

McKinney Fire Department Fire Marshal's Office



Retail Propane Exchange

Any business within the City of McKinney that proposes to install a Liquefied Propane Gas (LPG) consumer cylinder exchange (a.k.a. retail propane exchange) program will be required to permit the installation prior to installation; and, shall be required to maintain an annual operational use permit through the McKinney Fire Marshal's Office.

PERMITS REQUIRED

An operational use permit is required for the installation and continued use of a propane exchange system.

Initial Application

Prior to the installation of any propane exchange system, an operational permit shall be obtained through the Fire Marshal's Office. No work shall be done on the installation of any component of the exchange system until the permit is approved.

Submittal Requirements:

- Complete application process and submit the following with the application:
 - A written description of the operation of the consumer accessible propane exchange location.
 - Site plan drawing of the existing site location and conditions, to include:
 - All buildings and structures
 - Fire lane and Fire hydrants
 - Location of tanks with regards to building exits and openings.
 - A full equipment listing.
 - Manufacture documents for all parts and materials used in the project.

Annual Renewal of Operational Permit

The owner/manager of the business offering the exchange service is required to make application on an *annual basis* and will be inspected to ensure continued compliance with this special hazard.

- If no changes from the construction permit or previous years, owner/manager will only need to complete an operational permit application.
- If *changes have occurred* from the construction permit or previous year, all documents under 'construction permit' shall be provided with new application.

INSPECTIONS

Inspection of the initial installation shall be completed prior to the release of the installation for use.

Annual operational use permit inspections will be conducted after application and shall comply with the requirements above.

Failed inspections or non-compliance with code may result in re-inspection fees and/or citations issued.

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INSTALLATION and MAINTENANCE REQUIREMENTS

The requirements for installation follow the International Fire Code, Texas Railroad Commission, and NFPA 58, 2008 edition. **This is not an exhaustive list, and it shall be the responsibility of the installation company to ensure compliance with all codes.**

DISTANCE REQUIREMENT

- Cages shall be located at least 20 feet from openings into buildings, fuel dispensing devices, or any portion of a building used as a means of egress.
- Cages shall be located at least 10 feet from the public way and fire lanes.
- Cages shall not be located under awnings or eaves that also protect an egress path, unless protected by an automatic fire suppression system.
- Cages must be lockable (tamperproof) ventilate enclosures of metal exterior construction.

SIGNAGE REQUIREMENTS

- Posted at cage:
 - "NO SMOKING – PROPANE – FLAMMABLE" - all letters minimum of 1¼" high. (red letters), white or aluminum background, readily visible to the public.
 - "24-HOUR EMERGENCY NUMBER _____", all letters minimum of 2" high on background of contrasting color, readily visible to the public.
- Posted at public entrance(s):
 - "NO PROPANE CYLINDERS ALLOWED INSIDE" – minimum size of sign shall be 7" x 10"; and prominently displayed at the front door.

VEHICLE PROTECTION

- Guard post or guard railing are not required if:
 - the cage is located at least 48" behind a 5" concrete curb; or,
 - The cage is located at least 48" behind a 4" concrete curb and a 4" concrete wheel stop that located 12" from the 4" concrete curb.
- Guard post shall be:
 - 3" schedule 40 steel pipe, filled with concrete, not more than 4 feet apart, anchored in concrete at least 30" below ground and 30" above ground. Guard post shall be installed a minimum of 18" from each storage rack.

HOUSE KEEPING

- Cages shall be free of combustible materials for 10 feet from all sides.
- Cages must remain secured by lock and key to prevent tampering and any unauthorized access.
- Key to cage shall be provided to the Fire Department for placement in the premise's Knox Box.

FIRE PROTECTION

- Where the aggregate quantity is greater than 720 pounds (36 - 20-lbs tanks; whether empty, filled, or partially filled) must have a minimum 18 lb. B-C rated fire extinguisher with 50 feet of storage.