

To be filled out by the **applicant, or for a firm or corporation, the person charged with active management**

Name: _____
Print Full Name Certification Number

Home Address: _____

City: _____ State: _____ Zip: _____

Phone # () _____

Email Address _____ Social Security # _____ Birth Date _____

**The applicant must designate a *Responsible Managing Employee (R.M.E.)* in this box (except Class V).
 All R.M.E's must maintain compliance with state Liquefied Petroleum Gas Safety Regulations, Rule 0780-2-17.03.
 (Use space on back of application for additional R.M.E.s if needed.)**

Name: _____
Print Full Name Certification Number

Home Address: _____

City: _____ State: _____ Zip: _____

Phone # () _____

Email Address _____ Social Security # _____ Birth Date _____

 Applicant's Signature

 Date

ALL LICENSE'S EXPIRE MARCH 31 OF EACH YEAR

Detailed Insurance Requirements

Class I

1. Manufacturers' and contractors' bodily injury liability insurance.
 Each person.....\$ 500,000
 Each accident..... 1,000,000
2. Manufacturers' and contractors' property damage liability insurance.
 Each accident.....\$ 500,000
 Aggregate.....1,000,000
3. Products bodily injury liability insurance.
 Each person.....\$ 500,000
 Each accident.....1,000,000
 Aggregate.....1,000,000
4. Products property damage liability insurance.
 Each person.....\$ 500,000
 Aggregate.....1,000,000
5. Automobile bodily injury liability insurance.
 Each person.....\$ 500,000
 Each accident.....1,000,000
6. Automobile property damage liability insurance.
 Each accident.....\$ 20,000

Class III

1. Manufacturers' and contractors' bodily injury liability insurance.
 Each person.....\$ 500,000
 Each accident..... 1,000,000
2. Manufacturers' and contractors' property damage liability insurance.
 Each accident.....\$1,000,000
 Aggregate..... 1,000,000
3. Products bodily injury liability insurance.
 Each person.....\$ 500,000
 Each accident.....1,000,000
 Aggregate.....1,000,000
4. Products property damage liability insurance or garage liability bodily injury liability insurance.
 Each person.....\$ 500,000
 Each accident.....1,000,000
 Aggregate..... 1,000,000
5. Garage liability property damage liability insurance.
 Each accident.....\$ 1,000,000

Class V

1. Manufacturers' and contractors' bodily injury liability insurance.
 Each person.....\$ 500,000
 Each accident..... 1,000,000
2. Manufacturers' and contractors' property damage liability insurance.
 Each accident.....\$ 1,000,000
 Aggregate.....1,000,000
3. Products bodily injury liability insurance.
 Each person.....\$ 500,000
 Each accident.....1,000,000
 Aggregate.....1,000,000

Class II

1. Products bodily injury liability insurance.
 Each person.....\$ 500,000
 Each accident.....1,000,000
 Aggregate..... 1,000,000
2. Products property damage liability insurance.
 Each accident.....\$ 500,000
 Aggregate.....1,000,000
3. Automobile bodily injury liability insurance.
 Each person.....\$ 500,000
 Each accident.....1,000,000
4. Automobile property damage liability insurance.
 Each accident.....\$ 20,000

Class IV

1. Manufacturers' and contractors' bodily injury liability insurance.
 Each person.....\$ 500,000
 Each accident..... 1,000,000
2. Manufacturers' and contractors' property damage liability insurance.
 Each accident.....\$ 500,000
 Aggregate..... 1,000,000
3. Products bodily injury liability insurance.
 Each accident.....\$ 500,000
 Aggregate.....1,000,000
4. Products property damage liability insurance.
 Each person.....\$ 500,000
 Aggregate..... 1,000,000
5. Automobile bodily injury liability insurance.
 Each person.....\$ 500,000
 Each accident.....1,000,000
6. Automobile property damage liability insurance.
 Each accident.....\$ 20,000



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
STATE FIRE MARSHAL'S OFFICE
ADMINISTRATIVE SERVICES SECTION
Permits and Licenses Unit
500 James Robertson Parkway,
Nashville, TN 37243
Phone: (615) 741-1322, Fax: (615) 741-1583

**LP Gas Dealer
Change of Designated Responsible Managing Employee (R.M.E.)**

Company Name

License Number

Site Address

City, State, Zip

Email Address

I, _____, am the **APPLICANT** at this facility.
Print Name Certification Number

AND

I hereby add the person(s) identified below as newly designated R.M.E.(s) at the site identified above and they will comply with state Liquefied Petroleum Gas Safety Regulations, Rule 0780-2-17-.03 in its entirety. (Individuals that have not passed the state exam cannot be R.M.E.s. Submit their name, home address, home phone number, email address and social security number on the back of this form to begin the examination process.)

Name and Certificate Number

Name and Certificate Number

I hereby remove the following person(s) as designated R.M.E.(s) at the site identified above (At least one R.M.E. must be designated at every site location).

Name and Certificate Number

Name and Certificate Number

Applicant

Date



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
DIVISION OF FIRE PREVENTION
ADMINISTRATIVE SERVICES SECTION
PERMITS AND LICENSES UNIT
500 JAMES ROBERTSON PARKWAY,
NASHVILLE, TENNESSEE 37243
TELEPHONE: 615-741-1322 FAX: 615-741-1583

TO: ALL CLASS I, II, AND III L. P. GAS DEALERS

SUBJECT: TRANSPORTATION OF FILLED L.P. GAS CYLINDERS

The Applicants and Responsible Managing Employees of any facility where L. P. Gas cylinder filling and exchange takes place, need to be instructed on the procedures for handling and placing of cylinders inside a vehicle for transport and practice these guidelines any time a customer is going to transport his or her filled L.P. Gas cylinder.

- 1) Containers shall not be placed inside the passenger compartment of any vehicle, except as stated in paragraph 6-2.2.5 of the 1992 edition of the NFPA 58, *Standard for the Storage of Handling Liquefied Petroleum Gases*, published by the National Fire Protection Association (1-800-344-3555). **Exception:** Closed-bodied vehicles such as passenger cars, vans, and station wagons shall not be used for transporting more than 215 lb. water capacity (nominal 90 lb. L.P. Gas capacity), but not more than 108 lb. water capacity (nominal 45 lb. L.P. Gas capacity) per cylinder unless the driver's and engine compartments are separated from the cargo space by a vapor tight partition with no means of access to the cargo space.
- 2) Containers placed in the trunk of a vehicle shall be placed in the upright position and securely fastened to minimize the possibility of movement, tipping, or physical damage.
- 3) Containers placed in the cargo bed or compartment of a truck or van shall be secured by a strap or chain to properly secure them in an upright position and to prevent the unfettered movement of the cylinder while the vehicle is in motion.
- 4) Customers shall be informed of the importance of delivering the filled L.P. Gas container immediately to their home or place of business and removing it from the vehicle. Failure to do so, especially during hot weather, may cause the safety relief valve to discharge, releasing L.P. Gas vapors. These vapors are heavier than air and will settle to the lowest point and may be ignited by a lighted cigarette, hot muffler, hot engine, or open electrical circuit.

If you have any questions regarding the proper handling or storage of L.P. Gas cylinders, please contact the Codes Enforcement Section at (615) 741-7190.



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
DIVISION OF FIRE PREVENTION
ADMINISTRATIVE SERVICES SECTION
PERMITS AND LICENSES UNIT
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243-1159
TELEPHONE: 615-741-1322 FAX: 615-741-1583

TO ALL CLASS I LP GAS DEALERS:

In addition to the plot plan requirements as set forth in the Class I LP Gas Dealership Requirement Letter in your application package, the Codes Enforcement Section will need to have the following information included on your plot plan:

- 1) Company name, address, city and county where the property is located.
- 2) Clearance distances from overhead power lines (NFPA 58 3-2.2.7(j)), roads, property lines, buildings and adjacent tanks. (NFPA 58 Table 3-2.2.2), and railroad tracks (200' required by TCA 68-101-105(a)).
- 3) Tank capacity in water gallons.
- 4) Protection of tank area with a six feet high fence. Show limits of fencing and two access gates. (NFPA 58 3-3.6).
- 5) Tank manufacturer's data plate specification sheet (include this on a separate sheet).

In addition to the site plan, please prepare and submit your Fire Safety Analysis for this site, reviewed and signed by an owner's representative and the local fire chief (NFPA 58 3-10.2.3). Include information such as (1) local conditions of hazards within a container site – systems in place to mitigate problems with liquid transfer operations, (2) exposure to and from other properties – distances and descriptions of important buildings within 2,500 feet of the site, (3) the available water supply – availability, quantity, and reliability, (4) the probable effectiveness of plant fire brigades – emergency plan for plant employees, and (5) the time of and probable effectiveness of the fire department(s) – response time and the fire department's equipment and manpower.

You must include all requested information on the plot plan. This will help speed the approval process. If the plot plan doesn't have all required items, your permit will not be approved and you will have to resubmit. Should you have any questions concerning this requirement, or need assistance with your plot plan, please contact the Codes Enforcement Office at 615-741-7190.



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
DIVISION OF FIRE PREVENTION
ADMINISTRATIVE SERVICES SECTION
PERMITS AND LICENSES UNIT
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243
Phone (615) 741-2981 – Fax (615) 741-1583**

L.P. Gas Study Material

The reference materials should be limited to the 2006 edition of NFPA 54, National Fuel Gas Code, and the 2008 edition of NFPA 58, Standard for Storage and Handling of L.P. Gas, and the Tennessee Laws, Rules and Regulations. Your propane supplier may be able to provide you with NFPA 54 and 58 or you may call N.F.P.A. at 1-800-344-3555.