



Clark County Fire Department

FIRE PREVENTION BUREAU

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PERMIT GUIDE

FLAMMABLE/COMBUSTIBLE LIQUIDS

This guide is to assist in the process of obtaining an annual renewable operational permit Flammable/Combustible (F/C) liquid operations, storage, or use. A permit is required per sections 105.6.16 and 105.7.9 of the IFC for continued operation and construction respectively. These are for:

- Operation of a pipeline within a facility.
- Operation of F/C equipment, i.e. tanks, plants, fuel stations, distilleries, refineries.
- Storage and Use.

A permit is required for storage of F/C liquids when the amount in storage exceeds the following:

- Flammable Liquid (flashpoint < 100 °F): 5 gallons indoors / 10 gallons outdoors
- Combustible Liquid (flashpoint > 100 °F): 25 gallons indoors / 60 gallons outdoors

APPLICABLE CODES:

The following codes and standard apply to this permit.

- *International Fire Code*, 2018 edition (IFC)
- *Clark County Fire Code Amendments*, 2018 edition (CCFC)
- *Flammable and Combustible Liquids Code*, 2018 edition NFPA 30

Link to CCFC: See the amendments to codes and standards using the link below:

https://cms8.revize.com/revize/clarknv/Building%20&%20Fire%20Prevention/Codes/ClarkCounty_FireCodeAmendments2018.pdf?t=1598331770575&t=1598331770575

SUBMITTAL REQUIREMENT CHECKLIST:

The listed 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. Not all items may apply to your project.

Construction Documents: The submittal shall include all information per CCFC section 5001.5.2.

Provide all applicable information that pertains to your permit.

1. Project name, address, and APN (Assessor's Parcel Number).
2. Contractor's/Owner's contact information.
3. Hazardous Materials Inventory Statement (HMIS) or /MSDS for all liquids. Ensure the quantities, types of F/C liquids and their flashpoints are provided.

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4. Overall Site Plan showing the location of the operation or tanks on the property, distance between storage tank(s), nearest habitable structure, property line, and public ways.
5. List of vessels, piping, valves and equipment that will use, store, process, or transport F/C liquids. Note which engineering design criteria has been used for vessels, piping, valves or equipment design (i.e. UL 143, API 650, ASME B31.3, etc.)
6. Diagram of the location, size, and height above grade of the normal tank vents.
7. List or diagram of bonding/grounding devices.
8. Manufactures' data of information sheets proving appropriate UL listing of tanks, piping, and valves. Example: data sheets proving that the equipment is listed for petroleum fuels with alcohol additives.
9. Diagram of the method, location and volume of secondary containment as required when Maximum Allowable Quantity (MAQ) is exceeded.
10. A diagram of the type and location of vehicle impact protection.
11. Buoyancy calculations for underground storage tanks proving gravity force exceeding buoyant force by a safety margin of 20%.

NOTE:

When F/C liquids are being dispensed into motor vehicle tanks from a remote pump, an additional separate Motor Fuel Dispensing Permit must be obtained.

Flammable fuels (Class I; such as gasoline) must be stored in tank listed per the *Standard for Safety UL-2085*.

Combustible Fuels (Class II; such as diesel) must be stored in a tank listed per the *Standard for Safety UL-142*.

PERMIT DURATION:

Flammable/Combustible Liquid Storage are Operational Permits and 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 submitted.

HOW TO SUBMIT:

Plans are to be submitted electronically. Files should be uploaded via the Clark County Citizen Access Portal:

<https://citizenaccess.clarkcountynv.gov/CitizenAccess/Default.aspx>

Consolidate your PDFs and upload your submittal into the categories that apply to your project.

PLANS: Submittals should be uploaded under the “**plan**” section. Only items in the plan section can be stamped with approval.

PLEASE NOTE: Plans will have to be sent back for correction if uploaded in the wrong category, so ensure the correct one is selected. Commercial Building Permit number is needed for submission acceptance in plan application. (BD22-00000).

COMMUNICATION:

Once your plans are submitted you will receive a fire permit number (example= FP22-00000). Plan status can be viewed by logging into your account in the Customer Portal and typing in your fire permit number. <https://citizenaccess.clarkcountynv.gov/CitizenAccess/Default.aspx>

PLEASE NOTE: PLANS ARE NOT SUBMITTED UNTIL THE STATUS CHANGES TO SUBMITTED AND YOU RECEIVE CONFIRMATION EMAIL

CONTACT PERSON ON APPLICATION: Ensure that the correct contact person is provided on the application. This will be the correspondent who receives all the email updates and correction comments once plan is submitted.

ADDITIONAL INFORMATION NEEDED: If you receive this request; Fire Intake has reviewed your submittal and there is additional information needed for the review to proceed. It will be placed back in the Review Queue as soon as the additional information is received.

PLANS APPROVED: Once plans are approved, and fees are verified; an email will be sent to the contact person. PDF copies of approved plans will be accessible, and inspections can be scheduled after any outstanding **fees** are paid.

PLANS-CORRECTIONS REQUESTED: Once corrections are issued an email will be sent to the contact person. Corrections will be indicated on the plans as issues. Customers will need to log in to customer portal and respond to every issue. Once issues are answered, a new plan will need to be uploaded.

PLEASE NOTE: Upload only the revised sheets. Only the revised attachments/documents need to be uploaded.

The designated plan reviewer indicated on the initial email can be contracted with your questions. See link below to staff contact list (Fire Plans Review is on Page 3).

FIRE PLAN REVIEW STAFF CONTACT LINK:

https://files.clarkcountynv.gov/clarknv/Building%20&%20Fire%20Prevention/Phone/WEBSITE%20PHONE%20LIST_Fire%20Prevention.pdf?t=1640880622664&t=1640880622664

REVISIONS: If plans are revised after approval; revisions will need to be submitted and approved prior to **FINAL** system acceptance. Revisions are to be submitted the same manner as the original submittal. The following items should be included with a revision;

- All changes should be **clouded and keyed** to Plan Revision# (FP22-00000-R001).
- If any piping or fittings are added thus creating a greater hydraulic demand **revised** hydraulic calculations will need to be provided.
- A revision letter shall also be provided indicating what changes were made and where they occur.

RENEWAL: After approval of your initial permit; the permit will be set up on an automatic reminder. Approximately 30-60days prior to the expiration of your permit, a renewal notice will be emailed to you with instructions for the renewal.

Link to CITIZEN ACCESS HOW TO GUIDES:

https://www.clarkcountynv.gov/government/departments/building_fire_prevention/citizen_access_knowledge_base.php

SUBMITTAL SERVICE LEVEL OPTIONS/FEE SCHEDULE:

Service levels, base fees and an expected plan review due dates are established at the time of submittal. Different plan review service levels are available depending on scope of work, fees and staff availability. All service levels may not be available. Plans are reviewed in the order received according to the expected due date. Note that due dates cannot be guaranteed. Refer to section 106.6 of the CCFC for additional information on fees.

INSPECTION OPTIONS/INSPECTION SCHEDULING:

https://www.clarkcountynv.gov/government/departments/building_fire_prevention/inspection/schedule_an_inspection.php

Annual Renewable Permits will be tentatively scheduled upon approval by Fire Prevention Plans Check and payment of all fees. A Clark County Fire Prevention Inspector will contact you.