



# Rochester Hills Fire Department

## Propane Exchange Program Checklist

This checklist provides some of the basic regulations governing the retail exchange of propane tanks. It is not possible to cover all regulations. If you have a question or concern, please contact the Rochester Hills Community Risk Reduction Division at 248-656-4717.

All work shall be in accordance with the International Fire Code, 2006 edition.

The site plan must reflect the following requirements and shall be submitted with the permit application.

- The drawings must be to scale.
- Drawings must be clear and legible.
- Indicate the total amount of propane to be stored on site. (Size and quantity of cylinders)
- Provide cut sheets of proposed propane cages indicating the dimensions.
- Show all building openings (windows, doors, mechanical, etc.) on the site plan.
- Indicate location of fuel pumps (if applicable).
- Provide separation distances of propane cylinders to the following:
  - Nearest structures and property lines
  - Doorway or openings into a building
  - Combustible materials
  - Motor vehicle fuel dispensing
- If proposed storage location is in an area subject to vehicular damage, indicate proposed location of guard posts.
- Guard posts shall be installed as follows:
  - Constructed of steel, not less than 4 inches in diameter and filled with concrete
  - Spaced no more than 4 feet on center between posts
  - Set not less than 3 feet deep in a concrete footing of not less than 15 inches in diameter
  - Set with the top of the posts not less than 3 feet above ground
  - Located not less than 3 feet from the protected object

Permit applications are available at the Building Department counter at Rochester Hills City Hall located at 1000 Rochester Hills Drive.

For permit questions, contact the Building Department at 248-656-4615