



**DALLAS FIRE-RESCUE DEPARTMENT**  
**Fire Prevention Education & Inspection**  
**Fire Code Requirements for**  
**Motor Vehicle Fuel Dispensing Occupancies**

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This checklist provides some of the basic regulations governing the operation of **Motor Vehicle Fuel Dispensing Occupancies**. It is not possible to cover all regulations. If you have a particular question of concern, please telephone or FAX the Dallas Fire-Rescue Department. The initial inspection is conducted at no charge. There is no charge for the first reinspection. The second reinspection is subject to an \$80.00 fee, with all reinspections after the second, subject to a \$105.00 fee.

**1. Permits**

- A. A valid certificate of occupancy from Building Inspection is required.
- B. To install, remove, abandon, place temporarily out of service, repair or upgrade any flammable liquid storage system you must first obtain a Flammable and Combustible Liquid permit from Dallas Fire-Rescue. **This permit is separate from any permit required by Building Inspection.** Contact Building Inspection (214-948-4480) for permits they may require.
- C. Permit from Dallas Fire-Rescue is required for storage, handling or use of flammable and combustible liquids and welding and cutting operations. Other permits may be required. Contact Dallas Fire-Rescue for more information.
- D. Plans detailing indoor or outdoor storage, dispensing, use and handling of flammable and combustible liquids must be submitted for review and approval by the fire protection engineers in Development Services (214-948-4049) prior to installation. A nonrefundable plan review fee will be charged.

**2. Fire Extinguishers**

- A. One 2A-20BC extinguisher required within 75 ft. of any pump, dispenser, or fill-pipe opening.
- B. Mounted in conspicuous accessible locations.
- C. Inspected for proper maintenance annually by licensed individuals.
- D. Must be recharged following use.

**3. Dispensing of Flammable and Combustible Liquids**

- A. Provide supervision by a qualified person at all times.
- B. Allow dispensing into tank of vehicles and approved portable containers only. (Glass and plastic containers not designed for flammable liquids are prohibited.)
- C. Prohibit smoking and open flames in dispensing area.
- D. Vehicle engines must be stopped.
- E. Provisions must be made to ensure flammable and combustible liquids will not flow into buildings, street, sewer, etc. (grading driveways, raising door sills, etc.).
- F. Accurate daily inventory records must be kept and maintained on premises.
- G. Unsupervised dispensing requires additional controls and must comply with Section 2204.3 of the Dallas Fire Code.

**4. Storage of Flammable and Combustible Liquids**

- A. Class I, II, and IIIA must be stored in underground tanks, OR aboveground tanks in special enclosures, OR approved closed containers.
- B. Waste oil must be stored in underground tanks, aboveground tanks in special enclosures, or drums, with secondary containment.
- C. Vent openings shall be at least 12 feet above the ground.

**5. Special Enclosures for Aboveground Tanks**

- A. Enclosures shall be liquid and vapor tight, without backfill inside.
- B. Sides, top and bottom of the enclosure shall be of 6-inch reinforced concrete with inspection openings only on top.
- C. Tank connections shall be such that neither vapors nor liquids can escape into the enclosed space.
- D. Tanks shall not exceed 6,000 gallons individual or 18,000 gallons aggregate capacity.

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- E. Provision made for using portable equipment to discharge accumulated vapors to the outside.
- F. At least 3 feet clearance around each tank for maintenance and inspection.

## **6. Dispensing Devices**

- A. Located so that the nozzle, when the hose is fully extended, will not reach within 5 ft. of the building openings.
- B. Located so the dispensing devices are over 10 ft. from property lines and buildings of less than one-hour fire resistive construction and 20 feet from fixed sources of ignition.
- C. Provide latch-open devices for nozzles where dispensing is done by someone other than a qualified attendant.
- D. Mount shear section of impact valves flush with the top of the island. Valves must be tested annually.
- E. Emergency disconnect switch must be within 100 ft. but not closer than 20 ft. of the dispenser.
- F. Leak detection is required where remote pumps are used to supply fuel to dispensers via underground piping.
- G. Equip Class I and II liquid dispensers with approved breakaway devices in hoses.

## **7. Signage**

- A. Post a correct address visible from the street.
- B. Post signs within sight of each dispenser. Signs must:
  - (1) prohibit smoking
  - (2) prohibit dispensing into unapproved containers
  - (3) require vehicle engines to be stopped during fueling operation
  - (4) prohibit filling of portable containers while containers are located in or on motor vehicle
  - (5) prevent static charge by not reentering vehicle while fueling.
- C. Post a sign at the master switch that is visible from dispensers that says "EMERGENCY FUEL SHUTOFF".

## **8. Tank Abandonment**

- A. Aboveground and underground tanks out of service for more than one year are considered abandoned and must be removed. Tanks shall be removed from property pursuant to a valid permit and permission from the Texas Commission on Environmental Quality and Dallas Fire-Rescue. Removal must be witnessed by Dallas Fire-Rescue.
- B. Abandoned underground tanks may be filled in place only if tanks can not be removed. Must obtain permission of the Texas Commission on Environmental Quality and of Dallas Fire-Rescue before filling in place.

## **9. Miscellaneous**

- A. Fire lanes must be properly marked and clear of obstructions and must be in accordance to Chapter 5 and Appendix D of the Dallas Fire Code.
- B. Provide separate metal containers with metal lids for combustible waste and for oily rags. Remove accumulation from premises daily.
- C. Maintain a 24-inch clearance between storage and ceiling.
- D. Provide cover plates for all electrical panels, outlets, boxes, and junctions.
- E. Extension cords shall not be utilized in place of permanent wiring.
- F. Secure compressed gas cylinders in an upright position.
- G. Gas-fired appliances must be properly vented to the outside, have approved flex-type connections, and have cut-off valves.
- H. Electrical heating equipment shall comply with the Electrical Code.
- I. Contact Dallas Fire-Rescue Department and Texas Commission on Environmental Quality if a consistent or accidental loss of petroleum products occurs.