



Fleet Vehicle Mobile Fueling Operation Information

Complete and submit this form for a **NEW** Fleet Vehicle Mobile Fueling License and for a **License Amendment Application** for the dispensing of Class II and III motor vehicle fuels.

PART A

Service Provider and Owner Information

Enter contact information for the mobile fueling company and the property owner.

Enter the Service Providers Commercial Activity License number.

The signature of owner/owner's representative is required for authorizing this application.

A

(A) Service Provider's Name: _____
 Address: _____
 Email: _____ Phone Number: _____
 CAL Number: _____

(B) Property Owner's Name: _____
 Address: _____
 Email: _____ Phone Number: _____
 Owner/Owner's Representatives Name (if different): _____
 Owner/Owner's Representatives Signature: _____

PART B

Site Details

Enter site location and name of all businesses serviced by the mobile fueling operations.

B

Mobile Fueling Site Address _____
 Name of Business(es) Being Serviced (use additional sheets if needed): _____

PART C

Operational Detail

- (A) Verify the Mobile Fueling Areas locations are compliant.
- (B) Verify the Mobile Fueling Vehicle Equipment are compliant.
- (C) Verify the submission requirements are provided with this application.

Regarding the "Safety & Emergency Response Plan", the minimum documentation requirements are as follows:

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

C

Please confirm compliance with the following:

(A) **Mobile Fueling Area Location**

- The proposed Mobile Fueling Areas are NOT located in the public street..... Yes
- The proposed Mobile Fueling Areas are NOT located in a public way..... Yes
- The proposed Mobile Fueling Areas are NOT located inside a building. Yes
- The proposed Mobile Fueling Areas are NOT located in a roof level of a parking structure..... Yes
- The proposed Mobile Fueling Areas are located a minimum of 15 ft from buildings..... Yes
- The p roposed Mobile Fueling Areas are located a minimum of 15 ft from property lines..... Yes
- The proposed Mobile Fueling Areas are located a minimum of 15 ft from combustibile storage..... Yes
- The proposed Mobile Fueling Areas are located a minimum of 25 ft from smoking, open flames, and other ignition sources..... Yes
- The proposed Mobile Fueling Areas are located a minimum of 15 ft from storm drains & wetland/waterways or approved storm drain covers, or an equivalent method used to prevent fuel from reaching drains and wetlands / waterway areas are provided..... Yes

Note: Where placement of a storm drain cover will cause the accumulation of excessive water or difficulty in conducting the fueling, such cover shall not be used and the fueling shall not take place within 15 feet (4572 mm) of a drain.

(B) **Mobile Fueling Vehicle Equipment**

- The Mobile Fueling Vehicle Dispensing hose (when used) is limited to 100 ft in length Yes
- The Fuel Limit Switch is installed to limit the maximum fuel volume to 500 gallons (1893 L) before resetting..... Yes
- An approved fire extinguisher is provided on the mobile fueling vehicle with signage identifying its location (Min Rating 40-B-C) Yes
- An approved Spill Kit is provided on the mobile fueling vehicle; Minimum 5 gallons (19 L) Yes

Note: Spill Kit shall include absorbent materials, non-water-absorbent pads, a 10-foot-long (3048 mm) containment boom, an approved container with lid and a nonmetallic shovel.

(C) **Submission Requirements**

- A Safety & Emergency Response Plan is provided with this application..... Yes
- A scaled site plan is provided with this application indicating the following: all buildings, structures, and appurtenances on site and their use or function; all uses adjacent to the lot lines of the site; the locations of all storm drain openings and mobile fueling areas, adjacent waterways or wetlands; information regarding slope, natural drainage, curbing, impounding and how a spill will be retained upon the site property; and measurements demonstrating compliance with the minimum requirements outlined in Section (A) above..... Yes

Note: Provisions shall be made to prevent liquids spilled during dispensing operations from flowing into buildings or off-site. Acceptable methods include, but shall not be limited to, grading driveways, raising doorsills or other approved means.



PART D
Limits and Conditions

D

- The Department retains the right to revoke, suspend, or terminate any permit where the listed requirements are not adhered to or where any unforeseen hazards may arise
- Mobile fuel dispensing must comply with the requirements of the Philadelphia Fire Code, Chapters 50 & 57, and NFPA 385.
- Dispensing of Class II or III motor vehicle fuel from tank vehicles into the fuel tanks of motor vehicles located at commercial, industrial, governmental, or manufacturing establishments is allowed where permitted, provided such dispensing operations are conducted in accordance with the Philadelphia Fire Code, Section 5706.5.4.5.
- Mobile fueling operations shall occur only at sites that have been issued a permit to conduct mobile fueling.
- Mobile fueling operations shall be conducted in areas not accessible to the public or shall be limited to times when the public is not present.
- Tank vehicle shall comply with the requirements of NFPA 385 and local, state, and federal requirements. The tank vehicle's specific functions shall include that of supplying fuel to motor vehicle fuel tanks. The vehicle and all its equipment shall be maintained in good repair.
- Mobile Fueling Vehicles to be operated only by designated personnel trained on proper fueling procedures and the safety and emergency response plan. (Training records of operators to be maintained)
- Motor vehicle fuel tanks shall not be topped off.
- Mobile Fueling Vehicles shall be constantly attended during fueling operations with brakes set and warning lights in operation.
- Nighttime fueling operations shall only take place in adequately lighted areas.
- Tank vehicles shall not be left unattended at any time on residential streets or within 500 ft of a residential area, apartment or hotel complex, educational facility, hospital or care facility.
- Tank vehicles shall not be left unattended on a public street, highway, public avenue, or public alley.
- Tank vehicles shall not be parked or garaged in buildings other than those specifically approved for such use by the fire code official.
- Mobile Vehicles shall not obstruct emergency vehicle access roads.
- Signs prohibiting smoking or open flames within 25 feet of the vehicle or point of fueling shall be prominently posted on three (3) side of the mobile fueling vehicle, including the back and both sides.
- Engines of all vehicles being fueled shall be shut off during fueling.
- Dispensing nozzles and hoses shall be of an approved and listed type.
- Dispensing hose (where equipped) shall be positioned in a manner to preclude traffic from driving over the dispensing hose.
- Dispensing hose shall be properly placed on an approved reel or in an approved compartment prior to moving the mobile fueling vehicle.
- Operator to place a drip pan or absorbent pillow under the nozzle and each fuel fill opening prior to and during dispensing operations.
 - The pan or absorbent pillow shall have a capacity of not less than 3 gallons (11.36 L). Spills retained in the drip pan or absorbent pillow need not be reported.
 - Operators, when fueling, shall have on their person an absorbent pad capable of capturing diesel fuel overfills.
 - Except during fueling, the nozzle shall face upward and an absorbent pad shall be kept under the nozzle to catch drips.
 - Contaminated absorbent pads or pillows shall be disposed of regularly in accordance with local, state and federal requirements.
- Spills shall be reported in accordance with Section F-5003.3.1.
 - Records of all spills shall be maintained by the Service Provider.
 - The Service Provider shall institute and complete all actions necessary to remedy the effects of any unauthorized fuel discharge, whether sudden or gradual, without cost to the jurisdiction.
 - Where deemed necessary by the fire code official, cleanup can be initiated by the fire department or by an authorized individual or firm. Costs associated with such cleanup shall be borne by the owner, operator, or other person responsible for the unauthorized discharge.
 - An approved safety and emergency response plan shall be maintained and updated by the owner of the mobile fueling operation.

Declaration & Signature

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein I am subject to the possible revocation of any licenses as a result of my false application, and such other penalties as may be prescribed by law or ordinance.

Applicant Name: _____

Applicant Signature: _____

Date: ____ / ____ / ____