



**Raleigh Fire Department
Office of the Fire Marshal**

310 West Martin Street
Raleigh, NC 27602
Office (919) 996-6392
Fax (919) 831-6180



For Office Use Only:

Date Paid ___/___/___ Check # _____
Total Fees _____
 Cash Check Credit Card

 Approved
 Denied – By _____

HAZARDOUS-MATERIALS PERMIT APPLICATION

Existing Business (no changes-annual inspection only) New Building, Alteration, change etc.(Plans review)

1. BUSINESS & BILLING INFORMATION

Business Name:		Billing Contact:	
Address:		Billing Address:	
Building Number/Suite:	City:	State:	Zip:
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 <input type="checkbox"/> Part <input type="checkbox"/> None <input type="checkbox"/>
Sq. Ft. of Building:	Monitored Y or N , if yes, Monitoring Company
Building Occupancy Classification(s)	Name:
Basement: <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone:
Occupant Load: Day Night	
Is the facility reporting hazardous material under SARA Title III Federal Requirements: <input type="checkbox"/> Yes <input type="checkbox"/> 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

Building permit number BLDNR-		(For Stand-alone) Fire permit number FIRE-	
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 <input type="checkbox"/> Storage Battery <input type="checkbox"/> Flammable Spraying and Dipping <input type="checkbox"/> Flammable and Combustible Liquids <input type="checkbox"/> Industrial Ovens <input type="checkbox"/> Hazardous Materials <input type="checkbox"/> Other <input type="checkbox"/>		

5. RESPONSIBLE OFFICIAL (SEE PAGE 2 FOR HELP)

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

New Building or Alteration: This paperwork shall be submitted with the Building Permit Application.

Send email to: commercialbuilding@raleighnc.gov

Existing Business: This paperwork shall be provided to the Raleigh Office of Fire Marshal to receive the required operational permits during scheduled inspections.

Send email to: 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), Does 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 (SAFETY OFFICER FOR SITE)

In accordance with the current NC State Fire Prevention Code, 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 permissible 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 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 format with this completed application. commercialbuilding@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 the current 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 product or products that are sold by a specific 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.



CRITICAL BUILDING FACTORS

- Exterior Arrangement
- Critical Interior Walls
- Firewalls
- All Exits & Types
- Stairwells or Lofts
- Truss Type & Spacing

- Roof Type & Height

- Ceiling Present? – Height

- Adjacent Streets
- North Arrow



Symbols

- Electrical connection to building
- Gas connection to building
- Sprinkler Connection

- Standpipes intake outtake
- OS&Y Sprinkler shutoff
- Man doors
- Roll up doors

- Stairways
- Elevators
- Firewall
- Hydrants

- Lock Box
- Fences
- Gates
- Locked Gates

- Block walls
- Fire control
- Electrical line