



ROSEBURG FIRE DEPARTMENT FIRE PREVENTION DIVISION

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Motor Vehicle Fueling Station Checklist

This checklist describes the information needed to perform a complete plan review without delaying the project or creating a large correction letter. It also lists details which will be field verified during the final inspection. Code references are from the 2010 Oregon Fire Code (OFC) unless otherwise noted.

At least 24 hours' notice is required to obtain a permit inspection. Before beginning the procedure, call the City of Roseburg Fire Department at (541) 492-6770 to schedule a fire department inspection. The permit, checklist, and site sketch must be on the job site.

- Dispensing devices are 10' from the property line or the exterior of the building if it is combustible construction, 20' from fixed sources of ignition, and the nozzles are 5' from any building opening, 2203.1.
- Dispensers are on at least a 6" high concrete island, 2206.7.3.
- A dispenser emergency valve is provided at the base of the dispenser, 2206.7.4.
- Dispenser hoses are a maximum 18' with breakaway devices, 2206.7.5.1.
- Listed automatic-closing-type hose nozzles are provided, 2206.7.6.1.
- Emergency shutdown devices are provided 20' to 100' from dispensers and required signs are provided, 2203.2.
- Required warning signs per 2204.3.4 and 2204.3.5 shall be conspicuously posted within sight of each dispenser in the fuel dispensing area, as well as the following signs (2205.6):
 - No smoking
 - Shut off motor
 - Discharge your static electricity before fueling by touching a metal surface away from the nozzle
 - If a fire starts, do not remove nozzle, use emergency shut off
 - No filling of portable containers in or on a motor vehicle. Place container on ground before filling
- A portable fire extinguisher with a minimum rating of 2A:20-B:C shall be provided and located such that it is not more than 75 feet from any pump, dispenser or fill-pipe opening, 2205.5.
- No protected Aboveground Fuel Tank shall exceed 12,000 gallons or 48,000 gallons aggregate, other tanks shall not exceed 6,000 gallons per tank and 18,000 gallons aggregate, 2206.2.3.

- All Underground Fuel Storage Tanks shall comply with applicable Oregon Department of Environmental Quality (DEQ) regulations. Proof of compliance must be made available to Fire Prevention personnel upon request.
- Normal vents shall be equipped with an approved flame arrester, 3404.2.9.7.3.
- Tank's normal vent is not less than 12 ft. above adjacent grade nor can its location trap vapors under eaves, and the vent is at least 5 ft. from building openings or property lines, 3404.2.7.3.3.
- Tank's normal vent shall not be manifolded with other vents, 3404.2.7.3.5.
- Tanks shall have overfill protection system for 90% fill by providing an audible or visual alarm signal and automatic fuel shut-off to stop delivery when 95% full and the flow rate will be reduced to a max.15 gpm so that the tank will not overfill in 30 minutes, 2206.6.2.3 and 3404.2.9.7.6.
- Piping shall be hydrostatically tested to 150% of system psi or pneumatically tested to 110% of the system psi for a minimum of 10 minutes with no leakage, 3403.6.3.
- Tanks subject to vehicular damage shall be protected by guard posts or other approved means. Bollard protection shall be concrete filled steel guard posts: 4" minimum diameter, spaced a maximum of 4' on center between posts, set at least 3' deep in a 15" diameter concrete footing, with the top of posts at least 3' above ground, and 3' minimum between the posts and the tank, 3404.2.9.7.5 and 312.
- Plans shall detail the location of all Class 1 electrical areas as per Table 3403.1.1.

**Additional
Comments**
