

# Ashtabula Fire Department Liquefied Propane Gas Exchange Locker Permitting Process

In accordance with City of Ashtabula Codified Ordinance 1501.19, any entity intending to install and/or operate a propane exchange locker, cabinet, vault, etc. shall first obtain a written permit from the Ashtabula Fire Department.

## **PERMITTING PROCEDURES**

- 1) Provide a written description of the operation of the consumer accessible propane exchange location.
- 2) Site plan drawings of the existing site location and conditions, to include;
  - a. All buildings and structures.
  - b. Location of tanks with regards to building openings, lot lines and fuel dispensing equipment
- 3) Drawings shall be submitted for review and approval, PRIOR to installation.
- 4) Drawings shall be generated by the installing company specific to the installation. Drawings shall show plan view and other pertinent information.
- 5) Submittal package must identify and include all the above requirements to be accepted for review.
- 6) No consumer accessible propane exchange locations shall be installed on the site until a permit has been issued. Any work performed prior to the issuance of this permit may result in a citation being issued for violation of Codified Ordinance 1501.19.
- 7) Plans approved by the Fire Department give authorization for installation. Final approvals are subject to field verification. Any approval issued by the Fire Department does not release the contractor or property owner from the responsibility of full compliance with all applicable codes and ordinances.
- 8) All installations shall comply with the approved plans. Any deviation from the approved plans requires a re-submittal to the Fire Department.

## **INSTALLATION REQUIREMENTS**

All installation work shall be in accordance with the Ohio Fire Code and National Fire Protection Association Standard 58 (2001 Edition), Standard for the Storage and Handling of Liquefied Petroleum Gases

- 1) Installations stored next to buildings are limited to an aggregate capacity of 2000 pounds.
- 2) Cages shall be located with the minimum separation distances listed:
  - 10 feet from all building openings, windows, doors, vent pipes, etc.
  - 10 feet from lot lines

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- 10 feet from combustible materials
  - 20 feet from motor fuel dispensing equipment
- 3) When the cages are stored outside of buildings beneath the eaves, canopies, or overhangs; the area shall be protected by an approved sprinkler system
  - 4) Lockers shall be protected from vehicle damage in accordance with Ohio Fire Code, Section 312.
    - a. Constructed of steel not less than 4 inches (102 mm) in diameter and concrete filled.
    - b. Spaced not more than 4 feet (1219 mm) between posts on center.
    - c. Set not less than 3 feet (914 mm) deep in a concrete footing of not less than a 15-inch (381 mm) diameter.
    - d. Set with the top of the posts not less than 3 feet (914 mm) above ground.
    - e. Located not less than 3 feet (914 mm) from the protected object.
    - f. Alternative methods may be used for impact protection, provided documentation of compliance with the prescriptive requirements of the NFPA 58 and the Ohio Fire Code is supplied.
  - 5) Cages shall be a lockable ventilated metal locker or rack that prevents tampering and pilfering.
  - 6) Cages shall be designed so that containers cannot be stacked on top of each other and designed so that containers are positioned upright with the pressure-relief valve in direct communication with the vapor space of the container.
  - 7) A portable fire extinguisher complying with Ohio Fire Code, Section 906 shall be supplied and maintained.
  - 8) All containers shall be protected by screw-on type caps or collars and container outlet valves shall be closed and plugged when in storage.
  - 9) Defective containers or containers showing denting, bulging, or excessive corrosion shall be removed from service and properly disposed of.
  - 10) NO SMOKING signs and approved NFPA 704 hazard identification signs shall be posted on the exchange cage.
  - 11) Signs listing exchange procedures, company name and 24 hour phone numbers shall be posted on the cage.
  - 12) Signs requiring that customers leave LPG containers outside shall be posted at the building entrance(s).
  - 13) All employees with access to the exchange cage shall be trained in the proper handling and operating procedures, including the procedure for handling defective containers.
  - 14) A written inspection checklist for receiving empty containers as well as giving out full cylinders shall be available and used by employees when handling containers

Questions may be addressed to the Fire Prevention Bureau at (440) 992-7191