



CITY OF MADISON FIRE DEPARTMENT

Fire Prevention Division

325 W. Johnson St., Madison, WI 53703-2295

Phone: 608-266-4484 ♦ FAX: 608-267-1153

HAZARDOUS MATERIALS LICENSE APPLICATION

Applicant Information

Name: _____
Business: _____
Address: _____
City/State/Zip: _____
Telephone: _____

Owners' Information

Name: _____
Business: _____
Address : _____
City/State/Zip: _____
Telephone: _____

General Requirements of Fire Department Licenses:

- 1) All license applications shall be submitted 30 days prior to commencing the prescribed activities.
- 2) A separate application, fee, and license shall be required for each hazard listed.
- 3) Application can be made at the Madison Fire Department 325 W. Johnson St. Madison, WI 53703.
- 4) License fees are \$100.00 per license except:
 - Pyrotechnic Special-Effect Materials or Public Display of Fireworks license fee is \$250.00.
- 5) License fees are payable to the **City of Madison**.
- 6) A license is not transferable, and any change in equipment, ownership, use or occupancy of premises shall require a new license.
- 7) An inspection may be required before the issuance of a license.
- 8) Applications shall be acted upon within fifteen (15) business days.
- 9) Licenses shall at all times be prominently displayed on the premises.
- 10) Licenses shall be valid for no more than 1 year. The term of each annual license shall be from July 1 to June 30 of the next succeeding year.
- 11) Complete the instructions on the reverse side of this form.

By completing and signing this license application you acknowledge and agree to comply with Madison General Ordinance Chapter 34, Wisconsin Administrative Codes and the International Fire Code.

Applicant Signature: _____ Date: _____

Title or position _____

(THIS PORTION TO BE COMPLETED BY THE MADISON FIRE DEPARTMENT)

The above applicant has been granted permission to maintain, store or handle materials, or to conduct processes as prescribed in this application. Permission is contingent upon compliance with all applicable codes and standards.

Fire Department Signature

Date

Title

HAZARDOUS MATERIALS LICENSE APPLICATION
MGO 34.04

Application Instructions

1. Any quantity of hazardous materials on-site requires a Hazardous Materials Worksheet be completed.
2. The Hazardous Materials License Application shall also serve as the application for Storage of Flammable and Combustible Liquids.
3. Hazardous Materials Management Plan (HMMP) is required for each applicant. 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.

The plans shall be legible and drawn to scale. Separate distribution systems are allowed to be shown on separate pages
4. Each application 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

For additional conditions see MGO 34.04.