

IDAHO LIQUEFIED PETROLEUM GAS SAFETY BOARD

Idaho Division of Occupational and Professional Licenses

11341 W. Chinden Blvd., Building #4 Boise, ID 83714 or

PO Box 83720, Boise, ID 83720-0063

Phone: (208) 334-3233 Website: <https://dopl.idaho.gov>

E-mail: lpg@dopl.idaho.gov

APPLICATION FOR LIQUEFIED PETROLEUM GAS (LPG) FACILITY LICENSE INSTRUCTIONS

Please read all questions carefully and complete the entire application by providing all requested information. Some questions may require additional documentation and your application cannot be processed or considered by the Board until the Board receives all required documentation. You are responsible to order documentation that must be received directly from third parties, and to instruct the third party to send the documents directly to the Board office. If you are unable to provide any required documentation, or the documentation is otherwise unobtainable, submit a written explanation and any documents in your possession that would assist the Board in reviewing your application. Your signature must be notarized and the appropriate fees must be attached. **Incomplete applications that do not include all the items required (excluding those items that must be sent directly to our office from an issuing authority) will delay licensure.**

FACILITIES

The facility location address you list on the application MUST be the physical location of the facility.

The facility must meet the requirements of the Idaho laws and rules and the NFPA 58 code.

The following items must be provided to the Board:

- Your Federal Tax I.D. number or other proof that you are lawfully entitled to do business in the U.S.
- Operations and Maintenance Manual for facilities with over 4,000 gallons water capacity.
- Each facility with over 4,000 gallons water capacity must have a licensed LPG Dealer in charge of the facility. Please identify the licensed dealer on page 3, question 14.
- A full diagram of the entire facility drawn to scale, see requirements on page 4.
- Photographs of the dispenser/storage tank(s) in relation to the building.
- Photographs of the barriers surrounding the dispenser/storage tank, see vehicle impact protection requirements on page 7.
- Close-up photographs of the dispenser set-up inside the cabinet, location of the emergency power shutoff switch, and the emergency shutoff device for the internal valve(s) or emergency shutoff valve(s).
- A certificate issued by an insurance company authorized to do business in the state of Idaho as proof that the applicant has procured and has in effect a general liability policy in the sum of not less than one million dollars (\$1,000,000) single limit. **The name of the insured must match exactly the name on the application.**
- Such further information as may be requested by the board to ensure the safe operation of the facility, and its compliance with the requirements of Idaho laws and rules.

The person responsible for facility operation must maintain records documenting the storage, transportation, dispensation and utilization of LPG in accordance with laws and rules. In the event a licensed facility ceases to have a licensed dealer in its employ, all operation involving regulated practices shall cease and written notification shall immediately be submitted to the Board. In the event a licensed facility fails to have a licensed dealer in its employ within thirty (30) days of said notice, the facility license shall be suspended until a licensed dealer is employed. Your original facility license will expire 12 months from the anniversary date of issue. A renewal notice will be sent to the mailing address approximately 6 weeks prior to the expiration date. Failure to notify the Board in writing of any change of name or address may result in you not receiving renewal forms or other correspondence. There is a \$20 fee for returned checks.

APPLICATION FEE	\$ 30.00
ORIGINAL PGF FACILITY LICENSE FEE (less than 10,000 gallon capacity)	\$100.00
ORIGINAL PGLF BULK FACILITY LICENSE FEE (more than 10,000 gallon capacity)	\$400.00

ATTENTION MEMBERS AND SPOUSES OF MEMBERS OF THE ARMED SERVICES

If you are a member of the armed forces, an honorably discharged veteran or the spouse of an active member or veteran of the military, you are entitled to certain benefits because of your service. Those benefits may include expedited processing of your application and credit for military training that is relevant to the occupational license/registration for which you are applying.

For a full explanation of eligibility and a comprehensive description of benefits available, see [Idaho Code §§ 67-9401-9407](#).

Additionally, active members of the military may be eligible for a waiver of renewal fees and other renewal requirements, see [Idaho Code § 67-2602A](#).

Note: The applicant’s signature must be notarized. The applicants must declare the answers provided are true in front of a notary (jurat). The language “subscribed and sworn” must appear before the applicant’s signature. An “acknowledgement” where the notary only verifies the identity of the applicant is not acceptable.

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APPLICATION FOR LIQUEFIED PETROLEUM GAS (LPG) FACILITY LICENSE

I hereby make application for licensure in Idaho under the provisions of Idaho Code Title 54, Chapter 53, for an LPG Facility License.

1. Full Legal Business Name _____

2. Choose ONE: [] Sole Proprietorship [] Partnership [] Corporation [] LLC [] LLP Other: _____

3. Owner/Officer Name(s): _____

Provide below or, if additional space is needed, attach a complete list including the full name and address of each partner or member, and for any other owner of an interest in the applicant. *Please note: The name listed first will be the name listed on the license.*

Name Street/PO Box City State Zip

Name Street/PO Box City State Zip

4. Facility Location Address _____
(The above address is a public record.) Street City State Zip

5. Mailing Address _____
(Only a public record if no address of record provided above.) Street/PO Box City State Zip

6. Federal Tax I.D. No. _____ Total capacity (in gallons) of the facility named: _____

7. Business phone (_____) _____ E-mail _____
(The above number is a public record.) (The above e-mail is not a public record.)

8. Are you or your spouse an active member or honorably discharged veteran of the U.S. Armed Services? () Yes () No

9. Do you hold a general liability insurance policy, of not less than \$1,000,000 single limit? () Yes () No
You must attach the certificate and enter the name of the insurance provider company, the certificate number, and the policy effective date.

10. Have you or any other person referenced by this application ever held a license for an LPG facility in any jurisdiction (any city, county, state or federal entity)? (If Yes, list the jurisdictions & license numbers.) () Yes () No

11. Have you or any other person referenced by this application ever had an LPG license or registration revoked, suspended or otherwise sanctioned in any jurisdiction within the past 5 years? () Yes () No
(If Yes, a copy of the charges and final order must be received by the Board directly from each issuing authority.)

12. Has the applicant or anyone with an interest in the applicant ever received a conviction, finding of guilt, withheld judgment or suspended sentence for any felony in any state, including Idaho, or other jurisdiction? () Yes () No
(If yes, the Criminal Conviction Disclosure Form, official court documents, and probation and parole documents along with any other relevant information must be received with this application.)

13. Has any liquefied petroleum gas establishment previously existed at this location? () Yes () No
If YES, give the business name _____ Facility license # _____ and
Owner Name _____

13a. Is that license out of business? () Yes () No

Rule 350.02. Facility Changes in Ownership or Location. a. Whenever a change of ownership or location of a facility occurs, an original application must be submitted, the fee must be paid and compliance with all rules concerning a new facility documented, before a new license will be issued. FACILITY LICENSES ARE NOT TRANSFERABLE. b. Deletion of an owner from multiple ownership does not constitute a change in ownership.(3-30-06) c. Addition of an owner to multiple ownership does constitute a change in ownership. d. Whenever any facility ceases operation at the licensed location, the owner(s) shall notify the Board in writing that the facility is out of business and the facility license shall be submitted to the Board. A new facility license will not be issued for any location that is currently licensed as a facility at the time of application.

14. Each facility with over 4,000 gallons water capacity must employ at least one (1) Idaho licensed dealer who is an Idaho resident & responsible for facility operation. Print licensed dealer name _____
License number _____

15. For facilities applying for licensure to dispense LPG, is your equipment leased from a propane supplier? () Yes () No
If YES, who is your supplier? _____ Phone Number _____

AFFIDAVIT

Upon oath I certify that: (1) I am the owner or authorized representative of the applicant and its owners/representatives and am authorized to make this application on behalf of the applicant and to bind the applicant and its owners/representatives to every response and commitment made herein; (2) use in this application and affidavit of "I" or "my" or "me" shall, as the usage may require, refer to the applicant, its owners/representatives and to myself; (3) The responses and information provided in this application and in the accompanying addendum(s) and documentation are true and correct to the best of my knowledge; (4) This application is signed on behalf of the applicant; (5) I have read and will conform to the Laws, Rules and ethical requirements governing the license or authority applied for or granted pursuant to this application; (6) I acknowledge and agree the use of intentional misrepresentation or fraud in this application or violation of any Laws, Rules or ethical requirements governing the profession for which I am seeking a license or authority to practice shall constitute cause sufficient for denial, suspension, cancellation or revocation of any license or authority applied for or granted pursuant to this application; (7) I will provide additional or corrected information if material changes occur which would cause responses or information provided in or with this application to be inaccurate, incomplete or misleading; (8) I authorize and direct any person, agency, firm, or other entity to release, upon the request of the Idaho Division of Occupational and Professional Licenses or its authorized representative, any information, communication, report, record, statement, disclosure, or recommendation that may have bearing on the eligibility for or maintenance of the license or authority applied for or granted pursuant to this application and hereby release and exonerate any of them from any liability of any kind resulting from the release or collection thereof; (9) I authorize the Division of Occupational and Professional Licenses to release to any other regulatory entity in any jurisdiction any information requested about me that may otherwise be protected or confidential that may have bearing on my eligibility for or maintenance of any license or authority applied for or granted pursuant to this application in this or any jurisdiction and hereby release and exonerate them from any liability of any kind resulting from the release thereof; and (10) Every statement made and all information presented in this application and any addendum or other attachment submitted herewith is true and correct.

Print Facility's Owner/Officer or Authorized Agent Name Signature of Facility's Owner/Officer or Authorized Agent

State of _____, County of _____, ss

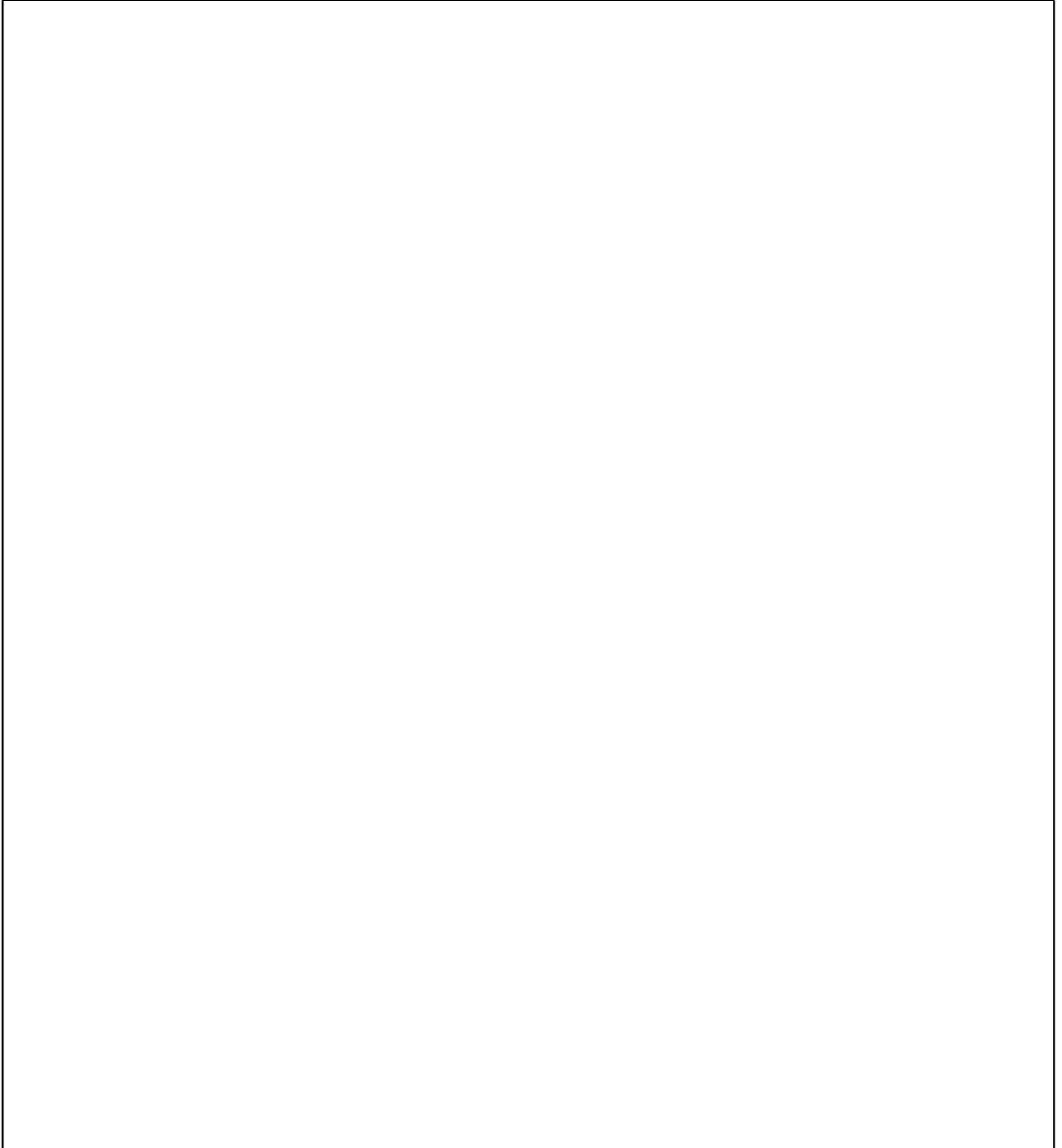
Subscribed and sworn to before me this _____ day of _____, 20_____.

(seal)

Notary Public Official Signature
My Commission Expires: _____

Installation Site Plan

(Provide a full diagram of the entire facility drawn to scale and identifying the propane storage and/or dispensing facility; including the following: all buildings, property lines, facilities, equipment, other fuel or compressed gas tanks and/or dispensers, parking lots, fences, barriers, roads, railroad tracks, power lines, other structures and any other relevant features. The diagram must include measured distances in all directions from the propane tank to surrounding features. If available, plot plans or architectural drawings are preferred.)



Site Plan for PGF Applicants (less than 10,000 gallons)

(Complete this form and include with your application.)

CONTAINER INFORMATION							
Container	Aboveground or Underground	Container Manufacturer	Water Capacity	Working Pressure	Year Manufactured	Serial #	ASME Code Symbol
1							
2							
3							

NFPA 58 (2017)	CONTAINERS AND APPURTENANCES	
6.4.1	Separation distance from nearest important building.	ft
6.4.1	Separation distance from the nearest line of adjoining property that can be built upon.	ft
6.5.3.3	Separation distance from stored combustible materials.	ft
6.5.3.6	Separation distance from aboveground tanks containing liquids having flash points below 200°F.	ft
6.5.3.9	Separation distance from oxygen containers.	ft
6.5.3.9	Separation distance from hydrogen containers.	ft
6.5.3.13	Separation distance from a vertical plane beneath overhead electric power lines over 600 volts.	ft
6.27.3.6	Hydrostatic relief valves installed in each section of piping in which liquid LP-Gas can be isolated.	Yes No
6.27.3.8	Liquid withdrawal opening equipped with an internal valve.	Yes No
6.27.3.12	Dispenser installed on concrete foundation or unit with common base.	Yes No
6.27.3.13	Container and dispensing system protected from vehicular impact.	Yes No
6.27.3.16	Listed quick-acting shutoff valve installed at the discharge end of the transfer hose.	Yes No
6.27.3.17	Separation distance from the switch or circuit breaker that will shut off power to the dispensing device.	ft
6.27.3.18	Markings for the switches or breakers that will shut off power to the dispensing device visible.	Yes No
6.27.4.2	Listed breakaway device installed in the transfer hose.	Yes No

NFPA 58 (2017)	POINT OF TRANSFER (point of transfer is measured from the end of the delivery hose)	
Table 6.7.2.1 (A)	Separation distance from buildings with at least 1-hour fire-rated walls.	ft
Table 6.7.2.1 (B)	Separation distance from buildings with other than at least 1-hour fire-rated walls.	ft
Table 6.7.2.1 (C)	Separation distance from building wall openings or pits at or below the level of the point of transfer.	ft
Table 6.7.2.1 (D)	Separation distance from line of adjoining property that can be built upon.	ft
Table 6.7.2.1 (E)	Separation distance from outdoor places of public assembly.	ft
Table 6.7.2.1 (F)	Separation distance from public ways, including public streets, highways, thoroughfares, sidewalks.	ft
Table 6.7.2.1 (G)	Separation distance from driveways.	ft
Table 6.7.2.1 (H)	Separation distance from mainline railroad track centerlines.	ft
Table 6.7.2.1 (I)	Separation distance from containers other than those being filled.	ft
Table 6.7.2.1 (J)	Separation distance from flammable and Class II combustible liquid dispensers.	ft
Table 6.7.2.1 (K)	Separation distance from flammable and Class II AG containers & fill point of UG containers.	ft
Table 6.25.2.2	Electrical equipment within 5 ft. approved for Class 1, Division 1, Group D.	Yes No
Table 6.25.2.2	Electrical equipment beyond 5 ft. but within 15 ft. approved for Class 1, Division 2, Group D.	Yes No
6.27.3.9	Separation distance from the remote emergency shutoff device for the internal valve.	ft

NFPA 58 (2017)	FIRE EXTINGUISHER	
4.7 & 6.29.4.2	Dry chemical rating BC or ABC of at least 18lbs capacity.	Rating: lbs
	Tag or label proving annual inspection, maintenance, or recharging attached to the extinguisher.	Yes No

Note: A "No" answer may not be disqualifying but may also require improvements before a license can be issued.

Site Plan PGLF Applicants (greater than 10,000 gallons)

(Complete this form and include with your application)

CONTAINER INFORMATION							
Container	Aboveground or Underground	Container Manufacturer	Water Capacity	Working Pressure	Year Manufactured	Serial #	ASME Code Symbol
1							
2							
3							
4							
5							
6							

NFPA 58 (2017)	CONTAINERS AND APPURTENANCES	Yes	No
5.9.4.2	Liquid & vapor openings fitted w/ internal valves equipped for remote closure and thermal activation.		
6.4.1	Separation distance from nearest important building.		ft
6.4.1	Separation distance from nearest line of adjoining property that can be built upon.		ft
6.4.1	Separation distance between containers.		ft
6.5.3.3	Separation distance from stored combustible materials.		ft
6.5.3.6	Separation distance from aboveground tanks containing liquids having flash points below 200°F.		ft
6.5.3.13	Separation distance from a vertical plane beneath overhead electrical power lines over 600 volts.		ft
6.8.1.2	Containers and systems protected from vehicular impact.	Yes	No
6.9.2	Pressure relief device installed to vent upward, away from container and unobstructed to the open air.	Yes	No
6.11.3.10	Piping supported and protected against physical damage	Yes	No
6.14	Emergency shutoff valves equipped on liquid and vapor transfer lines.	Yes	No
6.14.9	Incorporated means to actuate emergency shutoff valves in the event of a pull-away.	Yes	No
6.14.13	Emergency shutoff valves for railroad tank car transfer systems.	Yes	No
6.15	Hydrostatic relief valves installed in each section of piping in which liquid LP-Gas can be isolated.	Yes	No

NFPA 58 (2017)	POINT OF TRANSFER (point of transfer is measured from the end of the delivery hose)	Yes	No
Table 6.7.2.1 (A)	Separation distance from buildings with at least 1-hour fire-rated walls.		ft
Table 6.7.2.1 (B)	Separation distance from buildings with other than at least 1-hour fire-rated walls.		ft
Table 6.7.2.1 (C)	Separation distance from building wall openings or pits at or below the level of the point of transfer.		ft
Table 6.7.2.1 (D)	Separation distance from line of adjoining property that can be built upon.		ft
Table 6.7.2.1 (E)	Separation distance from outdoor places of public assembly.		ft
Table 6.7.2.1 (F)	Separation distance from public ways, including public streets, highways, thoroughfares, sidewalks.		ft
Table 6.7.2.1 (G)	Separation distance from driveways.		ft
Table 6.7.2.1 (H)	Separation distance from mainline railroad track centerlines.		ft
Table 6.7.2.1 (I)	Separation distance from containers other than those being filled.		ft
Table 6.7.2.1 (J)	Separation distance from flammable and Class II combustible liquid dispensers.		ft
Table 6.7.2.1 (K)	Separation distance from flammable and Class II AG containers & fill point of UG containers.		ft
6.13.4	Remote shutdown station for internal valves proximity to the liquid transfer point.		ft
6.13.4	Remote shutdown station in the path of egress from the liquid transfer point.	Yes	No
6.13.5	Remote shutdown station identified by a sign, visible from the point of transfer.	Yes	No
Table 6.25.2.2	Electrical equipment within 5 ft. approved for Class 1, Division 1, Group D.	Yes	No
Table 6.25.2.2	Electrical equipment beyond 5 ft. but within 15 ft. approved for Class 1, Division 2, Group D.	Yes	No

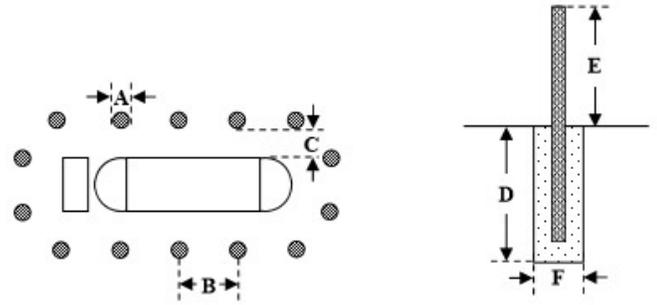
NFPA 58 (2017)	FIRE EXTINGUISHER	Yes	No
4.7 & 6.29.4.2	Dry chemical rating BC or ABC of at least 18lbs capacity.		lbs
	Tag or label proving annual inspection, maintenance, or recharging attached to the extinguisher.	Yes	No

Note: A "No" answer may not be disqualifying but may also require improvements before a license can be issued.

Installation Information

Vehicular Barrier Protection: NFPA 58 (2017) 6.27.3.13 specifies the following design for guard posts:

- A. They shall be constructed of steel not less than **4 inches (100 mm)** in diameter and filled with concrete.
- B. They shall be spaced not more than **4 feet (1200 mm)** on center.
- C. They shall be located not less than **3 feet (900 mm)** from the LP-Gas container or system they are protecting.
- D. They shall be set not less than **3 feet (900 mm)** deep.
- E. They shall be set with the top of the posts not less than **3 feet (900 mm)** above ground.
- F. They shall be set in a concrete footing of not less than **15 inches** in diameter.



Emergency Shutoffs: NFPA 58 (2017) requires dispensing stations to have the ability to remotely close the liquid supply valve and the electrical power in the event of an emergency. NFPA 58 (2017) 6.27.3.9 requires the identified and accessible shutoff device for the internal valve to be not less than 3 ft. or more than 100 ft. from the liquid transfer point.

Electrical Equipment: NFPA 58 (2017) 6.27.3.17 An identified and accessible switch or circuit breaker shall be installed at a location not less than 20 ft. or more than 100 ft. from the dispensing device(s) to shut off the power in the event if a fire, an accident or other emergency.

**Electrical equipment and wiring in classified areas shall be in accordance with *NFPA 70, National Electrical Code*. The Board recommends that you use a qualified electrician licensed with the Idaho Division of Building Safety who is knowledgeable and experienced with electrical work in hazardous locations.

Point of Transfer: The point of transfer is defined by NFPA 58 (2017) 3.3.60 as “*The location where connections and disconnections are made or where LP-Gas is vented to the atmosphere in the course of transfer operations.*” Because containers are filled with a flexible hose, the point of transfer cannot be defined as one fixed location. Therefore, wherever the end of the delivery hose can be moved will define the point of transfer area. All required separation distances from the point of transfer must be measured from the outer edge of the point of transfer area.

