

Phoenix Fire Department

Fire Prevention



Mobile Fueling Operations Permit Application

Site Permit *F148

Vehicle Permit F147

*Plan submittal required.

Business Information		
Name of Facility:		
Facility Address:		
Facility Major Cross Streets:		
Is this a change of ownership? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Owner of Facility:		Owner Phone:
On-site Contact Name:	On-site Phone:	On-site Fax:
Contact for Inspection:	On-site Fax:	On-site Fax:
Contact for Inspection:		Phone:
Email:		
Payment is due at the time of application submittal. All fees are non-refundable. Inspection will not be scheduled until payment has been processed.		

Permit applications may be faxed to 602-495-7429, submitted in person weekdays
8:00 am to 4:30 pm, or mailed.

For permit questions or to speak to a Fire Inspector call: 602-262-6771.

For more information see www.phoenix.gov/fire/prevention

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Credit Card Payment Form*

This form is provided for convenience only. Checks and cash are also accepted.

* Credit card payments can only be accepted via fax, postal mail or in person.

This form does NOT qualify as the permit application, a separate permit application must be submitted.

Use This Section for Public Records Requests Only

Address Researched:

Company Requesting Research:

APPLICATION INFO

What are you paying for?

Public Records Permit Event Inspection Appeal/Eng. Interpretation

Address of Business or Event

Name of Event (if applicable)

CREDIT CARD INFO

Credit Card Number (use dashes)	Amount to be Charged	Expiration Date (00/00)
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Billing Address and Zip Code

Cardholder Name

Phone Number

Other Instructions (i.e. fax/email receipt) – Please print clearly

Payment is due at the time of application submittal.

Credit card payments will not be accepted by email.

Credit card payments may be faxed to 602-495-7429, submitted in person weekdays
8:00 am to 5:00 pm or mailed.

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Please note: This form will be destroyed once payment has been processed.

Phoenix Fire Department | Fire Prevention
150 South 12th Street
Phoenix, AZ 85034

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Fleet Fueling Site & Vehicle(s) Inspection Handout

- 1) Dispensing of Class II and III motor vehicle fuel from tank vehicles into the fuel tanks of motor vehicles located at commercial, industrial, governmental or manufacturing establishments is allowed where permitted, provided such dispensing operations are conducted in accordance Phoenix Fire Code 2012 Edition, Section 5706.5.4.5.
- 2) Dispensing shall occur only at sites that have been issued an operating permit to conduct mobile fueling at the site (F148-Mobile Fueling Site Operating Permit) and for the individual tank fueling vehicles (F147-Mobile Fueling Vehicle Permit).

Specific requirements for the F148--Mobile Fueling Site Operating Permit

- 1) A detailed site plan shall be submitted with each application for a permit. The site plan shall indicate: all buildings, structures and appurtenances on site and their use or function; all uses adjacent to the lot lines of the site; the locations of all storm drain openings, adjacent waterways or wetlands; information regarding slope, natural drainage, curbing, impounding and how a spill will be retained upon the site property; and the scale of the site plan.

Provisions shall be made to prevent liquids spilled during dispensing operations from flowing into buildings or off-site. Acceptable methods include, but shall not be limited to, grading driveways, raising doorsills or other *approved* means.

- 2) The *fire code official* is allowed to impose limits on the times and days during which mobile fueling operations is allowed to take place, and specific locations on a site where fueling is permitted.
- 3) Mobile fueling operations shall be conducted in areas not accessible to the public or shall be limited to times when the public is not present.
- 4) Mobile fueling shall not take place within 15 feet (4572 mm) of buildings, property lines, combustible storage or storm drains.
- 5) The *fire code official* and other appropriate authorities shall be notified when a reportable spill or unauthorized discharge occurs.

Exceptions:

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- a. The distance to storm drains shall not apply where an *approved* storm drain cover or an *approved* equivalent that will prevent any fuel from reaching the drain is in place prior to fueling or a fueling hose being placed within 15 feet (4572 mm) of the drain. Where placement of a storm drain cover will cause the accumulation of excessive water or difficulty in conducting the fueling, such cover shall not be used and the fueling shall not take place within 15 feet (4572 mm) of a drain.
 - b. The distance to storm drains shall not apply for drains that direct influent to *approved* oil interceptors.
- 6) Nighttime fueling operations shall only take place in adequately lighted areas.
 - 7) The *fire code official* and other appropriate authorities shall be notified when a reportable spill or unauthorized discharge occurs.

Specific requirements for the F147-- Mobile Fueling Vehicle Permit

- 1) The *owner* of a mobile fueling operation shall provide to the jurisdiction a written response plan which demonstrates readiness to respond to a fuel spill and carry out appropriate mitigation measures, and describes the process to dispose properly of contaminated materials.
- 2) The tank vehicle shall comply with the requirements of NFPA 385 and local, state and federal requirements. The tank vehicle's specific functions shall include that of supplying fuel to motor vehicle fuel tanks. The vehicle and all its equipment shall be maintained in good repair.
- 3) Mobile fueling operations shall be conducted in areas not accessible to the public or shall be limited to times when the public is not present.
- 4) Signs prohibiting smoking or open flames within 25 feet (7620 mm) of the tank vehicle or the point of fueling shall be prominently posted on three sides of the vehicle including the back and both sides.
- 5) A portable fire extinguisher with a minimum rating of 40:BC shall be provided on the vehicle with signage clearly indicating its location.
- 6) The dispensing nozzles and hoses shall be of an *approved* and *listed* type.
- 7) The dispensing hose shall not be extended from the reel more than 100 feet (30 480 mm) in length.

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- 8) Absorbent materials, nonwater-absorbent pads, a 10-foot-long (3048 mm) containment boom, an *approved* container with lid and a nonmetallic shovel shall be provided to mitigate a minimum 5-gallon (19 L) fuel spill.
- 9) Tank vehicles shall be equipped with a “fuel limit” switch such as a count-back switch, to limit the amount of a single fueling operation to a maximum of 500 gallons (1893 L) before resetting the limit switch.

Exception: Tank vehicles where the operator carries and can utilize a remote emergency shutoff device which, when activated, immediately causes flow of fuel from the tank vehicle to cease.
- 10) Persons responsible for dispensing operations shall be trained in the appropriate mitigating actions in the event of a fire, leak or spill. Training records shall be maintained by the dispensing company and shall be made available to the *fire code official* upon request.
- 11) Operators of tank vehicles used for mobile fueling operations shall have in their possession at all times an emergency communications device to notify the proper authorities in the event of an emergency.
- 12) The tank vehicle dispensing equipment shall be constantly attended and operated only by designated personnel who are trained to handle and dispense motor fuels.
- 13) Fuel dispensing shall be prohibited within 25 feet (7620 mm) of any source of ignition.
- 14) Mobile fueling shall not take place within 15 feet (4572 mm) of buildings, property lines, combustible storage or storm drains.
- 15) The engines of vehicles being fueled shall be shut off during dispensing operations.
- 16) Nighttime fueling operations shall only take place in adequately lighted areas.
- 17) The tank vehicle shall be positioned with respect to vehicles being fueled to prevent traffic from driving over the delivery hose.
- 18) During fueling operations, tank vehicle brakes shall be set, chock blocks shall be in place and warning lights shall be in operation.
- 19) Motor vehicle fuel tanks shall not be topped off.

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- 20) The dispensing hose shall be properly placed on an *approved* reel or in an *approved* compartment prior to moving the tank vehicle.
- 21) The *fire code official* and other appropriate authorities shall be notified when a reportable spill or unauthorized discharge occurs.
- 22) Operators shall place a drip pan or an absorbent pillow under each fuel fill opening prior to and during dispensing operations. Drip pans shall be liquid-tight. The pan or absorbent pillow shall have a capacity of not less than 3 gallons (11.36 L). Spills retained in the drip pan or absorbent pillow need not be reported. Operators, when fueling, shall have on their person an absorbent pad capable of capturing diesel fuel overfills. Except during fueling, the nozzle shall face upward and an absorbent pad shall be kept under the nozzle to catch drips. Contaminated absorbent pads or pillows shall be disposed of regularly in accordance with local, state and federal requirements.