

DEPARTMENT OF LICENSES AND INSPECTIONS

REGULATIONS CONCERNING THE LICENSING OF THE DISPENSING OF LIQUID FUELS INTO THE FUEL TANKS OF VEHICLES AT CERTAIN ESTABLISHMENTS AND ENGAGING IN ON-DEMAND MOBILE FUELING OPERATIONS UNDER SECTION 4-F-105.6 OF THE PHILADELPHIA CODE

The following regulations are hereby adopted under Section 4-F-105.6 of The Philadelphia Code.

TITLE 4. PHILADELPHIA BUILDING CONSTRUCTION AND OCCUPANCY CODE

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SUBCODE F PHILADELPHIA FIRE CODE

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§ 105. PERMITS AND LICENSES

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Current Code Language:

F-105.6.1 Required hazardous materials handling licenses. The Department of Licenses and Inspections is authorized to issue hazardous materials licenses for the manufacture or storage of the types and quantities of materials set forth in Sections [F-105.6.1.1](#) through [F-105.6.1.10](#). Such materials may also be subject to additional fees as established by Section [F-5001.7](#).

F-105.6.1.7 Flammable and combustible liquids. A hazardous materials license is required.

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9. To engage in the dispensing of liquid fuels into the fuel tanks of motor vehicles at commercial, industrial, governmental, or manufacturing establishments in accordance with Section 5706.5.4 or to engage in on- demand mobile fueling operations in accordance with Section 5707.

Regulation:

F-105.6.1 (R) An operator engaging in the dispensing of liquid fuels into fuel tanks of fleet motor vehicles at commercial, industrial, governmental, or manufacturing establishments shall obtain an annual Hazardous Materials- Fleet Vehicle Mobile Fueling license for each location at which fuel is dispensed.

Section 1: Fleet Vehicle Mobile Fueling License Application Requirements

Applications for a Fleet Vehicle Mobile Fueling License Application shall be made on forms to be supplied by the Department and include the following information:

- (a) The name and contact information of the operator.
- (b) The name, contact information, and authorization of the property owner.
- (c) Operator’s commercial activity license number.
- (d) A Certificate of Insurance satisfying the minimum insurance requirements set forth in Section 2.
- (e) A site plan documenting existing property conditions and demonstrating compliance with the location limitations and conditions set forth in Section 5706 of the Philadelphia Fire Code.
- (f) Affirmation that tank vehicles and vehicle operation is compliant with the requirements set forth in 5706 Philadelphia Fire Code.
- (g) A Safety & Emergency Response Plan establishing policies and procedures for fire safety, spill prevention and control, and personnel training and that must include:
 - 1. Procedures for bonding and grounding the tank vehicle.
 - 2. Proper use of portable extinguishers.
 - 3. Procedures for recognizing and eliminating sources of ignition.
 - 4. Procedures for recognizing and understanding contingency plans for handling a spill or leak.
 - 5. Emergency 911 protocols in response to spills and leaks.
- (h) A non-refundable application fee of twenty dollars (\$20). If the application is approved, the application fee shall be applied towards the license fee required under § 4-A-904 of the Code.

Section 2: Insurance

The operator shall possess minimum levels of insurance, established in consultation with the Risk Manager:

Pollution Liability \$1,000,000
Automobile Liability \$1,000,000
General Liability \$1,000,000

Section 3: Amendments

Any changes to license information required under Section 1 must be submitted to the Department within 10 days of change.