



LIQUEFIED PETROLEUM GAS COMMISSION
 DEPARTMENT OF PUBLIC SAFETY AND CORRECTION
 Public Safety Services

JOHN BEL EDWARDS
 Governor

ARIESHA J. DENTS
 Executive Director

APPLICATION FOR LIQUEFIED PETROLEUM GAS PERMIT

TYPE OR PRINT LEGIBLY

The Petition of: _____
 (Name of Business)

Physical Address (No P.O. Box for Physical Address)

Street _____

City _____ State _____ Zip _____ Parish _____

Mailing Address (If different from Physical Address/where ALL correspondence is to be sent)

Street _____

City _____ State _____ Zip _____ Parish _____

Telephone No.: (_____) _____

My Supplier/Reseller will be: _____
 (Name and Address of Supplier/Reseller)

(NOTE: This is applicable to Classes I, VI, VI-X and VIII only.)

“Do you have Internet Access?” Yes _____ No _____

“Official Contact Person’s Name” _____

“Official Contact Person’s E-Mail Address” _____

“Official Contact Person’s Telephone Number” _____

“Official Contact Person’s Fax Number” _____

“If provided would you like to receive monthly AD letters via e-mail or fax?” Yes _____ No _____

FOR OFFICIAL USE ONLY

Date Received _____

Date approved: _____

Correct permit & filing fees? Y N

Sketch finalized: _____

Insurance: _____ Expires _____

Have tests been given and cards issued? Y N

Earliest to be on Docket: Date _____

Trucks registered/inspected: Date _____

Notice to Appear sent: Date _____

Date Mailed: _____

That the PETITIONER applies to and desires to secure from the Liquefied Petroleum Gas Commission, a permit, which grants the authority to:

(Please CIRCLE class you are applying for)

- Class I** Holders of these permits may enter any phase of the liquefied petroleum gas business.
- Class I-E** Holders of these permits may enter any phase of the liquefied petroleum gas business. These permits shall only be granted during an emergency and/or disaster. These permits are valid for 90 days from the date of issuance. Permits may be renewed prior to the expiration date of the permit during the course of the emergency and/or disaster that it was initially applied for.
- Class II** Holders of these permits may install and service liquefied petroleum gas containers, piping and appliances, but shall not deliver gas. This Class will also apply to the installation and service of liquefied petroleum gas containers, piping and appliances on mobile homes, motor homes, travel trailers or any other recreational vehicles.
- Class III** Holders of these permits may purchase liquefied petroleum gas only from liquefied petroleum gas dealers who hold a valid liquefied petroleum gas permit and resell the aforementioned purchased liquefied petroleum gas product to end users utilizing floor maintenance machines or industrial trucks (forklifts) on their premises. Holders of these permits shall not deliver gas or engage in repairing liquefied petroleum gas containers or systems.
- Class IV** Holders of these permits may deliver and transport liquefied petroleum gas over the highways of the state; may sell liquefied petroleum gases only to manufacturers of liquefied petroleum gases, or manufacturers of products which liquefied petroleum gases form a component part, or to dealers who hold a permit with this commission; utilize aboveground steel storage and/or approved salt domes, shale and other underground caverns for storage of liquefied petroleum gas; do general maintenance work on their own equipment using qualified personnel; but may not sell or install systems and appliances.
- Class V** Holders of these permits may install equipment, including containers, and service liquefied petroleum gas equipment used on internal combustion engines. They may not deliver liquefied petroleum gas.
- Class VI** Holders of these permits may engage in the filling of approved cylinders and motor fuel tanks with liquefied petroleum gas on their premises, but shall not deliver gas.
- Class VI-X** Holders of these permits may engage in the exchange of approved liquefied petroleum gas cylinders on their premises, but shall not fill cylinders. They shall not deliver gas.
- Class VII** Holders of these permits may transport liquefied petroleum gas by motor vehicle over the highways of the state of Louisiana, but shall not sell product in the state.
- Class VIII** Holders of these permits may store, transport and sell liquefied petroleum gas used solely in the cutting and metal working industry, sell and install piping and containers for those gases and engage in the filling of approved ASME tanks, ICC or DOT containers used in the metal working industry.
- Class IX** Holders of these permits may inspect, recertify, and recondition DOT and ICC cylinders. They shall not sell or deliver liquefied petroleum gas or anhydrous ammonia.

LIQUEFIED PETROLEUM GAS COMMISSION, P.O. BOX 66209, BATON ROUGE, LA 70896
PHONE (225) 925-4895 * FAX (225) 925-4898 * WWW.DPS.LOUISIANA.GOV/LPG

Petitioner agrees:

- A. That he has or will have the necessary experience and competency in the liquefied petroleum gas business in the phase or phases for which the permit he has applied for covers or has or will have employed a person with the necessary experience and competency. The Commission reserves the right to demand that such knowledge and competency be proved by a written examination.
- B. That he will secure and install the equipment necessary for the proper operations in the particular phase or phases of the industry for which he is applying for a permit to operate, and that said equipment will comply with the Rules and Regulations of the Liquefied Petroleum Gas Commission, NFPA-54, NFPA-58 and Code of Federal Regulations – 49 (CFR -49).
- C. That he will carry all forms of insurance or post financial security as required in the Rules and Regulations of the Liquefied Petroleum Gas Commission and submit proof of the same.
- D. That he will furnish information in regard to his liquefied petroleum gas business as requested by the Liquefied Petroleum Gas Commission in a timely manner.
- E. That he has knowledge of L.R.S. 1841 through 1850, the Rules, and Regulations of the Liquefied Petroleum Gas Commission, NFPA-54, NFPA-58, and CFR-49.
- F. That he will comply with all the provisions of the Louisiana Revised Statutes, the Liquefied Petroleum Gas Commission Rules and Regulations, NFPA-54, NFPA-58 and CFR- 49 as they apply to liquefied petroleum gas.

Attached, hereto, is the applicable filing fee(s) in the form of a check or money order made payable to the Liquefied Petroleum Gas Commission; and the first year permit fees for all Classes except Class III, as prescribed by law. The filing fee(s) and permit fee(s) for all classes may be one instrument or may be separated into two instruments.

The PETITIONER hereby prays that this application will be favorably considered and the authority, as requested, granted. The PETITIONER says that he is the petitioner or one of the petitioners, or an officer or employee of said petitioner in the above application; that he has read the same and is familiar with the contents thereof; and that the statements set forth by him are true and correct to the best of his knowledge and belief.

(Name of Firm, Individual, or Corporation)

BY: _____

(Title)

(Owners – Officers or Partners and Addresses)

INSTRUCTIONS FOR Class VI-X PERMIT HOLDERS

Petitioner agrees:

- A. Notification must be made to the Liquefied Petroleum Gas Commission of any changes in your business' physical address and/or mailing address and telephone number.
- B. If there is a change of business name, you must submit an application for a name change immediately.
- C. You must provide a new certificate of insurance on or before the expiration date of existing certificate.
- D. Once your cage location has been approved, it cannot be moved without first notifying this Commission and your supplier. Please be aware that NO electrical source can be within five (5) feet of cage location. This includes vending and ice machines.

(Name of Firm, Individual, or Corporation)

BY: _____

(Title)

(Owners – Officers or Partners and Addresses)

AS A REMINDER TO ALL NEW APPLICANTS AND SUPPLIERS, Application requests shall be ADMINSTRATIVELY GRANTED by the office of the Director upon completion of ALL Commission requirements as set forth in the Louisiana Administrative Code, Title 55, and the Louisiana Revised Statutes of 1950, as amended. Requirements vary by permit class but include submission of a formal application, permit fee, filing fee, certificate of insurance on approved proprietary form, and may include employee certification, sketch of installations, and/or inspections of transport vehicles. Under the authority of the Director, the applicant may engage in the specified L.P. Gas business immediately as a licensed permit holder with the Commission. The application process is finalized by the Commission ratifying the permit at their first subsequent meeting after the applicant has completed all necessary requirements.

**INSTRUCTIONS FOR COMPLETING THE APPLICATION
FOR THE LIQUEFIED PETROLEUM GAS PERMIT**

1. **YOU MUST FULLY COMPLETE the application form.**
2. Remit a permit fee of: \$150.00 for the first year operation for all except Classes I-E & III.
\$500.00 for the first year operation for Classes I-E & III.
\$150.00 per location for Class 6X.

3. Remit a filing fee: Please see the chart below:

Class	Permit fee	Filing Fee
I	\$150	\$100
I-E	\$500	\$100
II	\$150	\$25
III	\$500	\$25
IV	\$150	\$100
V	\$150	\$25
VI	\$150	\$100
VI-X	\$150 per location	\$50
VII	\$150	\$25
VIII	\$150	\$25
IX	\$150	\$25

4. Must have on file in the office of the Director proof of insurance or financial security on an LPG proprietary insurance certificate form (downloadable off our website) in the minimum sum of \$1,000,000.00. This may be done with a certificate of insurance, a binder for insurance, posting of bonds or other securities or certificates of deposits on similar instruments. This shall not be construed as reducing the insurance requirements imposed by laws or rules and regulations of the federal government or the State of Louisiana. The following classes of insurance will be required in the minimum sum of \$1,000,000.00 for each class permit designated.

<u>Classes of Permits</u>	<u>Classes of Insurance Required</u>
Classes - I, II, III, IV, VI, VI-X, VIII & IX	- Products Property Damage Liability
Classes - I, II, III, IV, VI, VI-X, VIII & IX	- Products Public Liability
Classes - I, II, III, IV, V & VIII	- Manufacturer's & Contractors Property Damage Liability
Classes - I, II, III, IV, V & VIII	- Manufacturer's & Contractors Public Liability
Classes - I, II, III, IV, VII, VIII	- Automobile Public Liability
Classes - I, II, III, IV, VII, VIII	- Automobile Property Damage Liability

5. Your application will be placed on the docket for hearing after you have satisfied all Commission requirements.
6. Where applicable, storage tank and location must be approved. Storage tanks may not be located inside corporate limits without written permission of the governing body. This is applicable to Classes I, VI, VIII and may be applicable to Class IV, if storage is utilized.

7. Where applicable, applicant must provide adequate transport and delivery trucks satisfactory to the Commission. (This is applicable to Classes I, IV, VII, and VIII.)
8. All sketches or drawings of proposed bottle filling plants and/or liquid withdrawal systems must be submitted and approved before system is installed. This is applicable to Classes I and VI, and may be applicable to Classes IV and VIII, if storage is utilized.
9. Presence of the applicant is required at the Commission meeting when application is heard, **except** for Class VI-X.
10. Approved equipment may be purchased and installed according to requirements of Commission.
11. Transports and/or delivery equipment may be purchased and must be inspected and tagged by Commission.
12. All personnel must be tested (\$20.00 per exam) and issued cards of competency by the Commission.
13. After all these requirements have been met; the Commission will issue the permit.
14. If the application does not include the required fees, current certificate of insurance, or does not include a copy of the certificate of insurance, the application will be returned to the applicant.
15. **If requirements of the Commission are not met within 21 days, all fees associated with the application will be forfeited. The application will be returned and a new application and fees will have to be resubmitted.**