Applications for permits shall be submitted to the Cedar Rapids Fire Marshal’s Office via E-mail at mollyk@cedar-rapids.org or v.mckinnon@cedar-rapids.org or US Mail at 713 1st Ave SE, Cedar Rapids IA 52401.

A permit applicant may be required to submit the following information for a complete permit application: a completed permit application, a site diagram, installation plans, MSDS sheets (if applicable), equipment data sheets, and permit application fee. If it is deemed necessary, further information may be required by the Cedar Rapids Fire Marshal’s Office before a permit application is accepted for review.

The Cedar Rapids Fire Marshal’s Office may take up to 14 days to review the application for compliance with the Cedar Rapids Fire Code (CRFC). Once it is determined that the application meets these requirements, a permit will be issued for installation per approved plans. Any changes to the approved plans shall be submitted in writing via a drawing and approved by the Cedar Rapids Fire Marshal's Office PRIOR to implementing the change.

If the permit is an installation process, then various inspections may be needed to ensure compliance with CRFC and permit application requirements. You must schedule these inspections with the Fire Marshal's Office a minimum of 48 hours in advance. Final approval from CRFD Fire Marshal's Office is required prior to use. If an operation is found to be in use without approval from the Cedar Rapids Fire Marshal's Office, a citation may be issued.

If you need any further information or assistance, or have any questions, please call the Cedar Rapids Fire Marshal's Office at (319) 286-5166.

INSTRUCTIONS:

1. Complete Page 2 for all permits, temporary or permanent.
   - Permit Guide Sheets, with Fire Code sections referenced, are available for many of the permit categories. Check our website, or request guides from the Fire Marshal’s Office at 319-286-5166.

2. Enclose a check payable to the Cedar Rapids City Treasurer with your application.

3. Include a site diagram, and if applicable, installation plan, MSDS sheets, equipment specification sheets, and other required supporting documents.

4. Be sure to call for a final approval at the completion of the project.
CEDAR RAPIDS FIRE DEPARTMENT
Fire Marshal’s Office
APPLICATION FOR A PERMIT REGULATED BY THE
CEDAR RAPIDS FIRE CODE

INSTRUCTIONS:
Complete this page of the application and submit to the Cedar Rapids Fire Marshal’s Office.
“Permit Guides” include some Code information specific to many permit operations and are
found on the Fire Marshal’s Office Fire Code Permits page of our website at www.cedar-
rapids.org/fire.
NOTE: The “Permit Guides” do not include all codes that apply to your individual project. Refer to
the appropriate Chapter of the 2006 IFC (International Fire Code) and any local amendments for
additional code requirements.

Permit Site Business Name

Permit Site Address

Permanent (installation) ☐ Temporary (installation) ☐

Permit Conditions
A permit shall be obtained from the Cedar Rapids Fire Marshal’s Office prior to installing any
operation or system requiring a Permit (see the International Fire Code 2006 Section 105).

Application for Permit
• The permit applicant shall provide a legible site diagram listing the site business name,
address, including system locations. Where applicable, please provide any information
sheets regarding listing, approvals, electrical, mechanical, and any applicable other
supporting documentation required for a Permit.

• The required fee must be included when the application is submitted.

Proposed project: ___________________________________________________________

Fee per $ _____________ Total Fee ______________ Date ______________

The undersigned representative agrees to adhere to the Cedar Rapids Fire Code and all
applicable Federal, State, and other local regulations

Contractor Company ___________________________ Address _____________________________

Contact Name & Signature ______________________ Address _____________________________

Phone _____________________________

Party Responsible for Billing (if other than above)
Name _____________________________ Address _____________________________

FOR OFFICE USE ONLY!
Date received: __________________ Fire Inspector Issuing Permit __________________
Final Approval Inspector’s Name _____________________________ Date ______________
## Permit Application for the Removal of Underground Storage Tanks

**(Permit FC-T or M)**

<table>
<thead>
<tr>
<th>Applicant Use</th>
<th>Office Use Only</th>
<th>REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>A permit shall be obtained from the Cedar Rapids Fire Marshal’s Office prior to any work being conducted at the site. The permit is valid for 180 days at a cost of $130.00 per project. CRFC 105.2.3</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td>The permit applicant shall provide a legible site diagram listing the site business name, address, tank(s) and piping locations, distances from tank(s) to nearby streets, buildings, and property lines. CRFC 105.3.7</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td>All Underground Storage Tank removals shall comply with CRFC Chapter 57 and all other laws or regulations applicable thereto, whether specified or not, and in complete accordance with approved plans and specifications. CRFC 105.4</td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td>Underground Storage Tanks that have been out of service for a period of one year shall be removed from the ground in accordance with CRFC Section 5704.2.13.2.3 and the site shall be restored in an approved manner. CRFC 5704.2.13.2</td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td>All flammable and combustible liquids shall be removed from the tank and associated piping before removal occurs. CRFC 5704.2.14.1 (1)</td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td>All piping shall be removed from the ground. An inspector with the Cedar Rapids Fire Marshal’s Office shall be present at the time of removal to verify the removal. If an inspector is not present, the trench shall be left open until such time as the inspector verifies the removal. CRFC 5704.2.14.1 (3)</td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td>Tank(s) shall be purged of vapor and inerted prior to the tank being removed from the ground. An inspector with the Cedar Rapids Fire Marshal’s Office shall be present at the time of removal to verify the removal. If an inspector is not present, the trench shall be left open until such time as the inspector verifies the removal. CRFC 5704.2.14.1 (5)</td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td>All tank openings shall be capped or plugged, leaving a 1/8-inch to ¼-inch diameter opening for pressure equalization. CRFC 5704.2.14.1 (4)</td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td>Tanks shall be disposed of in accordance with federal, state, and local regulations. CRFC 5704.2.14.2</td>
</tr>
</tbody>
</table>

Business name of removal site. __________________________________________________________

Address of removal site. ________________________________________________________________

Date removal is to occur. _______________________________________________________________

Read the following requirements and signify that you understand and agree to comply with the requirement by placing an “X” on the line next to the requirement. If you do not understand or do not agree to follow the requirement, do NOT place an “X” on the line. **This application shows only a portion of the law. All laws in force apply.**
Permit Application for the Removal of Underground Storage Tanks
(Permit FC-T or M)

10. Iowa Department of Natural Resources requires that notification be given to them at least 30 days prior to tank closer. CRFD requires that the closer be on IDNR’s 30-day removal notice or approval for closer be received from IDNR by this office.

11. The Cedar Rapids Fire Department requires that a copy of all sample test reports be filed with the Fire Marshal’s Office within 60 days of the tank removal. Written confirmation of receipt of sample reports will be mailed after review. CRFC 5703.3

<table>
<thead>
<tr>
<th>#</th>
<th>Date Tank Was Installed</th>
<th>Size of Tank</th>
<th>Product Stored Within Tank</th>
<th>UL Listing Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
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<td>#5</td>
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</tr>
</tbody>
</table>

Soil sampling agency to be used.

Contact Name: __________________________    Phone Number: __________________________

The Cedar Rapids Fire Department requires that a copy of all sample test reports be filed with the Fire Marshal’s Office within 60 days of the tank removal. CRFC 5703.3

Agency to be used for tank cleaning and sludge removal.

Contact Name: __________________________    Phone Number: __________________________

Contractor to be used for removal.

Contact Name: __________________________    Phone Number: __________________________

Where will tank be disposed?

Signature: __________________________    Date: __________________________

Print: __________________________    Phone Number: __________________________
CEDAR RAPIDS FIRE DEPARTMENT
FIRE MARSHAL’S OFFICE

Permit Application for the Removal of Underground Storage Tanks
(Permit FC-T or M)

FOR OFFICE USE ONLY!

Date received by Fire Marshal’s Office

Inspector Responsible for issuance of permit

FOR INSPECTORS ONLY! UPON FINAL INSPECTION – Check each item on the application. If the installation meets the requirement, mark approved in the shaded area next to the requirement. If the installation does not meet the requirement, write a violation notice for the deficiency.

____________________________________________________________________________________

Inspector’s Name

Approved as completed as of the date: ________________________________