



Kerrville Fire Marshal
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Section 5

Hazardous Materials

These guidelines are intended to provide the minimum submittal requirements for obtaining a Hazardous Materials Permit. Additional requirements and/or information may be required based upon the individual project.

All hazardous materials storage, use, or handling for the purposes of these guidelines and any other guidelines or requirements of the Fire Marshal shall conform to the *International Fire Code* as adopted and amended by the City of Kerrville.

As a minimum, all applicable requirements of the *International Fire Code*, Chapter 50 shall be met. Additional fire protection requirements may be included based upon a review of the proposed storage arrangement or chemicals to be used or stored (i.e. smoke exhaust, IR/UV detection, etc.)

This guide does not replace, nor supersede any codes and/or ordinances adopted by the City of Kerrville, or determinations and positions of the Fire Chief or Fire Marshal.

Approval and issuance of the Hazardous Materials Permit must be completed prior to the issuance of a Certificate of Occupancy.

General Requirements

1. The construction documents for a High-Pile/High-Racked Storage Permit may be concurrently submitted for review with the building plans, providing all of the below information is provided. All supporting documentation shall be identified and readily available or distinguishable.
2. The submittal shall be separate from any other plan submittal, but may refer to those submittals given they have been submitted to the Fire Marshal for review.
3. A permit is required when the quantity of hazardous materials to be used or stored exceeds those indicated in the *International Fire Code*, Table 105.6.20, or when required by the Fire Marshal.

Submittal Requirements

4. Plans and specifications/cut sheets shall be submitted in PDF Format into the online platform. A second set of plans shall be submitted on paper at the request of AHJ if needed. Plans shall contain sufficient detail to enable the plan reviewer to accomplish a complete review.
5. A scaled copy of the Site Plan and Floor Plan which indicate the type and locations of the materials using the classifications in *IFC*, Chapter 50.
6. Location of fire department access doors.
7. Type and location of all fire suppression, fire detection systems and smoke exhaust systems.
8. Location of valves controlling the water supply of ceiling and in-rack sprinklers.
9. Size and location of all water supplies and/or water lines servicing the building or site.
10. Documentation and/or policies/procedures indicating compliance with housekeeping and maintenance requirements.
11. Location of MSDS sheets for all hazardous materials stored or used on-site. Indicate whether the information is available in hardcopy on-site, internet, or telephone.
12. Each submittal shall have a completed Kerrville Fire Marshal Permit Application.

13. A Texas Registered Professional Engineer's seal is required on all construction/specification plans.
14. Each application for a permit shall include a Hazardous Materials Management Plan (HMMP). The HMMP shall include a facility site plan designating the following:
 - a. Storage and use areas.
 - b. Maximum amount of each material stored or used in each area.
 - c. Range of container sizes.
 - d. Locations of emergency isolation and mitigation valves and devices.
 - e. Product conveying piping containing liquids or gases, other than utility-owned fuel gas lines and low-pressure fuel gas lines.
 - f. On and off positions of valves for valves that are of the self-indicating type.
 - g. Storage plan showing the intended storage arrangement, including the location and dimensions of aisles.
 - h. The location and type of emergency equipment.
 - i. The plans shall be legible and drawn approximately to scale. Separate distribution systems are allowed to be shown on separate pages.
15. An application for a permit shall include a Hazardous Materials Inventory Statement (HMIS), such as SARA Title III, Tier II Report, or other approved statement. The HMIS shall include the following information:
 - a. Manufacturer's name.
 - b. Chemical name, trade names, hazardous ingredients.
 - c. Hazard classification.
 - d. MSDS or equivalent.
 - e. United Nations (UN), North America (NA) or the Chemical Abstract Service (CAS) identification number.
 - f. Maximum quantity stored or used on-site at one time.
 - g. Storage conditions related to the storage type, temperature, and pressure.

Facility Storage Map

16. Site Plan. Provide a Site Plan showing the location of all building, structures, chemical loading areas, parking lots, internal roads/fire lanes, storm sewer inlets and adjacent property uses. A Utility Plan shall also be provided to indicate the location of all fire hydrants, the fire department connection (FDC) and the location of the fire sprinkler riser and/or fire pump.
17. Building Floor Plan. Provide a scaled and dimensions floor plan for each building where hazardous materials are stored and/or used. Mark each hazardous material storage/use location with a name, letter, or number code of your choice. Access to each storage area, the location of emergency equipment, secondary containment areas, purpose of other areas in the facility, and location of aboveground and underground tanks (sumps, pumps, vaults, etc.) shall also be indicated.
18. Chemical Breakdown Listing. Provide a detailed listing of each individual chemical, total quantity, individual container size, number of containers, container type and *NFPA 704* rating.

Emergency Contact

19. Two emergency contact persons shall be designated. Representatives shall be available on a 24 hour basis.
20. Contact information for a representative hazardous materials tracking company shall be provided, if applicable.

Additional Information

21. Plans that are approved and permitted by the City of Kerrville, Fire Marshal give authorization for construction. Final approvals are subject to field verification. Any approval issued by the Fire Marshal does not release the contractor or property owner from full compliance with applicable codes and ordinances relating to the construction project.
22. All installations must concur with the approved plans, permit and plan review letter. Any deviation from the approved plans requires that plans be resubmitted to the Fire Marshal for permit.

23. Installation or otherwise stocking of hazardous materials is prohibited without approved plans and permit.
24. All fire Marshal inspection forms and permits shall be kept in a permit packet on the job site until final inspection.

Inspection Requirements

25. Permit Posted: Permit is clearly posted near the entrance to the occupancy.
26. Permitted Quantity is not exceeded: The quantities permitted are not exceeded.
27. Controls in Place: Administrative and/or containment controls are in place. Proper storage requirements are provided for the quantity of materials stored. Non-compatible materials shall be properly segregated.
28. Placard: Required *NFPA 704* diamond placard posted.
29. Date of Issue: Permit is valid for one year from date of issue.