LOUDOUN COUNTY FIRE, RESCUE AND EMERGENCY SERVICES
FIRE MARSHAL'S OFFICE
801 SYCOLIN RD., SUITE 200 MSC-61A
LEESBURG, VA 20175
703-737-8600 703-737-8595 (fax)
www.loudoun.gov/firemarshal

USE PERMIT APPLICATION
LPG Storage or Dispensing – PAGE 1

GENERAL INSTRUCTIONS FOR THE APPLICANT

- **PLEASE READ OVER THIS APPLICATION AND INSTRUCTIONS THOROUGHLY AND FILL OUT COMPLETELY, USING INK OR OTHER PERMANENT MARKER.**
- **PLEASE PRINT OR TYPE ALL RESPONSES. FORM IS FILLABLE IN ACROBAT.**
- **SUBMIT THIS APPLICATION TO THE FIRE MARSHAL'S OFFICE AT THE ADDRESS LISTED ABOVE.**

Existing Permit Number (Renewals Only): _____ ☐ **NO CHANGES**

This application is for: ☐ **Bulk Plant** ☐ **Construction Site** ☐ **Exchange** ☐ **Refilling** ☐ **Other:** _____

Do you have fuel dispensing? ☐ **Yes** ☐ **No**

Is the storage or dispensing open to the public: ☐ **Yes** ☐ **No**

Hours of Operation: _____ ☐ **Self Serve**

Tank Information

Number	Capacity	Use

Fees: **$90.00 for each addressed location. Operational permits are valid for one year.**

Business Name:_____ **DBA:**_____

_____
Billing Address **City** **State** **Zip**

USE PERMIT APPLICATION
LP Storage or Dispensing – PAGE 2

Inspection Property Address if different than billing:

_____

Street Address **City** **State** **Zip**

Name of person making application:

_____ **Telephone:** _____ **Emergency Telephone:** _____

Print full name

I, _____ _____hereby accept full responsibility for the adherence to all requirements of the Virginia Statewide Fire Prevention Code and the Loudoun County Fire Prevention Code pertaining to the above application.

Please return this application with check or money order made payable to the County of Loudoun.

Only application pages need to be returned. The instructions page is only to assist the applicant and provide general guidance.

Instructions

This application is to be used for storage or dispensing of Liquefied Petroleum Gas (LPG). This includes bulk storage, cylinder exchange or construction site storage where the aggregate capacity exceeds 499 WC.

If you are renewing an existing permit, enter the number in the space provided.

Provide the business name and 'Doing Business As' name if it is different. Often a business uses a corporate name that is different from the name on the location. If the business location is different from the billing office, enter it as the inspection location in the space provided.

Make sure to provide the name and contact information for the person filling out the application. The application with a check or money order made payable to 'County of Loudoun' should be mailed to the address shown on the application. We are not equipped to accept cash or credit/debit cards at this time.

Once the permit is processed an inspection will be scheduled. Common items we look for are:

- **'No Smoking' signs are properly posted.**
- **Vendor contact information is posted.**
- **Correct storage enclosures or cabinets where required.**
- **Tanks are properly secured to prevent falling or tampering. This includes empty tanks that have ever been used. New, unused tanks are not included.**
- **Portable extinguishers are accessible and properly maintained.**
- **Proper controls, signage and extinguishers for fuel dispensers.**
- **Proper clearance to exits, building openings, lot lines and ignition sources.**
- **Vehicle impact protection where required.**
- **Building address is clearly visible from the street.**

This list covers the most common items related to these uses. Not all of these items apply to every location, and some have additional specific requirements. If you have questions related to a specific use or operation, please contact the Fire Marshal's Office for additional assistance.