

**COLORADO SPRINGS FIRE DEPARTMENT**

**Division of the Fire Marshal**

**Administrative Ruling/Interpretation 2009-1**

**Subject:** Facility Closure Requirements and Fee Schedule for Annual Hazardous Materials Operational Permits

**Effective:** May 18, 2009

**Code Reference:** 2003 International Fire Code, Section 2701.6 Facility Closure

**Description of Problem:**

Occupancies that maintain hazardous materials may go out of business, move locations or eliminate their hazardous substances. In doing so, instances have occurred where the fire department was not notified which has resulted in out of date records, poor information for responding crews, and insufficient hazardous materials management. As a result, a process has been developed for managing the closeout of hazardous materials stock or facilities.

**Decision:** The following policy revisions have been established for the purpose of regulating the subject above.

1. Temporarily Modified or Out of Service Facility
  - A. The annual Hazardous Materials Operational Permit must be maintained.
  - B. The CSFD Division of the Fire Marshal shall be notified that the facility will be temporarily out of service on the Annual Hazardous Materials Operational Permit Closure Notification Form within 30 days (see CSFD web site).
  - C. The annual inspection(s) shall be completed.
  - D. The annual permit fee will be assessed.
  - E. The hazardous material inventory and permit report shall be maintained on the HaMISh web site.
  
2. Permanently Modified, Out Of Service or Closed Facility
  - A. The CSFD shall be notified in writing of the closure at least 30 days prior to the closure and submit a Closure Plan.
  - B. Closure notification shall be submitted on the Annual Hazardous Materials Operational Permit Closure Notification Form located on the CSFD HaMISh web site. Submittals are accepted via the HaMISh website, postal mail or hand delivery.
  - C. The facility shall contact the CSFD Division of the Fire Marshal to schedule a Permit Closure Inspection.
  - D. The Permit Closure Inspection shall be scheduled following the proper removal, transport, disposal, decommissioning, and/or disabling of all hazardous materials and associated equipment in accordance with local, state, and federal laws and regulations.
  - E. The facility shall provide copies of all documentation and demonstrate disposition of all materials and equipment to the fire official prior to or at the time of Closure Inspection.
  - F. The annual Hazardous Materials Operational Permit fees shall be paid for the current year.

Exception:

2. F.1. No annual permit fee shall be invoiced if the facility provides a minimum 30-day written notification prior to its annual permit renewal date and the facility is required to close and complete a Closure Inspection within 30 days following the annual renewal date.

2. F.2. No annual permit fee shall be invoiced when a facility is within 30 days (prior or post) to its annual permit renewal date and it provides a written closure notification the day of the 1<sup>st</sup> annual inspection date. The facility is also required to close and complete a Closure Inspection within 30 days following the annual renewal or inspection date.

3. Reinspection Fee

A. A reinspection fee may be assessed when more than one inspection is required to complete the Closure Inspection. Reinspection fees are based on the current CSFD fee schedule.

4. Forms and Documents

A. Closure Notification Form, guidance document and fee schedule may be found on the following CSFD websites:

<http://csfd.springsgov.com/hamish/>

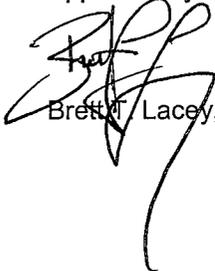
<http://www.springsgov.com/Page.aspx?NavID=1094>

[http://www.springsgov.com/units/fire/Fee\\_Schedule.pdf](http://www.springsgov.com/units/fire/Fee_Schedule.pdf)

The Division of the Fire Marshal reserves the right to modify or delete any portion of this policy as necessary to eliminate the need for further maintenance and any threat to public health and safety.

All mandated changes will be provided in writing so as to inform all affected parties and individuals.

Approved by:



Brett Lacey, Fire Marshal

**Colorado Springs Fire Department**  
**Office of the Fire Marshal**  
**Administrative Rulings/Interpretations Index**  
(Revised September 4, 2007)

Rulings through 1997 were incorporated into the International Fire Code (2003 edition adopted by City Council on September 27, 2005). The shaded rulings are inactive.

<u>Ruling Number</u>	<u>Code or Standard/Edition</u>	<u>Subject</u>
2009-1	2003 International Fire Code Section 2701.6 Facility Closure	Facility Closure Requirements and Fee Schedule for Annual Hazardous Materials Operational Permits
2008-2	2003 International Fire Code Section 903.7	Revisions to the 20_head Sprinkler Letter Program
2008-1	2003 International Fire Code Section 1410 as amended	Fire Department Access on Construction Sites
2007-7	2003 International Fire Code Section 907.1	Alarm Notification Devices in Elementary Classroom Restrooms
2007-6	2007 NFPA 72 Sections 10.4.1.2 and 2003 International Fire Code Section 105.7.1	Fire Alarm Control Equipment Replacement
2007-5	2003 International Fire Code Section 404.3.1 #1	Sequence of Operations for Modular School Buildings
2007-4	2007 NFPA 13 Section 5.3.2	Fire Sprinkler Design for Shell Buildings
2007-3	2003 International Fire Code Section 903.2.7 as amended	Fire Sprinklers in Multi-Family Residences
2007-2	2003 International Fire Code Section 105.1.6 as amended	Work at Risk Criteria for Fire Sprinklers
2007-1	2003 International Fire Code Sections 3006.2.1 and 3006.2.2	Single sprinkler head for cooling in compressed gas storage rooms
2006-2	2003 International Fire Code Section 508.5.2	Fire Hydrant and Water Supply Impairment Notification
2006-1	n/a	Juvenile Firesetter Intervention Program
2005-1	2003 International Fire Code Section 105.7.3	Relocations and Additions to Fire Alarm Systems in Existing Facilities
97-2	Fire Prevention Procedures	State of Colorado Division of Fire Safety Plan Registration Form
97-1	NFPA Standards 13, 13-R, and 13-D	Formal Implementation Dates for Newly-Published NFPA 13 Standards
96-3	NFPA Standard 13R	Zoning of NFPA 13R Automatic Sprinkler Systems
93-8	Uniform Fire Code 1991 Sections 1.102, 2.301(b) and 12.106c	Locking Devices
93-5	City Ordinance 93-47	Determination of Hillside Overlay Boundaries by Address
91-3	Uniform Fire Code 1988 Section 10.305(d)	Safety Factor Reduction for Fire Sprinkler System Hydraulic Calculations