

# Hazardous Materials License Application



## Submit Application to:

Madison Fire Department  
314 W. Dayton St.  
Madison, WI 53703-2579

Make checks payable to: City of Madison Treasurer.  
**License fee is \$125.00 and is non-refundable.**

For questions, or to contact a Fire Code Enforcement Officer, call (608) 266-4420 for assistance.

**Complete sections A - D It is mandatory that all applicable information be completed.  
Inaccurate information may result in suspension or revocation of license.**

### SECTION A: Establishment Address

Street Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Municipality (Village/Town/City): \_\_\_\_\_

### SECTION B: Applicant/Contact Information

Trade name (Doing Business As): \_\_\_\_\_

Local Contact Person: \_\_\_\_\_

Local Contact Phone: \_\_\_\_\_ Local Contact E-mail: \_\_\_\_\_

### SECTION C: License Holder Information

Organization Legal Name/Sole Proprietor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Organization Contact Person: \_\_\_\_\_

Organization Contact Phone: \_\_\_\_\_ Organization Contact E-mail: \_\_\_\_\_

### SECTION D: Attestation and Signature

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

The statements made in this application are true to the best of my knowledge.

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

- A Hazardous Materials License shall be obtained to store, transport on site, dispense, use or handle hazardous materials in excess of the amounts listed in IFC Table 105.6.20. Complete a Hazardous Materials Worksheet to determine if a Hazardous Materials License is required.
- Please remit license fee of \$125.00 per license payable to the City of Madison Treasurer.
- All license applications shall be submitted **thirty (30) days** prior to commencing the prescribed activities.
- A license is not transferable, and any changes in equipment, ownership, use or occupancy of premises shall require a new license.
- An inspection may be required before the issuance of a license.
- 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.
- Licenses at all times shall be prominently displayed on the premises.

### **Application Instructions**

- **Any** quantity of hazardous materials on-site requires a Hazardous Materials Worksheet be completed.
- The Hazardous Materials License Application shall also serve as the application for Storage of Flammable and Combustible Liquids.
- Hazardous Materials Management Plan (HMMP) is **required** for each applicant. The HMMP shall include a facility site plan designating the following:
  - ◇ Storage and use areas.
  - ◇ Maximum amount of each material stored or used in each area.
  - ◇ Range of container sizes.
  - ◇ Locations of emergency isolation and mitigation valves and devices.
  - ◇ Product conveying piping containing liquids of gases, other than utility-owned fuel gas lines and low-pressure fuel gas lines.
  - ◇ On and off positions of valves for valves that are of the self-indicating type.
  - ◇ Storage plan showing the intended storage arrangement, including the location and dimensions of aisles.
  - ◇ 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
- Each application shall include a Hazardous Materials Inventory Statement (HMIS), such as SARA Tile III, Tier II Report, or other approved statement. The HMIS shall include the following information:
  - ◇ Manufacturer's name.
  - ◇ Chemical name, trade names, hazardous ingredients.
  - ◇ Hazard classification.
  - ◇ MSDS or equivalent.
  - ◇ United Nations (UN), North America (NA) or the Chemical Abstract Service (CAS) identification number.
  - ◇ Maximum quantity stored or used on-site at one time.
  - ◇ Storage conditions related to the storage type, temperature and pressure

**For additional conditions see MGO 34.105 and International Fire Code.**