency shut-off devices
 - Ready access and within 100 feet of but not less than 20 feet
 - between 42-48 inches high
 - such devices shall be labelled "EMERGENCY FUEL SHUT-OFF"
- Location of fuel dispensing attendant;
 - The attendant shall have a direct line of sight to observe fuel-dispensing operations at all times. No obstructions shall be placed between dispensing area and the attendant.
 - Video monitoring systems or other acceptable alternatives may be an alternative solution where approved by the fire code official.
 - Information on attendant communication method; i.e. intercom etc. The attendant shall be able to communicate with the person(s) dispensing at all times.
- Fire extinguishers (approved portable fire extinguishers complying with section 906 within a minimum rating of 2-A: 20-B:C shall be provided such that it is not more than 75ft from pumps, dispensers or storage tank fill-pipe openings)
- Emergency sign: an approved Emergency procedure sign in addition to the Warning sign shall be posted in a conspicuous location and shall read;

IN CASE OF FIRE, SPILL OR RELEASE

- 1. USE EMERGENCY PUMP SHUTOFF**
- 2. REPORT THE ACCIDENT**

FIRE DEPARTMENT TELEPHONE NO. _____

FACILITY ADDRESS _____

- Warning signs: shall be posted within sight of each dispenser in the fuel-dispensing area and shall state the following per IFC 2305.6;
 - 1) No Smoking**
 - 2) Shut off Motor**
 - 3) Discharge your static electricity before fueling by touching a metal surface away from the nozzle**
 - 4) To prevent static charge, do not reenter your vehicle while gasoline is pumping**
 - 5) If a fire starts, do not remove nozzle – back away immediately**

- 6) **It is unlawful and dangerous to dispense gasoline into unapproved containers**
- 7) **No filling of portable containers in or on a motor vehicle. Place container on ground before filling.**

3. INFORMATION ON DISPENSING:

- A diagram of overfill prevention.
- A diagram of grounding and bonding for the tanks, piping and equipment.

4. MANUFACTURER'S SPECIFICATION SHEETS: A copy of manufacturer's specification sheets for the dispensers, nozzles, piping. All equipment shall be listed for the application. (Nozzle hold-open devices shall be listed.)

5. UNDERGROUND TANK:

- Provide buoyancy calculations proving that the gravity force exceeds buoyant force by a safety margin of 20%.
- Provide the total # of dispensers
- Provide a diagram of concrete rebar over the tank(s).

PERMIT DURATION:

Motor Fuel-dispensing facility operational permits are limited to a duration of 1 year and shall be renewed annually. If any changes are made to the storage arrangement, revisions will need to be submittal.