



**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**

2018 FRSS: Repair Garages and Service Stations

Applicant Information				
Business Name:				
Physical Address:	Street	City	State	Zip
Mailing Address:	Street	City	State	Zip
Contact Name:				
E-mail Address:				
Primary Phone:		Alternate Phone:		
Location of Permitted Activity				
Business Name:				
Physical Address:	Street	City	State	Zip
Permit Billing Information				
Business Name: <small>(including d/b/a or t/a names)</small>				
Billing Address:	Street	City	State	Zip
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
- Emergency Operation direction
- Safety Plan
- A:** Site Plan/Floor Plan Showing (*Service Station/Fueling Centers*):
  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 and Type 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 of two-way emergency communications
  11. Location for After Hours fire department notification device
  12. Copy of Sheer Valve Inspection Records
  13. Copy of Tank Monitor Inspection Records
  14. Indicate whether or not the building is equipped with a fire sprinkler system
- Operating Instructions on all dispensing devices
- B:** Site Plan/Floor Plan Showing (*Repair Garages*):
  1. Building Location, property lines, and emergency access roadways clearly shown
  2. The Area (in square feet) of the building, and/or tenant space for the repair garage
  3. The types of liquids and methods used for cleaning parts and location of parts washer
  4. Location of welding equipment and compressed gases
  5. Location of ALL Fire Extinguishers
  6. Location of ALL Exits or Openings
  7. Location and size of waste oil storage, and method of disposal
  8. Type of container used for waste oil storage
  9. Method for storage and disposal of oily rags
  10. Indicate whether or not the building is equipped with a fire sprinkler system

**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.

**Repair Garages and Service Stations**

- Fire extinguishers shall be provided in accordance with Section 906/NFPA 10.

**Service Stations**

- The dispensing of fuel at motor fuel-dispensing facilities shall be conducted by a qualified attendant or shall be under the supervision of a qualified attendant at all times.
- Approved emergency controls shall be provided in accordance with the applicable building code.
- Dispenser operating instructions shall be conspicuously posted in approved locations on every dispenser.
- Dispensing devices shall be in clear view of the attendant at all times. Obstructions shall not be placed between the dispensing area and the attendant.
- The attendant shall be able to communicate with persons in the dispensing area at all times. An approved method of communicating with the fire department shall be provided for the attendant.
- Where approved, unattended self-service motor fuel-dispensing facilities are allowed. As a condition of approval, the owner or operator shall provide, and be accountable for, daily site visits, regular equipment inspection and maintenance.

Fire Prevention Code Permit Application  
2018 FRSS: Repair Garages and Service Stations

- Where liquid delivery to above-ground storage tanks is accomplished by positive –pressure operation, tank vehicles shall be positioned not less than 25 feet from tanks receiving Class I liquids and 15 feet from tanks receiving Class II or IIIA liquids.
- The driver, operator or attendant of a tank vehicle shall, before making delivery, determine the unfilled, available capacity of such tanks by an approved gauging device.
- Flammable and combustible liquid fuel-dispensing and containment equipment shall be periodically inspected where required by the fire code official to verify that the equipment is in proper working order and not subject to leakage. Records of inspections shall be maintained
- Above-ground tanks for the storage of liquid motor vehicles shall be safeguarded from public access or unauthorized entry in an approved manner.
- The fire code official is authorized to require damage or unsafe containment and dispensing equipment to be repaired or serviced in an approved manner.
- Leak detection devices shall be checked and tested not less than annually in accordance with the manufacturer’s specifications to ensure proper installation and operation.
- Smoking and open flames shall be prohibited within 20 feet (6096 mm) of a fuel-dispensing device. The engines of vehicles being fueled shall be shut off during fueling. Electrical equipment shall be in accordance with NFPA 70.
- Warning signs shall be conspicuously posted within sight of each dispenser in the fuel-dispensing area and shall state the following:
  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.
- An approved emergency procedures sign, in addition to the signs required by Section 2305.6, shall be posted and maintained 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 \_\_\_\_\_.

**Repair Garages**

- Operation and maintenance of repair garages shall be in accordance with this section and other applicable provisions of this code. Repair garages for vehicles that use more than one type of fuel shall comply with the applicable provisions of this section for each type of fuel used.
- Where a repair garage includes a motor fuel-dispensing facility, the fuel-dispensing operation shall comply with the requirements of this chapter for motor fuel-dispensing facilities.
- Waste oil, motor oil and other Class IIIB liquids shall be stored in approved tanks or containers, which are allowed to be stored and dispensed from inside repair garages.
- Contents of oil separators, traps and floor drainage systems shall be collected at sufficiently frequent intervals and removed from the premises to prevent oil from being carried into the sewers.
- Smoking shall not be allowed in repair garages except in approved locations.
- Ventilation required for repair garages used for repair of natural gas-fueled vehicles or hydrogen-fueled vehicles shall be maintained in accordance with the applicable building code.
- Where required by the applicable building code, repair garages used for the repair of CNG, LNG, or other lighter-than-air motor fuels other than hydrogen shall be maintained and operated with an approved mechanical ventilation system. The mechanical exhaust ventilation system shall be in accordance with the applicable building code and Sections 2311.8.8.1 and 2311.8.8.2.

Where approved by the applicable building code, natural ventilation shall be permitted in lieu of mechanical exhaust ventilation.

Fire Prevention Code Permit Application  
2018 FRSS: Repair Garages and Service Stations

**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 2018 FRSS: Repair Garages and Service Stations

<b>Permit Name:</b>	2018 FRSS: Repair Garages and Service Stations
<b>Statewide Fire Prevention Code Section:</b>	2301.2
<b>Scope:</b>	An operational permit is required for operation of repair garages and automotive, marine and fleet service stations.
<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.</p>
<b>Operational Requirements:</b>	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.
<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.