



## **HOW TO APPLY FOR A LIQUEFIED PETROLEUM GAS PERMIT**

STEP 1. A permit is required for the placement of Liquid Propane (LP) tanks that have in excess of 100 pounds (24 gallons or greater) of liquid propane (LP). Permits are issued for permanent and temporary LP tanks. *Permits are required for Retail LP Tank exchange programs if the “total capacity” exceeds 100 pounds (24 gallons or greater).*

STEP 2. Determine if the tank and location meet applicable fire code and fire department requirements. Contact the fire prevention bureau with any questions during the planning process.

- All requirements found in NFPA 1 and its references to NFPA 58 (current printed versions) are met
- Requirements found in the Wisconsin Administrative Code Department of Commerce Comm. 40 Gas Systems, for the placement of permanent liquid propane (LP) tank(s) shall be followed.

STEP 3. Prepare a site plan of the proposed LP Tank installation for all permanent installations (Temporary Installations do not require a site plan). All contractors shall submit 4 copies of all plans to the West Bend Fire Department. All submitted plans shall include all the following information for plan review:

- Location of LP Tank(s).
- All property information (ie. Business Name, Address, lot lines, nearest important buildings, Installer Contact and Phone Number).
- Graphical Information (ie. Scale, Points of Compass, Matchlines if applicable).

STEP 4. Calculate the Permit Fee.

- Permanent LP Tank Installation 100 pounds (24 gallons or greater) \$75.00
- Temporary LP Tank Installation 100 pounds (24 gallons or greater) \$75.00

STEP 5. Complete the required application.

**General Info 262.335.5054**  
**Fire Chief 262.335.5052 Bn. Chief 262.335.5053**  
**Fire Inspector 262.335.5055 Fax 262.335.5148**  
**325 N. 8<sup>th</sup> Avenue, West Bend, WI 53095**



STEP 6. Send or drop off the complete application and Permit Fee to:

Fire Prevention Bureau, West Bend Fire Department  
325 N. 8<sup>th</sup> Avenue, West Bend, WI 53095

Applications must be received 10 Business Days prior to installation of the LP Tank.

STEP 7. The fire department will conduct an on-site inspection of the LP Tank.

STEP 8. Installation of any LP tanks or system may begin after issuance of permit. Verbal notification for starting installation by the Fire Prevention Bureau may be granted before the permit is processed. Installation or placement of permanent or temporary LP tanks and their system prior to issuance of a permit or verbal authorization will result in **Double Fees**.

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**Application for Installation of Liquefied Petroleum Tank**

\_\_\_\_\_ Permanent LP Tank

\_\_\_\_\_ Temporary LP Tank

**Contractor:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

**Site Information:**

Occupant \_\_\_\_\_

Address \_\_\_\_\_

**Permit Fee:           \$75.00**

**NOTE**

**Contractor shall phone Fire Inspector a minimum of 2 business days to schedule a final inspection.**

Return this form with the appropriate fee and plans to the Fire Prevention Bureau, West Bend Fire Department, 325 N. 8<sup>th</sup> Avenue, West Bend, WI 53095.

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