

	<b>City of Casa Grande</b> <b>Development Center Policies &amp; Procedures</b>	<b>Effective Date:</b> <b>July 1, 2016</b>
	<b>Propane Tanks, Refill Stations and Tank Exchange Cages Plan Submittal Requirements</b>	<b>Title:</b> <b>July 1, 2016</b>
		<b>Department of Primary Responsibility:</b> <b>Building Safety</b>
		<b>Policy Number:</b> <b>B - PR - 005 – 2016</b>

The requirements in this document are a guide and are NOT all-inclusive, as your design will dictate the plan details required to show codes compliance of your installation. The City does a plan review to check for code compliance before issuing a building permit. During the planning stages of a project, we sometimes have several meetings with owners and the design team to discuss code issues and answer questions. After the design is finalized the City does a plan review that, to the best of our ability, identifies code issues to be corrected before the permit is issued and construction starts on the structure.

All plans submitted for review shall have digital copies attached. Minor permits may have this requirement waved by the Building Official.

Resubmissions of revised drawings per City comments shall be one complete submission. The applicant may either submit new complete sets of drawings or the corrected pages. IF submitting only the corrected pages applicant must remove and replace these pages in City offices. The city WILL NOT replace pages in ANY plan set. A complete digital copy of the final City Reviewed Plans is to be submitted before the permit is picked up.

### ***Design Professional Required.***

The City requires that all building plans and their structural, mechanical, electrical, plumbing, fuel gas, or fire protection systems be prepared by a design professional. The design professional shall be registered under ARS Title 32 and shall affix his official seal and signature to said drawings and specifications for all occupancies.

Detached single-family dwellings are not required to have sealed drawings. However all engineered systems and/or structural components shall be sealed by the design engineer with calculations provided as required.

Arizona Law does have exceptions to licensing requirements. See ARS 32-144

### ***Propane Tank Installation Plan Requirements***

- 1) **Permit Application that is completely filled out, including:**
  - A) Project address and business name
  - B) Contractor's name, address, phone number, e-mail, and fax
  - C) Owner's name, address, phone number, e-mail, and fax
  - D) Specify a contact person: name, address, phone number, e-mail, and fax number
  - E) The estimated construction value of the project
- 2) **Site Plan:**
  - A) Site street address, subdivision/business name, parcel number
  - B) Property lines, setbacks, easements, buffers, and any sanitary sewer or storm sewer pipes, drainage structures, or other facilities on the site
  - C) Locate all existing and proposed buildings, or structures to include dimensioned footprints
  - D) Locate all equipment and utility connection locations specific to the tank installation
  - E) Locate and identify any existing or proposed walks, steps, elevated decks, and paved areas
  - F) Locate Construction Safety Barriers and Permanent Fencing/Walls/Bollards. Provide complete details of the fencing/wall/bollards to include footings, materials, reinforcing, etc.
  - G) Location, height, and type of any site retaining walls, ancillary buildings, or other structures
  - H) Locations, sizes, and descriptions of all doors and windows opening into the tank area
  - I) Show all driveways, parking, walkways, sidewalks, etc. at the tank location
  - J) Show all curbs, wheel stops, bollards, or other physical protection for the installation

3) **Propane Container Plans;**

A) **Tanks: 2 sets that include:**

- i) Complete Foundation Plan showing footings, slab thickness, reinforcing, anchor bolts, etc.
- ii) An overhead plan view showing the size and shape of the tank, supply piping, regulators, and other tank related features to be installed
- iii) A section plan view showing the tank, foundation, and any other information required to show the complete installation
- iv) Provide details of the required placards and their locations
- v) Provide construction details necessary to show a fully designed installation in compliance with the International Fuel Gas Code and Fire Codes.
- vi) List all equipment utilizing propane, include pipe type, size, total developed lengths, demand factors, etc. for a fully designed code compliant system.
- vii) Include any notes or statements on the plan that clarifies all work to be done

B) **Propane Fill Stations: 2 sets that include**

- i) Complete electrical drawings. Show power source, circuit breakers, switches, conduit, conduit seals, wire sizing, etc. for a fully designed code compliant installation
- ii) Provide details of the pump, hose, cabinet, etc. showing a completely designed code compliant installation
- iii) Provide details of the required placards and their locations
- iv) Include any notes or statements on the plan that clarifies all work to be done

C) **Propane Exchange Tank Cages: 2 sets that include c**

- i) Cage design showing the number and size of bottles stored in the cage
- ii) Provide details of the required placards and their locations
- iii) Provide slab & anchoring requirements, locks, etc. for a fully designed code compliant installation
- iv) Include any notes or statements on the plan that clarifies all work to be done