Applications for permits shall be submitted to the Cedar Rapids Fire Marshal’s Office via E-mail at m.knock@cedar-rapids.org or s.dunham@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 10 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 or electronically 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 double fee may be implemented.

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 48 hours in advance for a final approval at the completion of the project.
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 2018 IFC (International Fire Code) and any local amendments for additional code requirements.

Permit Site Business Name ____________________________________________________________

Permit Site Address ________________________________________________________________

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 2018 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 __________________

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 ________________________
CEDAR RAPIDS FIRE DEPARTMENT
FIRE MARSHAL’S OFFICE

Guide and Permit Application for an Aboveground Tank Installation
(Non-Motor Vehicle Fuel Dispensing)

TO STORE OR USE A FLAMMABLE/COMBUSTIBLE LIQUID or HAZARDOUS MATERIALS LIQUIDS

Permit Conditions
A permit shall be obtained from the Cedar Rapids Fire Marshal’s Office prior to installing any of the systems listed on this Permit Application. The Permit deadline may be extended to 180 days by written request. IFC 105.3.2

Application for Permit (IFC 105.4)
- The permit applicant shall provide a legible site diagram listing the site business name, address, and including system locations.
- The permit applicant shall provide product information sheets regarding the listing, approvals, mechanical and electrical drawings, and all supporting documentation for the installation of the system.
- The required fee must be included when the application is submitted.

INSTRUCTIONS:
- Complete this page of the application and submit to the Cedar Rapids Fire Marshal’s Office.
- Look up the code letters for the permit of your choice and write the letters and the corresponding fee in the spaces below.
- Please request a “Permit Reference Guide” for information on your specific system.
- Note: Complete Application page 2 for all “AST” and “UST” permit applications.

*NOTE: “Permit guides” do not include all codes that apply to your individual project. Refer to the appropriate chapter of the 2018 IFC (International Fire Code) for additional code requirements.

TANK APPLICATION FORM
FOR ALL FLAMMABLE/COMBUSTIBLE LIQUID or HAZARDOUS MATERIALS TANKS (greater than 60 gallons)

Please complete the form below

Fee PER tank ($130)  Number of tanks ____________ Total Fee __________________

- (AST non-MVFD)
- (UST Removal or Repair)
- (F/C Mixing Room) Room for mixing paints and flammable liquids.
- (F/C Storage Room) Room for storing flammable liquids.
- (AST C/F) Aboveground tanks for construction sites and farms.
- (AST HM) for Hazardous Materials

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<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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CEDAR RAPIDS FIRE DEPARTMENT REFERENCE GUIDE FOR
ABOVEGROUND TANKS FOR NON-MOTOR VEHICLE FUEL DISPENSING Referenced from IFC 2018
Chapter 57 & 2018 NFPA 30
All applicable federal, state, and local codes apply

- Provide a legible site diagram
- Submit fee of $130.00 for each fuel tank
- The tank must be a UL 142 secondary containment tank, or provide alternative means for containment
- Tanks shall be located in accordance with NFPA 30
  - 275 gallons or less  5’ from public way  5’ from buildings on same property
  - 276-750 gallons  10’ from property lines  5’ from buildings on same property
  - 751-12,000  15’ from property lines  5’ from buildings on same property
  - 12,001-30,000  20’ from property lines  5’ from buildings on same property
- Tanks with floating roofs, weak roof-to-shell seams and other large tanks must be located in accordance with NFPA 30
- Tanks storing IIIB liquids (Use NFPA 30)
- Minimum shell-to-shell spacing (Use NFPA 30)
- Electrical wiring and equipment (IFC 5703.1.1)
  - Electrical wiring and equipment shall be installed and maintained in accordance with this Code and the Cedar Rapids Electrical Code. Note: Class I liquids have class 1, division 1, and class 1 division, 2 requirements
  - Electrical cable shall be protected from physical damage by conduit designed for use in sunlight and damp locations (International Electrical Code 2018)
- Locate an extinguisher minimum 3A40BC within 75’ from dispenser (IFC 906 – 2018 NFPA 30)
- Vehicle impact protection required when tanks are subject to vehicle damage (IFC 312 – IFC 5703.6.4)
- Tanks require 3’ minimum spacing shell to shell
- Each tank must have a 5-gallon spill container affixed to the top fill opening
- Install warning signs (IFC 5703.5)
- Operational vent must terminate 12 feet above grade. Flame arrester is required for gasoline and other class 1 liquids--not required for diesel fuel
- Signs required:
  - Tanks over 100 gallons in capacity permanently installed or mounted shall bear a label or placard identifying the material therein (IFC 5704.2.3.2)
- Tank venting required. Vent pipe outlets for tanks storing Class I, II, or III-A liquids shall be located such that the vapors are released at a safe point outside of buildings and not less than 12 feet (3658 mm) 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 (1524 mm) from building openings or property lines of properties that can be built on. Vents shall not be manifold together (IFC 5704.2.7.3.3)
- Emergency Venting required. Aboveground tanks shall be provided with devices that will relieve excessive internal pressure caused by exposure to fires. Vents shall not discharge inside a building. Double walled tanks are required to provide emergency venting for both the primary tank and interstitial space (IFC 5704.2.7.4)
- Class I and II liquids or Class II or Class III liquids that are heated up to or above their flash points shall be transferred by one of the following methods: Exception: Liquids in containers not exceeding a 5.3-gallon (20 L) capacity
  - Safety cans complying with UL 30
  - Through an approved closed piping system
  - From containers or tanks by an approved, pump taking suction through an opening in the top of the container or tank
  - For Class IB, IC, II and III liquids, from containers or tanks by gravity through an approved self-closing or automatic-closing valve when the container or tank and dispensing operations are provided with spill control and secondary containment in accordance with Section 3403.4. Class IA liquids shall not be dispensed by gravity from tanks
  - Approved engineered liquid transfer systems