CEDAR RAPIDS FIRE DEPARTMENT
Fire Marshal’s Office

APPLICATION INSTRUCTIONS FOR A PERMIT
REGULATED BY THE CEDAR RAPIDS FIRE CODE

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 __________________________ 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 Installation of Underground Storage Tanks for Motor Vehicle Fuel Dispensing Outdoors (Permit M)

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.

<table>
<thead>
<tr>
<th>Applicant Use</th>
<th>Office Use Only</th>
<th>REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Permit Conditions</td>
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<tr>
<td>A permit shall be obtained from the Cedar Rapids Fire Prevention Bureau prior to any work being conducted at the site. The permit is valid for 180 days at a cost of $130.00 for each tank being installed.</td>
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<td>(NOTE: PAYMENT INFORMATION ON LAST PAGE)</td>
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<tr>
<td>2. Application for Permit</td>
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<tr>
<td>The permit applicant shall provide a legible site diagram listing the site business name, address, tank(s), dispensers, and piping locations, distances from tank(s) to nearby streets, buildings, and property lines.</td>
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<td>The permit applicant shall provide product information sheets regarding the listing and approvals of all major components of fuel dispensing system being installed, i.e., tanks, piping, dispensers, etc.</td>
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<td>3. Compliance</td>
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<td>Permit applicants and the applicants’ agents and employees shall carry out the proposed activity in compliance with this code and other laws or regulations applicable thereto, whether specified or not, and in complete accordance with approved plans and specifications. Permits which purport to sanction a violation of this code or any applicable law or regulation shall be void and approvals of plans and specifications in the issuance of such permits shall likewise be void.</td>
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<td>4. Clearance from Combustible Materials</td>
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<tr>
<td>Weeds, grass, brush, trash and other combustible materials shall be kept not less than 10 feet from fuel storage vessels and fuel-handling equipment. IFC 2305.7</td>
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<td>5. Stations Located in Bulk Plants</td>
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<td>Motor vehicle fuel-dispensing stations located at bulk plants shall be separated by a fence or similar barrier from the area in which bulk operations are conducted. See also IFC 2306.3 and NFPA 30.</td>
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<td>Storage tanks used for fueling operations shall not be connected to or serve as bulk plant tanks.</td>
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<td>6. Maintenance</td>
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<td>Fueling systems shall be maintained in proper operating condition. IFC 2305.2</td>
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<td>7. Electrical Equipment and Wiring</td>
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<td>Electrical wiring and equipment shall be installed in a manner, which provides reasonable safety to persons and property. Evidence that wiring and equipment are of the type</td>
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CEDAR RAPIDS FIRE DEPARTMENT
FIRE MARSHAL’S OFFICE

Permit Application for the Installation of Underground Storage Tanks for Motor Vehicle Fuel Dispensing Outdoors
(Permit M)

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Approved for use in the hazardous locations as set forth in the NEC, and that wiring and equipment have been installed in accordance with the Electrical Code shall be provided. IFC 2301.5

8. Drainage Control
Provisions shall be made to prevent liquids spilled during dispensing operations from flowing into buildings. Acceptable methods include grading driveways, raising doorsills, or other approved means.

9. Fire Protection
A fire extinguisher with a minimum rating of 3A40BC shall be provided and located such that it is not more than 75 feet from any pump, dispenser or fill-pipe opening. IFC 2305.5

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Underground Storage Tank

10. Location
Flammable and combustible liquid storage tanks located underground, either outside or under buildings, shall be in accordance with the following:
   a. Tanks shall be located with respect to existing foundations and supports such that the loads carried by the latter cannot be transmitted to the tank,
   b. The distance from any part of a tank storing liquids to the nearest wall of a basement, pit, cellar or property line shall not be less than 3 feet, and
   c. A minimum distance of 1 foot, shell to shell, shall be maintained between underground tanks.
IFC 2303.1 / 5704.2.11.2

11. Secondary Containment
An approved method of secondary containment shall be provided for underground tank systems, including tanks, piping and related components, where a leak from such a system would pose an immediate hazard to persons or property, as determined by the AHJ. IFC 5703.4

12. Depth and Cover
Underground tanks shall be set on firm foundations and surrounded with at least 6 inches of non-corrosive inert material such as clean sand or gravel well tamped in place. Tanks shall be covered with a minimum of 2 feet of earth or shall be covered by not less than 1 foot of earth, on top of which shall be placed a slab of reinforced concrete not less than 4 inches thick.

When underground tanks are, or are likely to be subjected to traffic, they shall be protected against damage form vehicles passing over them by at least 3 feet of earth cover, or 18 inches of well-tamped earth plus 6 inches of reinforced concrete, or 8 inches of asphalt concrete. When asphalt or reinforced concrete paving is used as part of the protection, it shall extend at least 1 foot horizontally beyond the outline of the tank in all directions.

13. Spill Containers
A spill container shall be provided for each fill pipe to collect liquids by overfilling during
CEDAR RAPIDS FIRE DEPARTMENT  
FIRE MARSHAL’S OFFICE

Permit Application for the Installation of Underground Storage Tanks for Motor Vehicle Fuel Dispensing Outdoors  
(Permit M)

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<tr>
<th>14.</th>
<th>Overfill Prevention System</th>
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<td>An overfill prevention system shall be provided for each tank. The system shall either:</td>
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<td>1. Have an alarm which provides an audible and visual signal when the quantity of liquid</td>
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<td>in the tank reaches 90 percent of tank capacity,</td>
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<td>2. Automatically shut off the flow when the quantity of liquid in the tank reaches 95%</td>
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<td>percent of tank capacity, or</td>
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<td>Reduce the flow rate to not more than 15 gallons per minute so that, at the reduced flow</td>
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<td>rate, the tank will not overfill for 30 minutes, and automatically shut-off flow into the tank</td>
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<td>so that none of the fittings on the top of the tank are exposed to product due to overfilling.</td>
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<th>15.</th>
<th>Inventory Control</th>
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<td></td>
<td>Accurate daily inventory records shall be maintained and reconciled on liquid storage tanks</td>
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<td>for indication of possible leakage from tanks and piping. The records shall be kept at the</td>
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<td>premises and available to the chief upon request and shall include records showing, by</td>
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<td>product, daily reconciliation between sales, use, receipts and inventory on hand.</td>
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<tr>
<th>16.</th>
<th>Locations Subject to Flooding</th>
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<td>Where a tank could become buoyant due to a rise in the level of the water table or due to</td>
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<td>location in an area that is subject to flooding, the tank shall be anchored in place.</td>
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<tr>
<th>17.</th>
<th>Leak Detection</th>
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<td></td>
<td>Underground storage tank systems shall be provided with an approved method of detecting</td>
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<td>leaks from any component of the system which normally contains liquid.</td>
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<td>Any consistent or accidental loss of liquid, or other indication of a leak from a tank system,</td>
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<td>shall be reported immediately to the fire department.</td>
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<td>Leaking tanks shall be promptly emptied and removed from the ground.</td>
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<th>18.</th>
<th>Testing of Leak-Detection Devices</th>
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<td></td>
<td>Leak-detecting devices shall be tested annually by the owner or occupant of the property on</td>
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<td>which they are located. Test results shall be maintained on the premises and available to the</td>
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<td>chief on request.</td>
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<th>19.</th>
<th>Corrosion Protection</th>
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<td>Underground tanks and piping shall be properly designed, installed and maintained, and</td>
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<td>protected from corrosion in accordance with one of the following:</td>
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<td>a) Cathodic protection systems provided for corrosion protection.</td>
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<td>b) Corrosion-resistant materials of construction, such as special alloys; nonmetallic,</td>
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<td>reinforced plastic coatings; composites; or equivalent systems, may be used when</td>
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<td>approved.</td>
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<th>20.</th>
<th>Testing of Corrosion Protection</th>
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<td></td>
<td>New underground steel tanks and piping shall be tested by the structure-to- soil-potential</td>
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<td>method after the system is in operation. The tank manufacturer shall provide a structure</td>
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</table>
lead and a test station. The criteria for adequate corrosion protection shall be in accordance with recognized standards. Testing shall be done at installation and not less than once every five years thereafter by approved qualified persons. IFC 5703.6.5

Testing of Underground Tanks
Before being covered or placed in use, tanks and piping connected to underground tanks shall be tested for tightness in the presence of the AHJ. The system shall not be covered until the AHJ has approved it.

Vents

Vent pipe outlets
Vent pipe outlets for tanks shall be located such that the vapors are released at a safe point outside of buildings and not less than 12 feet above the adjacent ground level. Vapors shall be discharged upward or horizontally away from closely adjacent walls to assist in vapor dispersion. Vent outlets shall be located such that flammable vapors will not be trapped by eaves or other obstructions and shall be at least 5 feet from building openings or property lines of properties that can be built on. IFC 5704.2.7.3.3

Vent line flame arresters and venting devices
Vent line flame arresters and venting devices shall be installed in accordance with their listings. Use of flame arresters in piping systems shall be in accordance with nationally recognized standards. IFC 5704.2.7.3.2

Installation of vent piping
Vent pipes shall be installed such that they will drain toward the tank without sags or traps in which liquid can collect. Vent pipes shall be installed in such a manner as to not be subject to physical damage or vibration. Vent outlets and devices shall be protected to minimize the possibility of blockage from weather, snow, dirt or insect nests. IFC 5704.2.7.3.4

Vent sizing
Tank venting systems shall be provided with sufficient capacity to prevent blowback of vapor or liquid at the fill opening while the tank is being filled. Vent pipes shall not be less than 11/4-inch (31.8 mm) nominal inside diameter. The capacity of the vent shall be based on the filling or withdrawal rate, whichever is greater, and the vent line length. IFC 5704.2.7.3.4

Piping

Materials and Design
Piping, valves, fittings and related components intended for use with flammable and combustible liquids shall be designed and fabricated from suitable materials having adequate strength and durability to withstand the pressures, structural stresses and exposures to which they can be subjected. Such equipment shall be in accordance with nationally recognized engineering standards, be listed for the application or be approved. Nonmetallic piping, if used, shall be installed in accordance with the manufacturer’s installation instructions. IFC 5701.1
### Low melting point materials
Low melting point materials, such as aluminum, copper and brass; materials which soften on fire exposure, such as nonmetallic materials; or nonductile materials, such as cast iron, used underground shall be within their pressure and temperature limitations. When such materials are used outdoors in aboveground piping systems or within buildings, they shall be either:
1. Suitably protected against fire exposure,
2. Located such that leakage resulting from failure would not unduly expose persons, buildings or structures, or
3. Located where leakage can readily be controlled by operation of accessible remotely located valves.

IFC 5703.6.2.1

### Valves
Piping systems shall contain a sufficient number of manual control valves and check valves to operate the system properly and to protect the plant under both normal and emergency conditions. Piping systems in connection with pumps shall contain a sufficient number of such valves to properly control the flow of liquid in normal operation and in the event of physical damage or fire exposure. IFC 5703.6.6

Connections to pipelines or piping by which equipment, such as Tank cars, tank vehicles or marine vessels, discharges liquid into storage tanks shall be provided with check valves for automatic protection against backflow.

Manual drainage-control valves shall be located at approved locations remote from the tanks, diked area, drainage system and impounding basin to assure their operation in a fire condition.

### Piping supports
Piping systems shall be substantially supported and protected against physical damage and excessive stresses arising from settlement, vibration, expansion or contraction. IFC 5703.6.8

### Bends
Pipe and tubing shall not be bent in excess of 90 degrees or at a radius less than five diameters of the nominal trade size of the pipe or tube when the radius is measured from the inside edge of the pipe or tube. ASME B31.9

### Testing
Unless tested in accordance with the applicable sections of nationally recognized standards for pressure piping, before being covered, enclosed or placed in use, shall be hydrostatically tested to 150 percent of the maximum anticipated pressure of the system, or pneumatically tested to 110 percent of the maximum anticipated pressure of the system, but not less than 5 psig at the highest point of the system. This test shall be maintained for a sufficient time period to complete visual inspection of all joints and connections. For a minimum of 10 minutes, there shall not be leakage or permanent distortion. Care shall be exercised to ensure that these pressures are not applied to vented storage tanks. Such storage tanks shall be tested independently from the piping. IFC 5703.6.3
Permit Application for the Installation of Underground Storage Tanks for Motor Vehicle Fuel Dispensing Outdoors
(permit M)

Fuel Dispensers

32. Approved equipment
   Equipment and appliances used for the storage or dispensing of flammable and combustible liquids shall be approved or listed.

33. View of Dispensers
   The dispensing device shall be in clear view of the attendant at all times and obstacles shall not be placed between the dispensing devices and the attendant. IFC 2304.1

34. Communication with Dispensing Area
   The attendant shall be able to communicate with persons in the dispensing area at all times. IFC 2304.2.5

35. Dispensing Devices
   Dispensing devices shall be located as follows:
   1. Ten feet or more from property lines,
   2. Ten feet or more from buildings having combustible exterior wall surfaces or buildings having noncombustible exterior wall surfaces that are not part of a one-hour fire-resistive assembly, EXCEPTION: Canopies constructed in accordance with the Building Code.
   3. Such that all portions of the vehicle being fueled will be on the premises of the motor vehicle fuel-dispensing station
   4. Such that the nozzle, when the hose is fully extended, will not reach within 5 feet of building openings, and
   5. Twenty feet or more from fixed sources of ignition.
   IFC 2303.1

36. Dispenser Controls
   A control shall be provided that will allow the pump to operate only when a dispensing nozzle is removed from its bracket or normal position with respect to the dispensing unit and the switch on the dispensing unit is manually actuated. This control shall also stop the pump when all nozzles have been returned, either to their brackets or to the normal non-dispensing position.
   IFC 2306.7.6

37. Dispensers at Unsupervised Locations
   Dispensing equipment used at unsupervised locations shall comply with one of the following:
   1. Dispensing devices are programmed or set to limit uninterrupted fuel delivery to 25 gallons and require a manual action to resume continued delivery, or
   2. The amount of fuel being dispensed is limited in quantity by a preprogrammed card as approved.
   IFC 2304.3.7

38. Protection of Dispensers
   Dispensing devices shall be protected against physical damage from vehicles by mounting on a concrete island 6 inches or more in height or by other approved methods. IFC 312
Permit Application for the Installation of Underground Storage Tanks for Motor Vehicle Fuel Dispensing Outdoors
(Permit M)

39. **Signs**
   Signs prohibiting smoking, prohibiting dispensing into unapproved containers and requiring vehicle engines to be stopped during fueling shall be conspicuously posted within sight of each dispenser. IFC 2305.6 / 2304.4

40. **Dispenser electrical disconnects**
   An electrical disconnect switch shall be provided for all dispensers in accordance with the Electrical Code. The disconnect shall be placed in the OFF position before repairing dispensers and before closing a motor vehicle fuel-dispensing station. IFC 2301.5

41. **Emergency shutdown devices**
   Emergency shutdown devices shall be provided for all fuel dispensers. Emergency shutdown devices for exterior fuel dispensers shall be located within 100 feet of, but not less than 20 feet from, dispensers. Activation of the emergency shutdown devices shall stop the transfer of fuel to the dispensers and close all valves, which supply fuel to the dispensers. Such devices shall be distinctly labeled as EMERGENCY FUEL SHUTDOWN DEVICE. Signs shall be provided in approved locations. IFC 2303.2

42. **Dispenser Hoses**
   Dispenser hoses shall be a maximum of 18 feet in length unless approved. Dispenser hoses shall be listed and approved. When not in use, hoses shall be reeled, racked or otherwise protected from damage. IFC 2306.7.5
   Dispenser hoses for Class I and II liquids shall be equipped with a listed emergency breakaway device designed to retain liquid on both sides of a breakaway point. Such devices shall be installed and maintained in accordance with the manufacturer's instructions. Where hoses are attached to hose-retrieving mechanisms, the emergency breakaway device shall be located between the hose nozzle and the point of attachment of the hose-retrieval mechanism to the hose.

43. **Nozzles**
   A listed automatic-closing-type hose nozzle valve with or without a latch-open device shall be provided on island-type dispensers used for dispensing Class I, II or III-A liquids. Where dispensing of Class I, II or III-A liquids is performed by someone other than a qualified attendant, a listed automatic-closing type hose nozzle valve shall be used incorporating the following features:
   1. The hose nozzle valve shall be equipped with an integral latch-open device.
   2. When devices or equipment other than the hose nozzle valve normally controls the flow of product, the hose nozzle valve shall not be capable of being opened unless the delivery hose is pressurized. If pressure to the hose is lost, the nozzle shall close automatically. **EXCEPTION:** Vapor-recovery nozzles incorporating insertion interlock devices designed to achieve shutoff upon disconnect with vehicle fill pipe.
   3. The hose nozzle shall be designed such that the nozzle is retained in the fill pipe during the filling operation.
   IFC 2306.7.6
Supervision of Dispensing Operations

44. Attendants
The attendant's primary function shall be to supervise, observe and control the dispensing of motor fuels. The attendant shall prevent the dispensing of flammable and combustible liquids and flammable gases into containers not in compliance with this code, control sources of ignition, give immediate attention to accidental spills or releases, and be prepared to use fire-extinguishers. A method of communicating with the fire department shall be provided for the attendant. IFC 2304.2

45. Unsupervised Dispensing (if applicable)
Unsupervised dispensing is allowed when the owner or operator provides, and is accountable for, daily site visits, regular equipment inspection and maintenance, conspicuously posted instructions for the safe operation of dispensing equipment, and posted telephone numbers for the owner or operators. A sign shall be posted in a conspicuous location reading:

IFC 2304.3.5 IN CASE OF FIRE, SPILL OR RELEASE
1. Use emergency pump shutoff!
2. Report the accident! Fire Department Telephone No.________________
3. Facility address________________________________________

During hours of operation, stations having unsupervised dispensing shall be provided with a fire alarm transmitting device. A telephone not requiring a coin to operate is acceptable.
# Permit Application for the Installation of Underground Storage Tanks for Motor Vehicle Fuel Dispensing Outdoors (Permit M)

<table>
<thead>
<tr>
<th>Manufacture of Tank</th>
<th>Size of Tank</th>
<th>Product to be Stored Within Tank</th>
<th>UL Listing Number</th>
<th>Iowa DNR Tank Registration #</th>
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<tbody>
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Contractor to be used for installation.

Contact Name: ___________________________ Phone Number: ___________________________

Signature: _____________________________ Date: ___________________________

Print: _____________________________ Phone Number: ___________________________

> PAYMENT INFORMATION <

MAKE CHECK PAYABLE TO: CITY TREASURER
ADDRESS:
CODE ENFORCEMENT--FIRE, 1501 1st Ave SE, CEDAR RAPIDS IA 52402

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.

_____________________________  Approved as completed as of the date: ________________

Inspectors Name