



City of Bellevue Fire Department  
 P.O. Box 90012  
 Bellevue, WA 98009 (425) 452-6872

**Operational Permit Application**  
**Flammable and Combustible Liquids**  
**(Until Revoked)**

*Work or activity requiring a permit shall not commence until such work or activity has been inspected and/or authorized with a valid permit. Violation of this condition may result in additional permit or inspection fees.*

**GENERAL INFORMATION (to be completed by the permit applicant)**

Business Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone No.	
Email Address:		
Description of Use (Explain):		

**LOCATION OF PERMITTED ACTIVITY (if different than above)**

Business Name:		
Address:		
City:	State:	Zip:

**PERMIT BILLING (if different than above) (Permits will be invoiced by the City of Bellevue)**

Business Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone No.	
Email Address:		

**Permit fee:** Go to the website for the [permit fee schedule](#). Permits will be invoiced by the City of Bellevue:

- Temporary use permits are invoiced within 30 days of permit issuance.
- Until revoked permits are invoiced January each year.
- All permits are subject to a late fee if not paid within 30 days of receipt.

Governmental or non-profit organizations are exempt from permit fees. If non-profit, please provide IRS documentation for non-profit status.

Once completed, please send this application to [Fire\\_Prevention@bellevuewa.gov](mailto:Fire_Prevention@bellevuewa.gov)

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

**FIRE PREVENTION OFFICE USE ONLY:**

Date Received:	Application Disposition: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Reason for Denial:	
Reviewed By:	Date:
<b>*** SEE PERMIT CONDITIONS ATTACHED ***</b>	



Post Office Box 90012 • Bellevue, Washington • 98009 9012

## PERMIT CONDITIONS

### FLAMMABLE AND COMBUSTIBLE LIQUIDS

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**The following conditions shall be adhered to at all times for the permit to be valid.**

An operational permit is required for the following:

- To use or operate a pipeline for the transportation within facilities of flammable or combustible liquids. This requirement shall not apply to the off-site transportation in pipelines regulated by the Department of Transportation (DOT) nor does it apply to piping systems.
- To store, handle or use Class I liquids in excess of 5 gallons in a building or in excess of 10 gallons outside of a building, except that a permit is not required for the following:
  - a. The storage or use of Class I liquids in the fuel tank of a motor vehicle, aircraft, motorboat, mobile power plant or mobile heating plant, or storage of approved portable motor boat fuel containers of six (6) gallons or less individual capacity and twelve (12) gallons aggregate capacity, unless such storage, in the opinion of the fire code official, would cause an unsafe condition.
  - b. The storage or use of paints, oils, varnishes or similar flammable mixtures when such liquids are stored for maintenance, painting or similar purposes for a period of not more than 30 days.
- To store, handle or use Class II or Class IIIA liquids in excess of 25 gallons in a building or in excess of 60 gallons outside a building, except for fuel oil used in connection with oil-burning equipment.
- To store, handle or use Class IIIB liquids in tanks or portable tanks for fueling motor vehicles at motor fuel-dispensing facilities or where connected to fuel-burning equipment.
- To remove Class I or Class II liquids from an under-ground storage tank used for fueling motor vehicles by any means other than the approved, stationary on-site pumps normally used for dispensing purposes.
- To operate tank vehicles, equipment, tanks, plants, terminals, wells, fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed or used.
- To place temporarily out of service (for more than 90 days) an underground, protected above-ground or above-ground flammable or combustible liquid tank.
- To change the type of contents stored in a flammable or combustible liquid tank to a material which poses a greater hazard than that for which the tank was designed and constructed.

- To manufacture, process, blend or refine flammable or combustible liquids.
- To engage in the dispensing of liquid fuels into the fuel tanks of motor vehicles at commercial, industrial, governmental or manufacturing establishments.
- To utilize a site for the dispensing of liquid fuels from tank vehicles into the fuel tanks of motor vehicles at commercial, industrial, governmental or manufacturing establishments.
- To engage in the business of removing, abandoning or otherwise disposing of residential heating oil tanks.
- A separate operational permit is required for spray finishing or dipping operations utilizing flammable or combustible liquids or the application of combustible powders.
  - Areas where flammable liquids are stored, handled, dispensed or mixed shall be in accordance with the applicable provisions of the International Fire Code. A classified area shall not extend beyond an unpierced floor, roof or other solid partition.
  - Fire protection for the storage, use, dispensing, mixing, handling and on-site transportation of flammable and combustible liquids shall be in accordance with the International Fire Code.
  - Portable fire extinguishers shall be provided in areas where flammable and combustible liquids are stored, handled, or dispensed. The size, classification, and distribution of portable fire extinguishers shall be in accordance with the International Fire Code.
  - Where the maximum allowable quantity per control area is exceeded, and when otherwise required by the International Fire Code, rooms, buildings or areas used for storage, dispensing, use, mixing or handling of Class I, II and IIIA liquids shall be provided with spill control and secondary containment.
  - Signage for identification and warning such as for the inherent hazard of flammable liquids or smoking shall be provided.
  - Warning signs shall be of a durable material. Signs warning of the hazard of flammable liquids shall have white lettering on a red background and shall read: **DANGER—FLAMMABLE LIQUIDS**. Letters shall not be less than 3 inches in height and 1/2 inch in stroke.
  - Individual containers, packages and cartons shall be identified, marked, labeled and placarded.
  - Piping system components shall be designed and fabricated in accordance with the applicable standard listed in the International Fire Code.
  - Guard posts or other approved means shall be provided to protect piping, valves or fittings subject to vehicular damage.
  - Storage of any liquids, including stock for sale, shall not be stored near or be allowed to obstruct physically the route of egress.

- The storage of empty tanks and containers previously used for the storage of flammable or combustible liquids, unless free from explosive vapors, shall be stored as required for filled containers and portable tanks. Portable tanks and containers, when emptied, shall have the covers or plugs immediately replaced in openings.
- Where storage on racks is allowed elsewhere in this code, a minimum 4-foot-wide aisle shall be provided between adjacent rack sections and any adjacent storage of liquids. Main aisles shall be a minimum of 8 feet wide.
- In all occupancies, quantities of flammable and combustible liquids in excess of 10 gallons used for maintenance purposes and the operation of equipment shall be stored in liquid storage cabinets. Quantities not exceeding 10 gallons are allowed to be stored outside of a cabinet when in approved containers located in private garages or other approved locations.
- Class I liquids shall be allowed to be stored in basements in amounts not exceeding the maximum allowable quantity per control area for use-open systems, provided that automatic fire suppression and other fire protection are provided in accordance with the International Fire Code. Class II and IIIA liquids shall also be allowed to be stored in basements, provided that automatic fire suppression and other fire protection are provided in accordance with the International Fire Code.
- Containers having less than a 30-gallon capacity which contain Class I or II liquids shall not be stacked more than 3 feet or two containers high, whichever is greater, unless stacked on fixed shelving or otherwise satisfactorily secured. Containers of Class I or II liquids having a capacity of 30 gallons or more shall not be stored more than one container high. Containers shall be stored in an upright position.
- Piles of containers or portable tanks shall not be stored closer than 3 feet to the nearest beam, chord, girder or other obstruction, and shall be 3 feet below sprinkler deflectors or discharge orifices of water spray or other overhead fire protection system.
- In areas that are inaccessible to the public, Class I, II and IIIA liquids shall not be stored in the same pile or rack section as ordinary combustible commodities unless such materials are packaged together as kits.
- When required, aisle and storage plans shall be submitted to the fire code official.
- Tanks storing Class I, II and IIIA liquids inside buildings shall be equipped with a device or other means to prevent overflow into the building including, but not limited to: a float valve; a preset meter on the fill line; a valve actuated by the weight of the tank's contents; a low-head pump that is incapable of producing overflow; or a liquid-tight overflow pipe at least one pipe size larger than the fill pipe and discharging by gravity back to the outside source of liquid or to an approved location.



Please provide applicable SDS upon request.

## Guidelines for completing a Hazardous Materials Inventory Statement (HMIS)

The following information is provided to assist in filling out the Hazardous Materials Inventory Statement (HMIS). The International Fire Code also provides detailed chapters and appendix material to assist in completing this form. Material Safety Data Sheets (MSDS) shall be available for all chemicals indicated and such MSDS shall be provided.

1. **Product Name.** This is the name of the product being utilized. The product name of the chemical can be found on the MSDS. The Chemical Name is the scientific designation of a chemical in accordance with the nomenclature system developed by the International Union of Pure and Applied Chemistry, or a name which will clearly identify a chemical for the purpose of conducting an evaluation.
2. **Component.** Indicate whether the chemical is stored or used a solid, liquid, or gaseous state.
3. **Chemical Abstract Service (CAS) number.** This is a number assigned to a product following testing and certification. This number must apply to the chemical or mixture as a whole. If a CAS number is not indicated on the MSDS, then indicate "Not Available" in the space. Do Not list CAS numbers for individual ingredients.
4. **Location Where Stored or Used.** Identify the locations or areas where the chemicals are being stored or used.
5. **Container Size.** Identify the size of containers the chemicals are stored in.
6. **Hazard Classification.** Chemicals presenting a hazard must be classified in accordance with each hazard type. **Health Hazard** is a classification of a chemical for which there is statistically significant evidence that acute or chronic health effects are capable of occurring in exposed persons. The term "health hazard" includes chemicals that are toxic, highly toxic, and corrosive. **Physical Hazard** is a chemical for which there is evidence that is a flammable or combustible liquid, cryogenic fluid, explosive, flammable (solid, liquid, or gas), organic peroxide (solid or liquid), oxidizer (solid or liquid), oxidizing gas, pyrophoric (solid, liquid, or gas), unstable (reactive) material (solid, liquid, or gas) or water-reactive material (solid or liquid).
7. **Amount in Storage.** Identify the total amount of the chemical being stored.
8. **Amount in use – Closed Systems.** Identify the use of a solid or liquid hazardous material involving a closed vessel or system that remains closed during normal operations where vapors emitted by the product are not liberated outside of the vessel or system and the product is not exposed to the atmosphere during normal operations; and all uses of compressed gases. Examples of closed systems for solids and liquids include product conveyed through a piping system into a closed vessel, system or piece of equipment.
9. **Amount in use – Open Systems.** Identify the use of a solid or liquid hazardous material involving a vessel or system that is continuously open to the atmosphere during normal operations and where vapors are liberated, or the product is exposed to the atmosphere during normal operations. Examples of open systems for solids and liquids include dispensing from or into open beakers or containers, dip tank and plating tank operations.