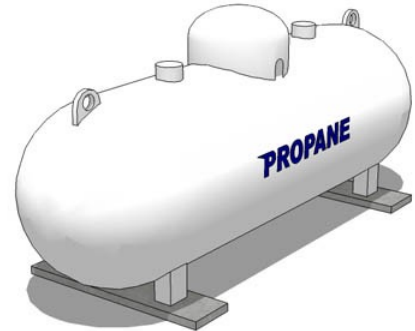


INCORPORATED VILLAGE OF LAKE GROVE

PROPANE GAS PLANS SUBMITTAL/SYSTEM INSTALLATION PROCEDURE

Please review and familiarize yourself with all requirements listed in this document prior to your submittal. Your compliance with these requirements will enable us complete the review process faster and more efficiently with less chance of rejection due to improper or missing information.



THIS DOCUMENT IS IN EFFECT AS OF 1/1/2007

NOTE: As of September 1, 2007 No applications of any kind will be processed unless the required New York State Worker's Compensation paperwork is submitted with it. NO EXCEPTIONS. This is not a village law, it's NYS Law.

New York State Fire Code

§SF105.1 Permits

A city, town, village or county that is responsible for administration and enforcement of this code shall determine local permit requirements in accordance with the applicable provisions of local law.

Code of the Village of Lake Grove

§89-17 Permits Required.

A permit shall be obtained from the Fire Marshal for the installation of any Propane gas system.

Submittal Requirements

1. Complete all sections of the Permit Application form. Note if any sections of the application are not completed or are illegible, plans will be rejected. Include the following when submitting the application:
 - a. Submit the required fee of \$200.00 for residential, \$400.00 for commercial installations
 - b. Provide proof of valid New York State Workmen's Compensation.
 - c. If a condominium or HOA, then you must submit a notarized authorization letter from the condo/HOA association for the installation.
2. Information Required (2 copies of each):
 - a. Description of Proposed Propane System.

ii. Details:

- 1) Indicate whether the installation is above or below the ground with respect to the tank(s) and/or piping.
- 2) Identify tank(s) or equipment pads or foundations with details and related information. Indicate method of attachment, including materials securing and anchoring.
- 3) Provide a list of materials including tank(s) type (vertical/horizontal), regulators, tank capacity (in gallons) operating pressures and materials of all piping.
- 4) Indicate BTU rating of all equipment.
- 5) Plan detail and all specs must be of sufficient size and clearly legible.

General Requirements:

- a. Propane tanks shall be five (5) feet from any door or window openings.
- b. Liquid propane tank, piping and equipment, shall not be installed within the six feet (6') public utility easement, located at the property perimeter.
- c. For an above ground installation, the liquid propane tank shall not be located in the front property setbacks.
- d. Liquid propane tank shall be ten feet (10') from any ignition sources (electric service or equipment).
- e. Above ground tanks shall be properly anchored and on a concrete base having a minimum thickness of three inches (3") with an overall size of one and one half (1 1/2) the maximum diameter for vertical tanks and the maximum width by the maximum length for horizontal tanks.
- f. Underground piping shall be eighteen inches (18") deep with tracer wire.
- g. Underground tank installation shall be anchored and installed per tank manufacturer's guidelines and the Federal Emergency Management Agency (FEMA).
- h. Underground tanks shall be ten feet (10') from any building and ten feet (10') from the property line.
- i. Cathodic protection shall be included with all underground propane tank installations.

Note: Each item above required to be listed for specific application as well as compliance with all NFPA 58 Guidelines and any applicable section of the New York State Fire, Building, Energy and Plumbing Codes.

Upon completion of the installation, the following must occur:

1-Provide the Lake Grove Fire Marshals Office with a letter indicating full compliance with all applicable codes, rules and regulations.

2-Provide written proof that an air pressure test of 30 pounds (psi) for outdoor propane lines with joints was done.

Note 1:If there are no joints in the trench, no test is required.

3-Provide written proof that an air pressure test of 10 pounds (psi)for interior piping was done.

Note: Only black pipe or other approved material is allowed for interior gas pipe.

No gas piping shall be buried under any structure. It is not allowed in or under any exterior slab, unless, it is sleeved and prior approval has been given for such installation from the Lake Grove Fire Marshals Office.

All Liquid Propane Gas Facilities shall be readily accessible for inspection, reading, testing, and shutting off the gas supply at all times. All service piping and main supply shut-off valves shall be outside the building. Discharge from Relief Valves shall be into open air and shall be not less than 5 feet horizontally away from any opening into a building which is below such discharge.

Container and Gas Piping Requirements (above ground containers)

Minimum distance from structure for 125 to 500 gallon tanks is ten (10) feet. For 501 to 2000 gallon, twenty-five (25) feet is required from buildings and property lines. Materials allowed for yard piping include copper, PE (only pipe specifically approved for exterior buried piping systems may be used) and factory machine applied coated/wrapped black pipe with the joints of the black pipe wrapped with ten mill tape which is half lapped and double wrapped.

Trenching shall be 18 inches minimum depth cover for copper and PE, 12 inches minimum depth cover for black pipe. For an above-grade installation, pipe must be 6 inches minimum above grade and protected from damage.

LIQUID PROPANE APPLIANCES: All appliances are to be installed per the manufacturer's listed requirements.

SECTION 3

INVESTIGATION & PENALTY FEES

Any work done without approved plans and/or a proper permit is subject to the amount of the original permit fee plus an investigation fee and a penalty fee. The minimum charge for the investigation fee is 100% of the original permit fee. The minimum charge for the penalty fee is 100% of the original permit fee.

If work is found to have commenced without approved plans and/or a proper permit, this office reserves the right to shut down any/all portions of the entire project deemed necessary to inspect, investigate and confirm that work has been done. If any portion of the work performed is not clearly visible or readily accessible, you will be ordered to demolish, disassemble or remove any and all obstructions regardless of the cost incurred. Failure to comply will result in the suspension/revocation of any Building or other permits related to the site.

As working without approved plans and/or a proper permit is a crime under New York State Law, in addition to any/all fines, this office can and will take whatever legal means we deem appropriate against you including the issuance of summons and or arrest.

For further information call 516-807-6412 during regular business hours which are Monday-Friday 8:00AM to 5:00PM. Please note that the Fire Marshals do not answer the phone while out on inspections. For a faster response, use our email address of lakegrovefm@gmail.com.

You have two options for plan submittal:

US Postal Service:
Incorporated Village of Lake Grove
Office of the Fire Marshal
Post Office Box 708
Lake Grove, NY 11755

In Person or via Fed-Ex, UPS etc:
Incorporated Village of Lake Grove
Office of the Fire Marshal
980 Hawkins Avenue
Lake Grove, NY 11755