



Fire Prevention Office
Allentown Fire Department
Office 610.437.7758
Fax 610.437.8781

**GARAGE/SERVICE STATION
APPLICATION FOR BI-ANNUAL PERMIT AS REQUIRED BY THE FIRE PREVENTION CODE**

Application is hereby made for a permit and/or certification to conduct, perform, engage in, or occupy any of the operations, processes, activities, or structures as provided for in Section 105 of the City of Allentown Fire Prevention Code. By this application, it is agreed that the occupancy will comply with all applicable ordinances and regulations. It is further agreed that said occupancy shall be open to inspection by the Allentown Fire Department.

INSTRUCTIONS: Make check or money order payable to the City of Allentown. **DO NOT SEND CASH.** Send the permit/inspection fee along with the completed application to **Allentown Fire Prevention, 435 Hamilton Street, Room 425, Allentown PA 18101.**
PERMITS ARE NOT TRANSFERABLE. *** Permit and inspection fees not paid within thirty (30) days shall be subject to an added ten (10) percent late charge, to cover the added costs of collection.***

ASSOCIATED PERMIT TYPE AND PERMIT FEES ATTACHED.

COMPLETE ALL APPLICABLE INFORMATION

Facility Name	
Name of Person Responsible	
Address	
City, State, Zip Code	
Business Phone Number	
Emergency Phone Number	
Business Email Address	
Name of Property Owner	
Phone Number of Property Owner	

Permit Period	Permit Fee
2 Years	\$75.00

Please review and complete the checklist on the back of this page and return it with this completed application and payment.

**ALLENTOWN FIRE DEPARTMENT
INSPECTION CHECKLIST
GARAGES / SERVICES STATIONS**

The International Fire Code (IFC) 2018 Edition has been adopted by the City of Allentown. Fire codes listed are not a comprehensive list and do not encompass all applicable codes. The noted code sections are commonly encountered and generally applicable for this inspection type.

In an effort to streamline the inspection process for your facility and the inspecting Fire Marshal we have included some guidelines specific to your business to help you prepare before the inspection to ensure you receive a passing inspection and **avoid multiple visits for any violations**. Please use the checklist below before returning the application and payment.

	Furnace/heaters suitable for garage. Heat source must be located at least 18 inches above floor. Heating unit must be protected from impact.
	Heating System Serviced per guidelines. Gas-2 Yr., Oil 1 Yr. Maximum Intervals
	All combustible storage away from furnace and not within 3 feet of heating units.
	IFC 604. Occupancy free from obvious electrical/extension cord hazards.
	Storage tanks and containers that hold flammable or combustible liquids must be approved by the Fire Prevention Office.
	No draining of gasoline tanks indoors unless the space is specially designed for that purpose.
	IFC 2311.2.2- Waste oil and waste coolants properly stored in approved containers.
	Minimum of 2A 40BC fire extinguisher to be available within 30 feet of all hazard areas including vehicle service bays and flammable and combustible liquid storage areas.
	IFC 2311.2.1- Parts cleaning must be done in an approved device or appliance.
	IFC 2311.2.3.2- Self-closing metal cans must be installed and used for oily rags and waste.
	IFC 2311.3.2- No smoking except in approved designated areas.
	IFC 2311.8.4.3- Emergency exits unblocked and available for emergency use.
	IFC 2305.5 & 2311.8.7- Fire extinguishers not more than 75 feet from pumps, dispensers, or storage tanks.
	IFC 2307.6.4- Vehicle impact protection installed within 10 feet of vehicle traffic, LP gas storage, pumps, and dispensers.
	IFC 505.1. Address visible from the street.

Return with yearly permit payment to the Fire Prevention Office