



Roanoke Fire-EMS
 Fire Marshal Office
 713 Third Street SW
 Roanoke, VA 24016
 540-853-2795

www.roanokeva.gov/firemarshal
fire.marshall@roanokeva.gov

Permit Application # 2012.17-2 Service Stations/Fueling Center

To be completed by the Permit Applicant

Business Information			
Date:			
Business Name:			
Address:	Street	City	State Zip
Site Address:			
Contact Name:			
Phone:	()	Alternate Phone/cell	()
E-mail Address:			
Comments:			

Billing Information			
<p>**** Effect 8/1/2013 all permits will be billed by the City of Roanoke. Checks will not be accepted by Inspectors****</p>			
Name of Business including any DBA,T/A			
Contact Name for payment:		Phone:	
Email:			
City of Roanoke Business License #:		Federal Tax ID #	

<p>Type of Fueling: (Check all that apply)</p> <p><input type="checkbox"/> Automotive Fueling Station</p> <p><input type="checkbox"/> Fleet Fueling Station</p>	<p>Types of Fuel systems worked on: (Check all that apply)</p> <p><input type="checkbox"/> Gasoline <input type="checkbox"/> Desiel <input type="checkbox"/> LPG</p> <p><input type="checkbox"/> CNG <input type="checkbox"/> Electric <input type="checkbox"/> Hydrogen</p> <p><input type="checkbox"/> Other: _____</p>
<p>Types of Fueling Operation: (Check all that apply)</p> <p>Attended Fueling center</p> <p><input type="checkbox"/> Attendant on Duty at all times</p> <p><input type="checkbox"/> Attendant not on duty at all times</p> <p>Unattended Fueling center</p> <p><input type="checkbox"/> Unattendant</p>	



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2012.17- 2: Service Stations/ Fueling Centers

CODE SECTION: (2012 Virginia Statewide Fire Prevention Code): 107.2

SCOPE: An operational permit is required for a Service Centers

FEE: \$35.00 Per Year (Billed by the City of Roanoke)

PERMIT Duration: Annual

Application period: 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.

REQUIREMENTS: Permit holder agrees to abide by the Virginia Statewide Fire Prevention Code and any special stipulations noted on permit, as well as the following:

Purpose:

The intent of this guideline is to provide the minimum standards necessary for fueling of automotive Vehicles in accordance with Virginia Statewide Fire Prevention Code (2012 edition). Failure to comply with these standards shall be due cause for denial or revocation of required permits and filing for civil or criminal prosecution. The Fire Marshal may waive any of these requirements upon receipt of alternate methods and materials that meet the intent of these standards.

Scope:

This guideline is applicable to facilities used for business for the purpose of fueling motor vehicles. The information supplied by the applicant is also required to determine application of Virginia Statewide Fire Prevention Code provisions and permit requirements. This information required herein allows the necessary precautions and safeguards to be taken to safely and effectively respond to an incident.



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Guidelines:

The applicant shall provide a set of plans showing the following information, prior to a permit being processed. Specifically:

- A site plan with the building location, property lines and emergency access roadways clearly shown
- Location of all tanks – Underground and above ground
- Size of all tanks
- Location of dispensing devices
- Length of hose on dispensing devices
- Distance from lot lines to dispensing devices
- Location of Emergency shutoff

Requirements:

1. Operating Instructions on all dispensing devices
2. Emergency operation direction

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.			
Signature:		Date:	
Billing Information			
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Approved By:		Date:	
Denied: ____	Reason for Denial:		
Comments:			
Permit Number:	Permit Fee:		