



AUSTIN FIRE DEPARTMENT

Fire Marshal's Office – Aboveground Hazardous Materials Permitting Section

Phone: (512)974-0160 Option 3 – E-mail: afd hazmat@austintexas.gov

ABOVEGROUND HAZARDOUS MATERIALS PERMIT APPLICATION

Part 1

Application Date _____

Permit Number _____

BUSINESS INFORMATION

Business Name _____

Street Address _____ Suite No. _____ City _____ Zip _____

Main Phone Number _____ Date Business Began Operations at this Location _____

Principal Business Activity _____

Times of Operation (AM/PM) _____ Number of Shifts _____ Total Employees _____

Number of OSHA 1910.120 Emergency Response Team (ERT) personnel on-site each shift _____

PRINCIPAL CONTACT - Person Responsible for Obtaining Permit/Answering Application Questions

Note: International Fire Code Section 5001.5.1 requires a representative, knowledgeable about operations in the on-site hazardous material areas, to be responsible for liaison with the Austin Fire Department. Permit Renewal Notices will be mailed to this person. In addition, requests for Material Safety Data Sheets, Hazmat/Fire Inspection results, preplanning information for emergency responses, etc. will be directed to this on-site representative when necessary.

Name _____ Title _____

E-mail _____ Business Ph. _____ Cellular _____

EMERGENCY CONTACTS - 24 hour basis

Name _____ Title _____

E-mail _____ Business Ph. _____ Cellular _____

RESPONSIBLE OFFICIAL - Business Owner, Manager, President, General Manager, etc.

Name _____ Title _____

E-mail _____ Business Ph. _____ Cellular _____

I certify that the information above and on the following parts is true and correct to the best of my knowledge.

Signature _____ Date _____

SUBMISSION AND PAYMENT INSTRUCTIONS:

All fees must be paid by Austin Build+ Connect portal (AB+C). If your company does not have an AB+C account, please follow the steps below to register:

- Complete registration at AB+C portal for your company
 - <https://abc.austintexas.gov/web/permit/login?reset=true>
 - Only one account per company is needed using the information for the primary accounts payable point of contact. This email contact will receive notice of invoices as they are generated to the email address provided.
- Note: Automated emails from Development Services are sent to all new registrants. The 2nd automated message pertains to Development Services Department processes and will not apply to Austin Fire Department's customers.
- AB+C Account ID: _____ (found in your account's profile tab)

If renewing without inventory change only submit page 1 of the application form. Submit applications to: afd hazmat@austintexas.gov following the subject format shown below. New permit applications must include copies of site/building plans showing the location of the chemicals.

Subject format for new permit applications: "New HazMat application - Property address – Business name"

Subject format for renewals without Inventory Change: "Renewal no change - HazMat Permit #XXXXXXX - Property address – Business name"

Subject format for renewals with Inventory Change: "Renewal Inventory change - HazMat Permit #XXXXXXX - Property address – Business name"

PART 2

A. FACILITY STORAGE MAP - Provide one or more maps of the storage facility that show the following:

1. **SITE PLAN** - provide a site plan showing the location of all buildings, structures, chemical loading areas, parking lots, internal roads, storm and sanitary sewers, wells and adjacent property uses. Indicate the approximate scale or dimensions, northern direction, and the date the drawing was completed.
2. **BUILDING FLOOR PLANS** - provide a floor plan for each building where hazardous materials are stored and/or used. Show approximate scale or dimensions, and northern direction. Mark each hazardous material storage/use location with a name, letter, or number code of your choice. The location code must be included on the inventory statement per the instructions below. The map should also show accesses to each storage area, the location of emergency equipment, secondary containment areas, purpose of other areas in the facility, and location of aboveground and underground tanks (sumps, pumps, vaults, etc.)

B. HAZARDOUS MATERIALS INVENTORY STATEMENT (ABOVEGROUND) - Provide a listing of hazardous materials stored or used aboveground in aggregate quantities greater than that required for reporting by International Fire Code Section 105.6.21. The aggregate reportable quantities are:

	EXTREME HAZARD NFPA 704 RATING= 4*	HIGH HAZARD NFPA 704 RATING = 3*	MODERATE HAZARD NFPA 704 RATING= 2*
HEALTH (H)	0.35 OZ. OR 0.3 FL.OZ.	10 LBS. OR 1 GAL.	110 LBS. OR 55 GAL.
FLAMMABILITY (F)	0.5 LBS. OR 5 GAL.	12 LBS. OR 10 GAL.	60 LBS. OR 120 GAL.
REACTIVITY (R)	0.35 OZ. OR 0.3 FL.OZ.	2.2 LBS. OR 0.26 GAL.	110 LBS. OR 55 GAL.

* See the description of Hazard Ratings in B.5. below.

NOTE 1: Compressed and Liquefied GASES - 100 cu. ft. or greater at NTP (70 degrees F and 1 atm), Carbon Dioxide systems - 101 lbs. or greater, and Cryogenic Fluids - 1 gal or greater must be reported.

NOTE 2: Underground storage of flammable and combustible liquids must be reported separately to the City of Austin Watershed Protection Department.

NOTE3: Maintenance quantities for swimming pools and outdoor generator fuel are allowed in greater amounts. Contact AFD for specifics.

The aboveground inventory must include reportable quantities at the site both indoors and outside. Aboveground storage exceeding the above quantities must be reported to the Austin Fire Department on the attached inventory form (see page Three) or one similar in appearance. The AFD Hazardous Material Inventory Statement must include the following as shown on the attached form:

1. **LOCATION** - Enter the storage/use location name or code (from the FACILITY STORAGE MAP) in the Location column for each material reported. Hazardous materials reported may be grouped together by building, room, etc.
2. **CHEMICAL/PRODUCT NAME** - Enter the product, commodity, or trade name for mixtures. Enter the common name of pure chemicals. These should be entered in the Chemical/Product Name column. Waste materials should be reported by product name with the designation "waste" afterward. Waste product must be reported but will not be included in the fee calculation.
3. **MAXIMUM QUANTITY STORED** - Enter the maximum amount stored at any one time for each of the materials reported in the Maximum Quantity Stored column. The aggregate quantity on-site should be reported for each hazard class (i.e. Health, Fire, and/or Reactivity). Aggregate quantities in each hazard class may be organized by building, room, etc.
4. **UNITS** - Enter the units corresponding to the quantities reported. There are only three units of quantity that will be accepted. Liquids must be reported in "GALLONS". Compressed and liquefied gases must be reported in "Cubic Feet" at normal temperature and pressure (Cryogenic fluids may be reported in gallons and carbon dioxide may be reported in lbs). Solids must be reported in "Pounds". Many product quantities require conversion from another unit, if difficulty is encountered in determining equal units, call the AFD Engineering Services for assistance.
5. **HAZARD RATING** - Enter the numerical hazard rating for each of the products reported in the column marked "H" for health hazard, "F" for flammability hazard, and "R" for reactivity hazard. Except for compressed oxygen, only materials with a 2, 3, or 4 in any hazard class should be reported. These ratings are determined using criteria outlined in NFPA Standard No. 704. The ratings range from "0" for little hazard, to "4" for extreme hazard and are assigned for health, flammability, and reactivity. Many products will have ratings in two or more hazard categories. These ratings sometimes can be found on the Material Safety Data Sheet (MSDS) for each product. If no ratings are given, they can be determined from lethal dose, flashpoint, and stability information shown on the MSDS. If difficulty is encountered in determining hazard ratings, call the AFD Engineering Services for assistance.

C. PERMIT FEE CALCULATION - Payment of a permit fee is required before an AFD Aboveground Hazardous Materials Permit can be issued. The permit fee is valid for a three year period and can be prorated for a lesser time if a business ceases operations or verifies removal of hazardous materials from the site. The following instructions show how to calculate the permit fee from information in the Hazardous Materials Inventory Statement.

1. **DETERMINE HAZARD CLASS** - Many products reported will have numerical ratings in one, two, or all three of the health, flammability, and reactivity hazard classes. Select the highest numerical rating for each chemical/product. This allows the chemical/product to be defined as a health hazard, flammability hazard, or reactivity hazard. If the highest numerical rating is the same for two or all three hazards, then order of priority for deciding which hazard class is applicable should be flammability first, then health, then reactivity.

2. **TOTAL EACH HAZARD CLASS FOR PHYSICAL STATES (LIQUIDS, GASES, & SOLIDS)** - Beginning with the chemical/products determined to be health hazards, total the aggregate quantity of liquids reported in gallons, then the gases reported in cubic feet, and last the solids reported in pounds. Do the same for the aggregate quantity of flammability hazards (gallons, cu. ft., lbs.) and reactivity hazards (gallons, cu. ft., lbs.). The Permit Fee Calculation Table below has spaces to enter your hazard class / physical state totals.

3. **DETERMINE PERMIT FEE FOR EACH HAZARD CLASS / PHYSICAL STATE** - Use the Hazard Fee Schedule below to determine the fee required for each hazard class/physical state (health/liquid, health/gas, health/solid, flammable/liquid, flammable/gas, flammable/solid, reactive/liquid, reactive/gas, reactive/solid).

HAZARD FEE SCHEDULE				
Range No.	Liquids (gallons)	Gases (cubic feet @ ntp)	Solids (pounds)	Hazard Fee
0	up to 0.2 fl..oz..	up to 99 cu. ft.	up to 0.34 oz.	\$ 0
1	0.3 fl.oz. up to 54 gal.	100 up to 199 cu. ft.	0.35 oz. up to 249 lbs.	\$90
2	55 up to 549 gal.	200 up to 1,999 cu. ft.	250 up to 2,499 lbs.	\$180
3	550 up to 2,749 gal.	2,000 up to 9,999 cu. ft.	2,500 up to 124,999 lbs.	\$270
4	2,750 up to 4,999 gal.	10,000 up to 19,999 cu. ft.	125,000 up to 249,999 lbs.	\$360
5	5,000 gal. and over	20,000 cu. ft. and over	250,000 lbs. and over	\$450

4. **TOTAL PERMIT FEE DUE** - Using the Permit Fee Calculation Table below, enter the Hazard Fees determined above. Add together the individual fee required for each hazard class/physical state to obtain the total permit fee due. This amount must be paid before an AFD Aboveground Hazardous Materials Permit can be issued. If the fee is incorrectly calculated, the AFD Engineering Services will reimburse any amounts over paid or bill for any amounts under paid. If difficulty is encountered in determining the total permit fee due, call the AFD Engineering Services for assistance.

PERMIT FEE CALCULATION TABLE			
Hazard Class	Physical State	Total Quantity	Hazard Fee
Health	liquid	_____ gallons	\$ _____
Health	gas	_____ cu. ft. @ NTP	\$ _____
Health	solid	_____ pounds	\$ _____
Flammability	liquid	_____ gallons	\$ _____
Flammability	gas	_____ cu. ft. @ NTP	\$ _____
Flammability	solid	_____ pounds	\$ _____
Reactive	liquid	_____ gallons	\$ _____
Reactive	gas	_____ cu. ft. @ NTP	\$ _____
Reactive	solid	_____ pounds	\$ _____
TOTAL FEE DUE (3-Year Permit)			\$ _____