



# Urbana Fire Department

## Fire Prevention Permit

### APPLICATION



#### Business Information

Name: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_

#### Building Owner Information

Name: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email: \_\_\_\_\_

#### General Requirements of Fire Prevention Permits:

- 1) All Permit applications shall be submitted to:  
City of Urbana Finance Department 400 S. Vine St Urbana, IL 61801
- 2) Fire Prevention permits will not be issued without successful completion of a fire inspection within the last 12 months and permit fee is received.
- 3) Fire Prevention Permits shall be prominently displayed on the premises.
- 4) Fire Prevention Permits shall be renewed annually.
- 5) Fire Prevention Permits are subject to review upon any change in equipment, ownership, use, or occupancy.

**If your facility operates, uses, manufactures, stores, handles, or services any of the following items, you are required by City Code to obtain a Fire Prevention Permit to operate the business: Questions: Please call the Fire Marshal at (217) 384-2420**

#### **Fees Per Square Foot:**

0 – 50,000 .....	\$125.00
50,001 – 100,000.....	\$175.00
100,001 – 250,000.....	\$250.00
250,001 – 500,000.....	\$300.00
Greater than 500,000.....	\$375.00

#### **Fees for Hazmat Facilities:**

**\$300.00-\$850.00 as assessed by the Urbana Fire Department Hazardous Materials Officer.**

Late Fees: \$50.00 late penalty and additional \$25/month until paid

#### **Directions: Check all items that involve your business and list quantities if applicable:**

<input type="checkbox"/> <b>Aerosol Products</b> Level 2 or 3 in excess of 500 lbs _____ <input type="checkbox"/> <b>Amusement Buildings</b> <input type="checkbox"/> <b>Aviation Facilities</b> <input type="checkbox"/> <b>Carnivals and Fairs</b> <input type="checkbox"/> <b>Battery Systems</b> Installation of lead-acid battery systems having liquid capacity more than 50 gallons. <input type="checkbox"/> <b>Cellulose Nitrate Film</b> Group A Assembly Occupancies <input type="checkbox"/> <b>Combustible Dust Producing Operations</b> <input type="checkbox"/> <b>Combustible Fibers</b> Greater than 100 cubic feet _____ <input type="checkbox"/> <b>Compressed Gases</b> _____ <input type="checkbox"/> <b>Covered Malls</b> Retail Fixture, Displays, Concession Equipment, Highly Combustible goods, Liquid or gas fire equipment, open flame or flame producing equipment _____ <input type="checkbox"/> <b>Cryogenic Fluids</b> _____ <input type="checkbox"/> <b>Cutting and Welding</b> <input type="checkbox"/> <b>Dry Cleaning</b> <input type="checkbox"/> <b>Exhibits and Trade Shows</b> <input type="checkbox"/> <b>Explosives</b> _____ <input type="checkbox"/> <b>Flammable and Combustible Liquids</b> _____ <input type="checkbox"/> <b>Floor Finishing</b> Exceeding 350 sq ft using Class 1 or Class 2 liquids <input type="checkbox"/> <b>Fruit and Crop Ripening</b> <input type="checkbox"/> <b>Fumigation and Thermal Insecticidal Fogging</b> <input type="checkbox"/> <b>Hazardous Materials</b> _____ <input type="checkbox"/> <b>Hazardous Production Materials Facilities (HPM)</b> _____	<input type="checkbox"/> <b>High Piled Storage</b> Exceeding 500 sq ft <input type="checkbox"/> <b>Hot Work Operations</b> <input type="checkbox"/> <b>Industrial Ovens</b> <input type="checkbox"/> <b>Lumber Yards &amp; Woodworking Plants</b> Exceeding 100,000 board feet <input type="checkbox"/> <b>Liquid or Gas-Fueled Equipment in Assembly Occupancies</b> <input type="checkbox"/> <b>LP-Gas</b> <input type="checkbox"/> <b>Misc. Combustible Storage</b> Exceeds 2,500 cubic feet of misc. combustible materials <input type="checkbox"/> <b>Open Burning</b> <input type="checkbox"/> <b>Open Flames or Torches</b> <input type="checkbox"/> <b>Organic Coatings</b> Use more than 1 gallon in a day _____ <input type="checkbox"/> <b>Places of Assembly (Occupancy Load &gt; 49 persons)</b> <input type="checkbox"/> <b>Pyrotechnic Special Effects Materials</b> <input type="checkbox"/> <b>Pyroxylin Plastics</b> More than 25 pounds _____ <input type="checkbox"/> <b>Refrigeration Equipment</b> <input type="checkbox"/> <b>Repair Garages or Motor Fuel Dispensing Facilities</b> <input type="checkbox"/> <b>Rooftop Heliports</b> <input type="checkbox"/> <b>Spraying or Dipping Operations</b> <input type="checkbox"/> <b>Storage of Scrap Tire and Tire-byproducts</b> Exceeds 2,500 cubic feet of scrap tires and/or indoor storage of tire-byproducts <input type="checkbox"/> <b>Tents, Canopies or Temporary Membrane Structures</b> Exceeds 200 square feet for tents and 400 square feet for canopies <input type="checkbox"/> <b>Tire Rebuilding Operations</b> <input type="checkbox"/> <b>Waste Handling</b> <input type="checkbox"/> <b>Wood Products exceeding 200 cubic feet</b> _____
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Facility Square Footage: \_\_\_\_\_

Fee Assessed: \$ \_\_\_\_\_

Applicant Signature/Title \_\_\_\_\_

Date: \_\_\_\_\_

<p><b>OFFICIAL USE ONLY: Fire Department</b></p> <p>Date Application Received: _____ Received By: _____</p> <p>Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No Fee Assessed: \$ _____</p> <p>Approved By Signature: _____</p>	<p><b>OFFICIAL USE ONLY: Finance Department</b></p> <p>Received by: _____</p> <p>Amount Received: \$ _____</p> <p>Business Number: _____ License Number: _____</p>
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