



**VENTURA COUNTY FIRE PROTECTION DISTRICT
FIRE PREVENTION BUREAU
165 DURLEY AVENUE
CAMARILLO, CALIFORNIA 93010
(805) 389-9710**

**HAZARDOUS MATERIALS PERMIT
SUBMITTAL INFORMATION**

SCOPE: To provide submittal requirements to process a VCFPD Fire Code Hazardous Materials Permit.

See Administrative Ruling 16.2 “Hazardous Materials, Storage/Use” for additional details regarding storage, use-open and use-closed.

NOTE: A general Hazardous Materials Permit covers many materials, but some require a specific permit, such as Flammable Liquids, Compressed Gases, Radioactive Materials, etc. Storage may also require a High Piled Combustible Storage Permit.

DEFINITIONS

CONTROL AREA: A building or portion of a building within which the exempted amounts of hazardous materials are allowed to be stored, dispensed, used or handled. Control areas shall be in accordance with the VCFPD Fire Code and Building Code. An Outdoor Control Area is an area which contains hazardous materials not exceeding the limits of Tables 2703.1.1(3) or table 2703.1.1(4) of the VCFPD Uniform Fire Code.

HAZARDOUS MATERIALS: Chemicals or substances which are physical hazards or health hazards as defined and classified in the VCFPD Fire Code Chapter 27, whether the materials are in a usable or waste condition. This includes flammable and combustible liquids.

1. PERMIT SUBMITTAL

VCFPD Fire Code Permit submittals for most hazardous materials shall include:

- A. Current permit fee.
- B. Completed Permit Application (form VCFPD 125A).
- C. A detailed description of the process/activity, storage practices, dispensing methods, ventilation and fire protection/detection systems provided. Indicate if the use is open or closed with each operation.
- D. MSDS – Material Safety Data Sheets for all hazardous materials.
- E. Compatibility of materials.
- F. Chart form is the suggested way to list the following:

- 1) A list of hazardous materials.
 - 2) The state of the material: solid, liquid or gas.
 - 3) Classification of each, with rating i.e. – Class I-A Flammable Liquid, Corrosive etc.
 - 4) Hazard Category – Physical Hazard or Health Hazard.
 - 5) Total amounts of each, per control area, in the building and outside.
- G. Two copies of a scaled site plan of the property indicating:
- 1) Access – roads, parking areas, gates including clear open width and exterior building exit pathways.
 - 2) Fire hydrants.
 - 3) Trash dumpster location.
 - 4) Property lines and adjacent properties – distance to buildings, vacant land, etc.
- H. Two copies of a scaled floor plan of each floor indicating:
- 1) Location of hazardous materials:
 - a) Process/activity areas.
 - b) Storage areas, including height of storage.
 - c) Dispensing/transfer areas.
 - d) Work stations.
 - 2) Aisles, including width.
 - 3) Exits.
 - 4) Location of fire extinguishers, emergency shut-off switches, secondary containment, vehicle crash posts and other equipment pertinent to the safe operation/use of the hazardous materials.
 - 5) Idle pallet storage area(s).
 - 6) If Standby Power is required, indicate the location of the generator, type of fuel and total amount.