



Safety and Code Enforcement Department

Hazardous Materials Permit Application Submittal Requirements

The Hazardous Materials Permit Application submission shall be in accordance with these requirements. A Hazardous Materials Permit Application submittal shall be provided for the handling, storage, manufacture, processing, packaging, use or disposal of any substance or material defined as a hazardous material by OSHA, EPA, DOT, NFPA, and the International Fire Code. The following documents, information and details must be submitted for review to firepermits@hatfield.org

The electronic (.PDF) permit application submittal must include:

- A fully completed and signed Hazardous Materials Permit Application.
- The permit fee by cash or check. (Hand delivered, USPS, or equivalent).
- A description of the use and location, i.e. open system, closed system, storage, etc.; inside or outside.
- A site including the facility and all paved areas and fire lanes.
- A floor plan that clearly indicates the locations of hazardous materials and any control areas.
- **(Additional permits will be required for the construction of hazardous materials control areas).**
- For the manufacture, processing, packaging, or use; drawings shall be provided and shall include a full description and details for the process system equipment.
- A Hazardous Materials Management Plan in accordance with the International Fire Code.
- A Hazardous Materials Inventory Statement in accordance with the International Fire Code.
- A Safety Data Sheet for each hazardous material.
- **For bulk tank storage, a Storage Tank Permit Application(s) MUST be provided with the Hazardous Materials Permit Application.**

Final storage tank approval and permit closure:

- All required inspections and testing approved by the AHJ.
- Submittal of the approved installation and, or testing inspection report from the special inspection agency in .PDF. (If applicable).
- Submission of as-built drawings in .PDF. (If applicable).

HATFIELD TOWNSHIP

HAZARDOUS MATERIALS PERMIT APPLICATION PROCEDURES

A hazardous materials permit is required to store, transport on site, dispense, use or handle hazardous materials in excess of the amounts listed under the Required Operational Permits section in Chapter 1 of the latest edition of the International Fire Code. Please note that additional operational or construction permits may be required.

PART I – Location of Property – Complete address including city, state and zip code must be provided on all applications.

PARTS II thru IX – Complete every section.

PART X – Sign and date application. If property resident is not the owner of the property, a notarized statement indicating the owner's approval of the proposed construction must be submitted with the application. Provide phone numbers for property owner/resident and contractor. Contractors making application must be registered with Hatfield Township annually.

ADDITIONAL INFORMATION

FEES – Permit fees must be submitted with the permit application.

REVIEW – The application plans will be reviewed by the Fire Marshal's Office for compliance with the codes of Hatfield Township and the Pennsylvania Uniform Construction Code.

PERMIT GRANTED – **If approved, the permit will be processed and issued within thirty (30) business days. Work may not start until a permit has been approved and granted.** The permit cards are to be displayed so as to be visible from the street.

NOTES: All Subdivision and Land Development approvals must be complete before submitting hazardous materials permit applications.

HATFIELD TOWNSHIP

Hazardous Materials Permit Application

I - LOCATION OF PROPERTY

Address: _____ City: _____

State: _____ ZIP: _____

II - OWNERSHIP

Private Public Tenant Tenant Name: _____

III - IDENTIFICATION – To be completed by all applicants

APPLICANT Name: _____ Phone: _____

Address: _____

City: _____ Zip Code: _____

OWNER Name: _____ Phone: _____

Address: _____

City: _____ Zip Code: _____

CONTRACTOR Name: _____ Phone: _____

Address: _____

City: _____ Zip Code: _____

DESIGN Name: _____ Phone: _____

PROFESSIONAL Address: _____

City: _____ Zip Code: _____

Design Professional: Architect Professional Engineer

Certification No. _____

IV - COMMODITY INFORMATION (Check all that apply)

- Aerosol products Cellulose Nitrate Film Cellulose Nitrate (Pyroxylin) Plastic
- Combustible fibers Compressed gases Corrosive materials
- Cryogenic fluids Explosive materials Flammable / Combustible liquids
- Flammable gases Flammable solids Highly toxic materials
- Liquefied Petroleum Gases (LPG) Organic coatings Organic peroxides
- Oxidizing materials Pyrophoric materials Toxic materials
- Unstable (reactive) materials Water-reactive materials
- Other - Commodity: _____

V – OCCUPANCY TYPE

- Business/Office Mercantile/Store Industrial/Factory Repair Garage/Fuel Dispensing Storage
- High Hazard H-1 H-2 H-3 H-4 H-5 (circle one)

Will the public have access to the hazardous materials operational/storage area(s)? _____

Description _____

VI – CONSTRUCTION TYPE

- Non-Combustible Non-Combustible/Combustible Combustible
- Masonry (bearing walls) Steel Frame Reinforced Concrete Wood Frame
- Truss Construction Steel Wood Floor/Ceiling Roof

Description _____

VII – FIRE PROTECTION DESIGN INFORMATION

Sprinkler System Design Density: _____ G.P.M. per square foot Area of Design: _____ square feet

Temperature rating of ceiling sprinkler heads: _____ ESFR sprinkler system?: yes no

Fire alarm/detection system: Manual pull stations Smoke detection Heat detection

VIII – BUILDING DIMENSIONS

Number of stories: _____ Square Feet-Building: _____ Square Feet-Haz-Mat Area(s): _____

Square Feet-Basement: _____ 1st Floor: _____ 2nd Floor: _____ 3rd Floor: _____

IX – FEE

The permit fee is based on the use and total square footage of the building/facility. Please reference Section 13 (F) in the Hatfield Township Schedule of Fees.

Total square footage of the building/facility?: _____ Permit Fee: _____

X - SIGNATURE

Deposit of check representing the fee for this application does not constitute approval of or granting of same by Hatfield Township. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent and we agree to conform to all applicable laws of Hatfield Township.

SIGNATURE OF APPLICANT

DATE
