

INSTRUCTIONS

The permit application has the following parts: Completing the Application - Written Notification, 1) Business Information, 2) Fire Department Liaison, 3) After Hour Emergency Contacts, and 4) Responsible Official; Completing the Hazardous Material Inventory Statement; Completing the Site Plan; and Permit Fee. All sections are required to be completed by the Fire Department before issuance of a permit.

The following summarizes how to complete the application, the Hazardous Materials Inventory Statement and the Site Plan.

COMPLETING THE APPLICATION

Written Notification

Completed a written notification indicating intent to store hazardous material on site.

Part 1. Business Information

Complete this section with all information requested.

Part 2. Fire Department Liaison

Complete by fire department fire prevention division.

Part 3. After Hour Emergency Contacts

Complete this section with all information requested.

Part 4. Responsible Official

The Responsible Official shall sign the permit application. If this individual is located in another City or State, the person with decision-making authority for the business who resides in the Lake County area should sign the permit application.

COMPLETE THE HAZARDOUS MATERIAL INVENTORY STATEMENT

The Hazardous Material Inventory Statement documents the information required by the Fire Department for determining the applicable Willowick Fire Code requirements.

Document hazardous materials that are stored or used indoors or outdoors at a given location on the separate "Willowick Fire Department Hazardous Materials Inventory Statement".

When completing the quantity field, state the largest quantity that may be on site.

COMPLETING THE SITE PLAN

The site plan should be prepared on the attached form. The drawing should illustrate the basic layout and orientation of the building, the locations where hazardous materials are stored and used indoors and/or outdoors, and the location of the fire sprinkler intake connection, if applicable. Access gate location and points of fire department access such as doors should also be identified.

PERMIT FEE

Permit fee is specified in the "Codified Ordinance of the City of Willowick, Ohio".

Willowick Fire Department - Fire Prevention Division Hazardous Material Permit Application

1. BUSINESS INFORMATION

Business Name:

Business Address:

Suite Number:

City:

State:

Zip:

Telephone:

Facsimile:

Contact Name:

Contact Telephone:

2. FIRE DEPARTMENT LIAISON

FD Liaison Name:

Business Phone:

Is the facility attended 24 hours? Yes No

Is the facility registered with the Local Emergency Planning Committee (LEPC)? Yes No

3. AFTER HOUR EMERGENCY CONTACTS

Primary Name:

24 hr. Telephone No.:

Cellular No.:

Pager No.:

Secondary Name:

24 hr. Telephone No.:

Cellular No.:

Pager No.:

4. RESPONSIBLE OFFICAL

A Responsible Official is any person who is (1) current owner or operator, (2) arranges for the storage, use, handling or dispensing of hazardous Materials, or (3) arranges for the treatment, storage or disposal of Hazardous Materials.

Name:

Title:

Telephone No.:

E-mail:

Signature: _____ Date: _____ I
declare that the information provided in the Hazardous Materials Permit Application and Materials Inventory Statement is true
and correct.

WFD USE ONLY

Date Permit Fee received: _____

Responsible Inspector: _____

Original Date Permit Received: _____

**RETURN THE WRITTEN NOTIFICATION, SIGNED APPLICATION, HAZARDOUS MATERIAL INVENTORY
STATEMENT(S) & PERMIT FEE TO:**

Willowick Fire Department - Fire Prevention Division
30435 Lakeshore Blvd.
Willowick, Ohio 44095

For questions call 440-585-1202

COMPLETING THE HAZARDOUS MATERIAL INVENTORY STATEMENT (HMIS)

Introduction

The Hazardous Material Inventory Statement (HMIS) documents the information required by the Fire Department for determining the applicable Willowick Fire Code requirements. The fire department uses the information to establish tactical planning priorities for particular businesses.

What should be included in the HMIS?

When preparing the HMIS, include containers that are marked with US Department of Transportation (DOT) hazard labels such as "Flammable Liquid," "Corrosive," "Explosive," "Organic Peroxide", and the like. Materials that have a NFPA 704 hazard rating of "4", "3", or "2" or have special hazard ratings like corrosive (COR) or oxidizer (OXY) should be included. Unless the contents are inert, all compressed gas cylinders marked with a DOT hazard label should also be included on the HMIS. Buildings that store pesticides, fungicides or herbicides with a US Environmental Protection Agency warning label or "Danger" or "Warning" should be included.

What can be excluded from the HMIS?

Storage and use of less than 500 pounds of aerosols. Office supplies like copier toner or correction fluid. Cleaning products intended for consumer use. Inert compressed gases. Solder and solder flux. Automotive batteries.

How are mixtures classified?

Mixtures of products or products that are sold by a particular name (ex: Number 4 Cleaner) require a review of the Material Safety Data Sheet (MSDS) to determine which chemical constituents represent the greatest hazard.

Classifications of Commonly Stored and Used Hazardous Materials:

Chemical	Conc. (%)	CAS NO.	Physical State	704 H	704 F	704 R
Hexane	100	110-54-3	Liquid	1	3	0
Sulfuric Acid	98	7664-93-9	Liquid	3	0	2
Calcium Hypochlorite	100	7778-54-3	Solid	3	0	2
Oxygen, Liquefied	100	7782-44-7	Gas	3	0	0
Propane	100	74-98-6	Liquid Gas	0	4	0