



Louisville Fire Department  
Fire Prevention Bureau  
Louisville, KY



# Hazardous Materials Permit



# Before you start

The intent of this permit is to quantify hazardous materials that are **NOT COMMONLY FOUND** in the average business office or warehouse.

For example, while you may have a single bottle of drain cleaner in your janitorial supplies, this would not be considered unusual; HOWEVER, multiple cases or drums of drain-cleaning acid is NOT usual and *may* require reporting.

When conducting your inventory, **DO NOT** include small quantities of common office supplies such as bottles of White Out, Glue Sticks, Windex-type cleansers, or similar items.

Read the instructions, paying particular attention to the “Amount Requiring a Permit” column and the section “How to Calculate Your Permit Fee”.

If in doubt about a material, contact your supplier to assist you in determining the proper category.

Read the Frequently Asked Questions (FAQ) section.

If you file an annual Tier II and/or have a spill plan (also known as an HMPC) with the Metropolitan Sewer District (MSD), please pay attention to the instructions on Page 9.

## Renewals

If you are renewing your 2010 Permit, thank you. If your inventory, contact information, and building floor plans have not changed or only need minor updates, please calculate your payment, use the Billing Form, and submit your payment along with any minor updates or a statement that there are no changes from last year. Please mention if you file a Tier II and/or have a current spill plan (HMPC) on file with the Metropolitan Sewer District (MSD). The Louisville Fire Department reserves the right to request a complete application from all applicants.

# Table of Contents

Hazardous Materials Table (a list of materials and amounts that will require a Permit)	Page 4-7
How to Calculate your Permit Fee	Page 8
Submitting the Application & Obtaining the Permit	Page 9

# Hazardous Materials Table

How to use this table:

- 1) Conduct an inventory of any materials in use or storage at your business. If you file an annual Tier II report or have a spill plan (also known as an HMPC) with the Metropolitan Sewer District (MSD) see the additional instructions on Page 9.
- 2) Consult the Material Safety Data Sheet (MSDS) or your supplier to determine which category in the following tables *best* describes each of the hazardous materials present.
- 3) Determine the aggregate quantity of each type (e.g. corrosive liquids total, flammable gas total).
- 4) Read the FAQ section for examples.

If you have any materials at or above the quantities in the table, you will be required to obtain a Permit\* from the Louisville Division of Fire.

Using the aggregate quantity of liquid, gas, or solid material, go to the Fee Schedule on Page 8 to determine the Level of Permit required.

All quantities are to be calculated at normal temperature and pressure, defined as 70 degrees Fahrenheit and 1 atmosphere (where applicable).

Definitions and terminology associated with these tables are reprinted from the National Fire Protection Association's Uniform Fire Code, NFPA 1 (2006 edition) and may be found under the "Definitions" document link.

\*Pursuant to Louisville Metro Government and the National Fire Protection Association's Uniform Fire Code, NFPA 1 (2006 edition), section 1.12. For more information, a copy is available for review at Louisville Division of Fire Headquarters, 1135 W. Jefferson St., Louisville, KY, 40203.

## Compressed Gases

(This includes non-cryogenic gases stored as a liquid, such as Carbon Dioxide and Propane)

Type of Gas	Amount Requiring a Permit
Corrosive	More than 200 cubic feet
Flammable	More than 200 cubic feet
Highly Toxic or Toxic	Any amount
Inert or simple asphyxiant	More than 6000 cubic feet
Oxidizing (including oxygen)	More than 504 cubic feet
Propane	125 gallons water capacity (aggregate) or more
Pyrophoric	Any amount
Unstable or reactive	Any amount

The actual quantity in a given cylinder will vary with the type of gas and the size of the cylinder. Consult with your supplier for guidance if you are unsure.

## Cryogenic Liquids

Type of Cryogenic Liquid	Amount Requiring a Permit	
	Storage INSIDE Building (in gallons)	Storage OUTSIDE Building (in gallons)
Corrosive	More than 1 gallon	More than 1 gallon
Flammable	More than 1 gallon	More than 60 gallons
Highly Toxic or Toxic	More than 1 gallon	More than 1 gallon
Non-flammable	More than 60 gallons	More than 500 gallons
Oxidizer (including Oxygen)	More than 10 gallons	More than 50 gallons

Examples of common cryogenic liquids are Argon, Helium, Hydrogen, Oxygen, and Nitrogen. If quantities exceed the thresholds, the quantity must be converted to cubic-feet-of-gas for calculating the Permit Fee Level.

## Flammable or Combustible Liquids

Type of Liquid	Amount Requiring a Permit	
	Storage INSIDE Building (in gallons)	Storage OUTSIDE Building (in gallons)
Class I (Flashpoint less than 100° F)	More than 5 gallons	More than 10 gallons
Class II (Flashpoint >100° F <140° F)	More than 25 gallons	More than 60 gallons
Class IIIA (Flashpoint ≥140° F <200° F)	More than 25 gallons	More than 60 gallons

*Exception: Fuel oil used in connection with oil-burning equipment is exempt (e.g. Boiler, Back-Up Generator). All Class IIIB liquids (flashpoint ≥ 200° F) in any amount are exempt.*

## Miscellaneous Hazardous Materials

Type of Material	Amount Requiring a Permit
Aerosol Cans	Level 2 or 3 in excess of 500 pounds (net weight)
Battery Systems	Stationary lead-acid battery systems: >50 gallons electrolyte in non-sprinklered buildings. >100 gallons electrolyte in a sprinklered building.
Consumer Fireworks	More than 10 pounds (pyrotechnic content)
Corrosive Liquid	More than 55 gallons
Corrosive Solid	More than 500 pounds
Display Fireworks	Any amount
Explosives	Any amount in use or storage
Flammable Solid	More than 100 pounds
Toxic Liquid	More than 10 gallons
Toxic Solid	More than 100 pounds
Highly Toxic Liquid	Any amount
Highly Toxic Solid	Any amount

(continued on next page)

# Miscellaneous Hazardous Materials

(continued from previous page)

Type of Material	Amount Requiring a Permit
Organic Peroxides: Unclassified detonatable Class I Class II Class III Class IV	Any amount Any amount Any amount More than 10 pounds More than 20 pounds
Oxidizing Liquids: Class 4 Class 3 Class 2 Class 1	Any amount More than 1 gallon More than 10 gallons More than 55 gallons
Oxidizing Solids: Class 4 Class 3 Class 2 Class 1	Any amount More than 10 pounds More than 100 pounds More than 500 pounds
Unstable (reactive) Liquids: Class 4 Class 3 Class 2 Class 1	Any amount Any amount More than 5 gallons More than 10 gallons
Unstable (reactive) Solids: Class 4 Class 3 Class 2 Class 1	Any amount Any amount More than 50 pounds More than 100 pounds
Water Reactive Liquids: Class 3 Class 2 Class 1	Any amount More than 5 gallons More than 10 gallons
Water Reactive Solids: Class 3 Class 2 Class 1	Any amount More than 50 pounds More than 100 pounds

Further information regarding the classifications above may be found under the “Definitions” link.

All quantities are to be calculated at normal temperature and pressure, defined as 70 degrees Fahrenheit and 1 atmosphere (where applicable).

# How to calculate your Permit Fee

## Fee Schedule

Determine the total quantity of gallons of liquid, pounds of solid, and/or cubic feet of gas. (Do not include materials that are below the thresholds in the “Amount Requiring a Permit” column.)

The permit fee is determined by the largest total quantity of any **one** of the three categories of hazardous materials, as shown in the following table. After conducting an inventory of materials in use or storage, determine which category is the highest and pay the corresponding fee. *The maximum fee for any single Permit is \$500.*

### Liquids (in gallons)

Up to 500 gallons	Level 1 (\$100)
501 to 1836 gallons	Level 2 (\$200)
1837 to 15,180 gallons	Level 3 (\$300)
15,181 to 70,000 gallons	Level 4 (\$400)
More than 70,000 gallons	Level 5 (\$500)

### Solids (in pounds)

Up to 1000 pounds	Level 1 (\$100)
1001 to 3000 pounds	Level 2 (\$200)
3001 to 5000 pounds	Level 3 (\$300)
5001 to 11,000 pounds	Level 4 (\$400)
More than 11,000 pounds	Level 5 (\$500)

### Gases (cubic feet)

Up to 1999 cubic feet	Level 1 (\$100)
2000 to 6800 cubic feet	Level 2 (\$200)
6801 to 35,000 cubic feet	Level 3 (\$300)
35,001 to 74,000 cubic feet	Level 4 (\$400)
More than 74,000 cubic feet	Level 5 (\$500)

Select the highest level from the Liquid, Solid, or Gas categories above. This is the Permit Fee Level to put on your Billing Form.

# Submitting the Application & Obtaining the Permit

Conduct the chemical inventory and determine the applicable fee as shown in the preceding tables. See the Frequently Asked Questions (FAQ) for guidance and examples.

Indicate if you currently are required to submit a Tier II or if you have a current spill plan (also known as an HMPC) with the Metropolitan Sewer District (MSD) that is less than 5 years old; only those materials not shown on the Tier II or HMPC need to be submitted. However, ALL materials on the Tier II or HMPC that meet Permit thresholds must be included when determining the "Amount Requiring a Permit".

To obtain your permit, submit the inventory of hazardous materials located on your property along with a floor plan showing the locations. This will assist firefighters by providing important information before and during an incident.

For each chemical on site, please provide the name of the material, the CAS number if applicable (the name and CAS number will be on the MSDS), the quantity (pounds of solids, cubic feet of gas, gallons of liquid), and the type and capacity of the container (e.g. 55 gal. steel/poly drums, 2000 gal. above/underground tank, 250 cu. ft. cylinder, etc.). Very similar materials may be grouped together, such as all Class 1 Flammables for example, or all Inert Compressed Gas.

A current and accurate floor plan is required from all applicants.

Provide a list of current contact names and phone numbers for responsible persons who may be contacted in case of emergency. Provide at least one 24 hour number if possible.

Please provide an email address.

Go to the Billing Form and fill in the required fields. Make sure only ONE box is checked under the Hazmat Permit Level section. Attach the required information with your payment. Make checks payable to:

## Louisville Metro Government

Send the completed Billing Form, your payment, and the required information to:

ATTN: Hazmat Permit  
Louisville Fire Prevention Bureau  
1135 W. Jefferson St.  
Louisville, KY 40203

Your payment and the information submitted will be processed and when accepted, your Permit will be sent to the mailing address shown on the Billing Form.