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| **For Office Use Only:**  Date Paid \_\_\_\_/\_\_\_\_/\_\_\_\_ Check #       Total Fees  Cash  Check  Credit Card |
| Approved  Denied – By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

#### Raleigh Fire Department

#### Office of the Fire Marshal

310 West Martin Street, Suite 200

Raleigh, NC 27602

**Office (919) 996-6392**

**Fax (919) 831-6180**

[**fireprevention@raleighnc.gov**](mailto:fireprevention@raleighnc.gov)

**HAZARDOUS-MATERIALS PERMIT APPLICATION**

|  |  |  |
| --- | --- | --- |
| Existing Business | New Building or Alteration | |
| **1. BUSINESS & BILLING INFORMATION** | | |
| Business Name: | | |
| Address: | | Billing Contact: |
| Building Number/Suite: | | Billing Address: |
| City: State: Zip: | | City: State: |
| Business Telephone: | | Zip: |
| Business Owner: | | Billing Telephone: |
| Owner Contact Number: | | Fax Number: |
| Business e-mail: | | Billing Contact e-mail: |
| **2. OCCUPANCY INFORMATION** | | |
| Sq. Ft. of Property: | | Auto Sprinkler System: Full  Part  None |
| Sq. Ft. of Building:  Building Occupancy Classification(s)  Basement:  Yes  No  Occupant Load: Day Night | | Monitored Y or N, if yes, Monitoring Company  Name:  Phone: |
| **Is the facility reporting hazardous material under SARA Title III Federal Requirements:**  **Yes**  **No** | | |
| **3. EMERGENCY CONTACTS** | | |
| Primary Name: | | 24 Hr. Contact No.: |
| Secondary Name: | | 24 Hr. Contact No.: |
| Property Owner’s Name: | | 24 Hr. Contact No.: |
| Business Owner’s Name: | | 24 Hr. Contact No.: |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **4. CONSTRUCTION PERMIT** | | | | | | | | Transaction Number | | | | Group Number | | | | Contractor (**Hazardous Material**) | | | NC License #/Class | | | City Business License # | | Address | | | | | City/State/Zip | | | Phone | | Fax | | | Email | | | Contractor **(Industrial Ovens)** | | | NC License #/Class | | | City Business License # | | Address | | | | | City/State/Zip | | | Phone | | Fax | | | Email | | | Contractor **(Other)** | | | NC License #/Class | | | City Business License # | | Address | | | City/State/Zip | | |  | | Phone | | | Fax | | | Email | | **Type of System** | Compressed Gas  Storage Battery  Flammable Spraying and Dipping  Flammable and Combustible Liquids  Industrial Ovens  Hazardous Materials  Other | | | | | | | | |
| **5. RESPONSIBLE OFFICIAL** | | |
| In accordance with NC State Fire Prevention Code 2703.9.1, these persons shall aid in the fire department in preplanning emergency responses, identifying the locations where hazardous materials are stored, dispensed, handled or used. Also, shall have access to Material Safety Data Sheets and be knowledgeable in the site’s emergency response procedures. | | |
| **FD Liaison Name:** | | **Title:** **Contact #:** |
| **INSTRUCTIONS** | | |
| The permit application has three parts: 1) Application, 2) Hazardous Material Inventory Statement, and 3) Site plan. All three are required by the Fire Department. The following summarizes how to complete the application, the Hazardous Materials Inventory Statement and the Site Plan.  **RETURN THE COMPLETED APPLICATION, HAZARDOUS MATERIAL INVENTORY STATEMENT(S) AND SITE PLAN TO:**  **City of Raleigh Development Services**  **Attn: Fire Protection**  **One Exchange Plaza, 4th Floor**  **PO Box 590**  **Raleigh, NC 27602**  **Or e-mail electronic copy to:** [**fireprevention@raleighnc.gov**](mailto:fireprevention@raleighnc.gov)  **COMPLETING THE APPLICATION**  **Part 1. Business & Billing Information**  For businesses such as retailers with multiple stores in the City of Raleigh, please note the store number in the business name. If the building address is the same as the billing address, the billing address fields do not need to be completed.  If permit fees are submitted to a corporate office that is different than the building address, please complete the billing address fields. The Fire Department will submit the required invoice to the billing address.  **Part 2. Occupancy Information**  Provide total square footage of property. Provide total square foot of building. Provide building Occupancy Class(s), Dose the facility have a basement, yes or no? List the facilities occupant load for day and night. Does the facility have an automatic sprinkler system available? If the facilities fire alarm is monitored, please provide the monitoring companies name and phone number.  **Part 3. Emergency Contacts**  Provide a primary and secondary emergency contact name and 24 hour contact number. Provide the property owner’s name and 24 hour contact number.  **Part 4. Construction Permits**  Provide contractor information for the contractor that is installing the equipment or system which requires renewal of Operational Fire Code Permits for the system or equipment. Business information (Tenant) in part 1-4 and the Hazardous Materials Inventory Statement (HMIS) is required for all construction permits.  **Part 5. Responsible Official**  In accordance with NC State Fire Prevention Code 2703.9.1, these persons shall aid in the fire department in preplanning emergency responses, identifying the locations where hazardous materials are stored, dispensed, handled or used. Also, shall have access to Material Safety Data Sheets and knowledgeable in the site’s emergency response procedures. Provide a name, title and contact number of this person.  **COMPLETING THE HAZARDOUS MATERIALS INVENTORY STATEMENT (HMIS)**  The Hazardous Materials Inventory Statement (HMIS) documents the information required by the Raleigh Fire Department for determining the applicable NC Fire Code requirements.  Document hazardous materials that are stored or used indoors (each control area) and outdoors at a given location on a separate HMIS. For example, if a business stores permitable quantities of a corrosive liquefied gas outdoors and flammable liquids indoors, the gases stored outdoors will be documented on one HMIS. A second HMIS will be prepared for the indoor storage by control area.  **Control Areas**  When preparing the HMIS, report building control areas on separate forms. Examples of control areas are Outside control area; fire rated, exhausted battery, or gas cylinder room; fire areas separated by fire walls, fire barriers, and floor ceiling assemblies. 1st floor control area A; 1st floor control area B; 2nd floor control area; Outdoor control area; etc…  When completing the quantity field, state the largest maximum quantity that may be on site.  A hazardous material shall be reported when:   * The information is required to classify a building, occupancy or area in accordance with the NC Fire Prevention Code or the NC State Building Code. * The amount of hazardous material exceeds the permit quantities as specified in the NC Fire Prevention Code; or * The hazardous material has a Special Hazard or has a health, flammability or reactivity ranking of “4”, “3”, or “2” when classified in accordance with NFPA 704 and the NC Fire Prevention Code.   **COMPLETING THE HAZARDOUS MATERIAL INVENTORY STATEMENT (HMIS)** | | |
| **Introduction**  The Hazardous Material Inventory Statement (HMIS) documents the information required by the Fire Department for determining the applicable NC Fire and Building Code requirements. The Raleigh Fire Department uses the information to establish tactical planning priorities for particular businesses. This information is entered into the Fire Department’s Computer Aided Dispatch and Data Management system so that firefighting personnel are aware of the hazardous materials at a given location.  **Electronic Submission**  This Hazardous Materials Inventory Statement can be submitted in an electronic CD format with this completed application. [fireprevention@raleighnc.gov](mailto:fireprevention@raleighnc.gov)  **What should be included in the HMIS?**  When preparing the HMIS, include containers that are marked with US Department of Transportation (DOT) hazard labels such as “Flammable Liquid,” “Corrosive,” “Explosive,” “Organic Peroxide,” and the like. Materials that have a NFPA 704 hazard rating of “4”, “3”, or “2” or have special hazard ratings like water reactive (W), corrosive (COR) or oxidizer (OXY) should be included. All compressed gas cylinders marked with a DOT hazard label should also be included on the HMIS. Buildings that store pesticides, fungicides or herbicides with a US Environmental Protection Agency warning label of “Danger” or “Warning” should be included. Buildings storing and using a hazardous material that exceed the values in Tables 105.6.8, 105.6.10, and 105.6.20 of the NC Fire Prevention Code. (See attachment)  **What can be excluded from the HMIS?**  Storage and use of less than 500 pounds of aerosols, Office supplies like copier toner or correction fluid. Cleaning products intended for consumer use. Solder and solder flux. Automotive batteries.  **How are mixtures classified?**  Mixtures of products or products that are sold by a particular name (ex.: Number 4 Cleaner) require a review of the Material Safety Data Sheet to determine which chemical constituents represent the greatest hazard.  **Classifications of Commonly Stored and Used Hazardous Materials** | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Chemical** | **Conc.**  **%** | **CAS No.** | **NCFC**  **Classification** | **Physical**  **State** | **704**  **H** | **704**  **F** | **704**  **R** | **704**  **S/H** |
| Calcium Hypochlorite | 100 | 7778-54-3 | Class 3 Oxidizer; Class 2 Unstable (Reactive); Corrosive | Solid | 3 | 0 | 2 | OXY  COR |
| Trichloroisocyanuric Acid | 100 | 87-90-1 | Class 1 Oxidizer, Class 1 Unstable (Reactive); Toxic | Solid | 3 | 0 | 1 | OXY |
| Sodium Dichloroisocyanurate, dehydrate | 100 | 51580-86-0 | Class 1 Oxidizer, Class 1 Unstable (Reactive) | Solid | 2 | 0 | 1 |  |
| Sodium Hydroxide Pellets | 100 | 1310-73-2 | Corrosive | Solid | 3 | 0 | 0 | COR |
| Potassium Hydroxide Pellets | 100 | 1310-58-3 | Corrosive, Toxic | Solid | 3 | 0 | 0 | COR |
| Chromium Trioxide | 100 | 1332-82-0 | Class 2 Oxidizer, Corrosive, Toxic | Solid | 3 | 0 | 0 | COR |
| Gasoline | 100 | 8006-61-9 | Flammable Liquid I-B, Irritant | Liquid | 1 | 3 | 0 |  |
| Diesel Fuel | 100 | Mixture | Combustible Liquid II | Liquid | 0 | 2 | 0 |  |
| Motor Oil | 100 | Mixture | Combustible Liquid IIIB | Liquid | 0 | 1 | 0 |  |
| Isopropyl Alcohol | 100 | 67-63-0 | Flammable Liquid I-B | Liquid | 1 | 3 | 0 |  |
| Hexane | 100 | 110-54-3 | Flammable Liquid I-B | Liquid | 1 | 3 | 0 |  |
| Methyl Ethyl Ketone | 100 | 78-93-3 | Flammable Liquid I-B | Liquid | 1 | 3 | 0 |  |
| Styrene Monomer | 100 | 100-42-5 | Flammable Liquid I-C, Class 2 Unstable (Reactive) | Liquid | 2 | 3 | 2 |  |
| Hydrochloric Acid | 15-37 | 7647-01-0 | Corrosive | Liquid | 3 | 0 | 0 | COR |
| Sulfuric Acid | 98 | 7664-93-9 | Corrosive, Class 2 Water Reactive, Toxic | Liquid | 3 | 0 | 2 | ~~W~~ |
| Sulfuric Acid | 12.7-50 | 7664-93-9 | Corrosive, Class 1 Water Reactive, Toxic | Liquid | 3 | 0 | 1 | ~~W~~ |
| Sodium Hydroxide, aqueous | 2-50 | 1310-73-2 | Corrosive | Liquid | 3 | 0 | 0 |  |
| Propane | 100 | 74-98-6 | Flammable Liquid Gas | Liq. Gas | 0 | 4 | 0 |  |
| Acetylene | 100 | 74-86-2 | Flammable Compressed Gas | Com. Gas | 0 | 4 | 2 |  |
| Oxygen, Compressed | 100 | 7782-44-7 | Oxidizer Compressed Gas | Com. Gas | 0 | 0 | 0 |  |
| Oxygen, Liquefied | 100 | 7782-44-7 | Oxidizer Cryogenic Fluid | Cryogenic | 3 | 0 | 0 |  |
| Nitrogen, Liquefied | 100 | 7727-37-9 | Inert Cryogenic Fluid | Cryogenic | 3 | 0 | 0 |  |
| Nitrous Oxide | 100 | 10024-97-2 | Oxidizer Compressed Gas | Liquid Com. Gas | 0 | 0 | 0 |  |
| Nitrogen, gas | 100 | 93037-13-9 | Inert Compressed Gas | Com. Gas | 0 | 0 | 0 |  |

**COMPLETING THE SITE PLAN WORKSHEET**

The site plan should be prepared on the attached form or approved electronic format.

The drawing should illustrate the basic layout and orientation of the building showing emergency exits, the general purpose of other areas within the building, the locations where hazardous materials are stored and used indoors and outdoors, and the location of the fire sprinkler intake connection. Access gate locations and points of Fire Department access such as doors should also be identified.

**Please complete the drawing using the following directions:**

1. Include all exterior and any significant interior walls. (i.e. Firewalls, separations between office space and warehouse).

2. Utilizing the symbols located on the bottom of the form include all pertinent information.

3. When drawing elevators and stairwells, please include what floors are serviced (B2 = Basement to 2nd Floor; or 1R = 1st floor to

roof).

4. Identify where liaison will meet emergency responders.

5. Identify facility evacuation meeting point locations.

6. Identify locations of all hazardous materials control areas and the hazard classes in each area.

7. Identify the location of all above-ground and underground tanks including but not limited to, sumps, vaults, below-grade treatment

systems and piping.

**City of Raleigh Fire Department Page** **of**

Office of the Fire Marshal

PO Drawer 590

310 W. Martin Street, Suite 200 [fireprevention@raleighnc.gov](mailto:fireprevention@raleighnc.gov)

Raleigh, NC 27602

**Hazardous Material Inventory Statement (HMIS)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Business Name:** | | | | **Address:** | | | | | | | | |
| **Location at Facility:** | | | | **Date:** | | | | | | | | |
| **Indoors** | | | | **Outdoors** | | | | | | | | |
| **Chemical**  **or**  **Trade Name** | **Conc.** | **CAS**  **Number** | **NCFC Hazard**  **Classification** | | **Physical**  **State** | **Amounts** | | | **NFPA 704 Rating** | | | |
| **Storage** | **Use**  **Closed** | **Use**  **Open** | **H** | **F** | **R** | **S/H** |
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**Completed by:** **Telephone #:       Date:**

**City of Raleigh Fire Department Page** **of**

Office of the Fire Marshal

PO Drawer 590

310 W. Martin Street, Suite 200 [fireprevention@raleighnc.gov](mailto:fireprevention@raleighnc.gov)

Raleigh, NC 27602

**Hazardous Material Inventory Statement (HMIS)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Business Name:** | | | | **Address:** | | | | | | | | |
| **Location at Facility:** | | | | **Date:** | | | | | | | | |
| **Indoors** | | | | **Outdoors** | | | | | | | | |
| **Chemical**  **or**  **Trade Name** | **Conc.** | **CAS**  **Number** | **NCFC Hazard**  **Classification** | | **Physical**  **State** | **Amounts** | | | **NFPA 704 Rating** | | | |
| **Storage** | **Use**  **Closed** | **Use**  **Open** | **H** | **F** | **R** | **S/H** |
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**Completed by:       Telephone #:       Date:**

