



**Roanoke Fire-EMS**

Fire Marshal's Office  
 713 Third Street SW  
 Roanoke, VA 24016  
 (540) 853-2795

[www.roanokeva.gov/firemarshal](http://www.roanokeva.gov/firemarshal)

## Fire Prevention Code Permit Application

2015 FAVF: Aviation Facilities

Applicant Information				
Business Name:				
Physical Address:	<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip</small>
Mailing Address:	<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip</small>
Contact Name:				
E-mail Address:				
Primary Phone:		Alternate Phone:		
Location of Permitted Activity				
Business Name:				
Physical Address:	<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip</small>
Permit Billing Information				
Business Name: <small>(including d/b/a or t/a names)</small>				
Billing Address:	<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip</small>
Billing Contact:		Phone:		
E-mail Address:				
City of Roanoke Business License #:		Federal Tax ID:		

FIRE MARSHAL'S OFFICE USE ONLY		
Reviewed By:		Date:
Comments/Special Conditions:		
Permit Number:	Permit Fee:	

**Application Checklist**

**Review of this permit application requires all of the following to be included:**

- Completed Fire Prevention Code Permit Application
- Site Plan/Floor Plan Showing:
  1. Building Location, property lines, and emergency access roadways clearly shown
  2. Location of All Tanks (Above Ground and Underground)
  3. Size of ALL Tanks
  4. Location of dispensing devices
  5. Length of hose on dispensing devices
  6. Distance from lot lines to dispensing devices
  7. Location of ALL Fire Extinguishers
  8. Location of ALL Exits or Openings
  9. Location of Emergency Shutoff
  10. Location and size of waste oil storage, and method of disposal
  11. Type of container used for waste oil storage
  12. Location of any Exits and/or building openings
  13. Indicate whether or not the building is equipped with a fire sprinkler system
- SDS for all fuels and hazardous materials
- Emergency Contact Information
- Safety Plan

**Circumstances of Application/Description of Work**

**Permit General Conditions and Acknowledgements**

The Applicant is required to review the following provisions of the Statewide Fire Prevention Code and its referenced standards. After reviewing each provision, the Applicant must initial each item to acknowledge their review and agreement to comply with the requirement. If the requirement is not applicable to the application, the Applicant is to write N/A in place of their initials.

- Open flames, flame-producing devices and other sources of ignition shall not be permitted in a hangar, except in approved locations or in any location within 50 feet (15 240 mm) of an aircraft-fueling operation.
- Smoking shall be prohibited in aircraft refueling vehicles, aircraft hangars and aircraft operation areas used for cleaning, paint removal, painting operations or fueling. “No Smoking” signs shall be provided.
- Fire apparatus access roads shall be provided and maintained in accordance with Chapter 5. Fire apparatus access roads and aircraft parking positions shall be designated in a manner so as to preclude the possibility of fire vehicles traveling under any portion of a parked aircraft.
- Flammable and combustible liquids shall not be dispensed into or removed from a container, tank, vehicle or aircraft except in approved locations.
- Activities in the affected area not related to the mitigation of the spill shall cease until the spilled material has been removed or the hazard has been mitigated. Aircraft or other vehicles shall not be moved through the spill area until the spilled material has been removed or the hazard has been mitigated.
- Spills shall be reported, documented and mitigated.
- Vehicles used for towing shall be equipped with not less than (1) 20-B:C portable fire extinguisher. Welding apparatus shall be equipped with not less than (1) 2-A:20-B:C portable extinguisher. Aircraft fuel-servicing tank vehicles shall be equipped with not less than (2) 20-B:C portable extinguisher, a portable fire extinguisher shall be readily accessible from either side of the vehicle. Hydrant fuel-servicing vehicles shall be equipped with not than (1) 20- B:C portable extinguisher. Helistops and Heliports – not less than (1) portable extinguisher having a minimum 80-B:C rating shall be provided for each permanent takeoff and landing area and for the aircraft parking areas.
- Hoses used to fuel or defuel aircraft shall be inspected periodically to ensure their serviceability and suitability for continued service. The fuel service operator shall maintain records of all tests and inspections performed on fuel hoses. Hoses found to be defective or otherwise damaged shall be immediately removed from service.

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- Unattended aircraft fuel-servicing vehicles shall be parked in areas that provide for both the unencumbent dispersal of vehicles in the event of an emergency and the control leakage such that adjacent buildings and storm drains are not contaminated by leaking fuel.
- A building with a rooftop helistop or heliport shall be provided with a Class I or III standpipe system extended to the roof level on which the helistop or heliport is located. All portions of the helistop and heliport area shall be within 150 feet of 2 ½ inch outlet on the standpipe system. As required by the applicable building code.
- Portable extinguishers at fuel-dispensing stations shall be located such that pumps or dispensers are not more than 75 feet from one such extinguisher.
- The touchdown area shall be surrounded on all sides by a clear area having minimum average width at roof level of 15 feet but no width less than 5 feet. The clear area shall be maintained.

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**Permit Certification**

By my signature below, I hereby certify that I have read and examined this application and that all of the information contained therein is true and correct. Furthermore, I certify that the proposed operations will fully comply with the requirements contained in The Virginia Statewide Fire Prevention Code and any other related laws and /or Codes. I agree to indemnify, save harmless, and defend the City of Roanoke, its agents and employees, from all claims, damages, costs, expenses, and charges, including attorney's fees, which arise out of or by reason of these operations.

I acknowledge that if a permit is issued based on this application, it shall only be valid with in the building, facility, and/or location listed on this application for the specific date(s) and time(s) for which it is issued.

I acknowledge that approval of this application does not constitute permit issuance. Permit issuance does not occur until the completion of an on-site inspection by the Roanoke Fire Marshal's Office.

I acknowledge and understand that any violations of the Virginia Statewide Fire Prevention Code and/or the requirements of this permit may result in immediate permit suspension or revocation.

I agree to indemnify, save harmless, and defend the City of Roanoke, Virginia and its agents and employees from all claims, damages, costs, expenses, and charges, including attorney's fees, which arise out of or by reason of the activities associated with this permit.

<b>Name:</b>			
<b>Signature:</b>		<b>Date:</b>	

## Fire Prevention Code Permit Application Instructions and Conditions 2015 FAVF: Aviation Facilities

<b>Permit Name:</b>	2015 FAVF: Aviation Facilities
<b>Statewide Fire Prevention Code Section:</b>	2001.3
<b>Scope:</b>	An operational permit is required to use a Group H or Group S occupancy for aircraft servicing or repair and aircraft fuel-servicing vehicles. Additional permits required by other sections of this code include, but are not limited to, hot work, hazardous materials and flammable or combustible finishes.
<b>Fee:</b>	\$50.00
<b>Duration:</b>	Annual
<b>Application Requirements:</b>	<p>There are specific and specialized requirements described within this application. Please review the application for all requirements.</p> <p>After issuance of your initial permit(s), your permit(s) will be valid for one (1) year. Approximately 30 days prior to the expiration of your permit, a renewal notice will be mailed to you with instructions for the annual permit renewal.</p>
<b>Operational Requirements:</b>	<p>Permit holder agrees to abide by the Virginia Statewide Fire Prevention Code and any special stipulations noted on permit. Please review the application for all operational requirements.</p> <p>Other Required Permits: (The list of permits below maybe required as well as others not listed)</p> <ul style="list-style-type: none"><li>• Flammable and Combustible Liquids</li><li>• Hot Work</li><li>• Hazardous Materials</li></ul>
<b>Submittal Instructions:</b>	Submittal must include a completed application and all attachments listed on page 2 of this application. This application will not be reviewed without all required attachments.