



MERRILLVILLE FIRE DEPARTMENT



24 W. 73rd Ave.
Merrillville, IN 46410

Ph. (219) 769-0004
Fax (219) 769-1341

Station #71
18 W. 73rd Ave.
Merrillville, IN

Station #72
7905 Taft. St.
Merrillville, IN

Station#73
9264 Old Lincoln Hwy.
Hobart, IN

Station#74
850 W. 57th Ave
Merrillville, IN

LICENSE APPLICATION INFORMATION

Under Article III of the Town of Merrillville Fire and Hazardous Materials Ordinance you or your business are required to obtain a Chemical or Storage tank License. Along with the application you need to ensure the following information is submitted as required by **Section 7.5-23 & Section 7.5-53**. Also, per Town of Merrillville **Ordinance Section 7.5-51** any business needing a Chemical or Tank License is required to install a KNOX Key box in an approved location on the building. A link to the KNOX website can be found on the Town of Merrillville website under the Fire Department. In accordance with **Sec. 7.5-54. - Access keys**. In the KNOX Box you are required to provide keys to gain entry into your building and all secured areas in the case of a fire, spill, alarm, or release. In addition the information require in **Section 7.5-23 and Section 7.5-53** shall be provided on a thumb drive to place inside of the KNOX Key Box with ALL SDS's. **Section 7.5-81 and 7.5-82** requires the installation of an NFPA 704 diamond on the entry door to notify of the highest hazard present (see below **Section 7.5-82** for specifications on placard.). If you have a locked gate a KNOX Padlock, of KNOX Key switch is also required to be installed to gain access for apparatus in the event of an emergency. Please fill out and submit the attached forms to the Merrillville Fire Department Fire Inspector Office listed below. And take the fire inspection report with you to Merrillville Clerk/Treasures office to pay for the license. License will not be issued without a fire inspection report.

Sec. 7.5-23. - Required application information.

Any user of a hazardous material shall provide a list of business information, a list of all hazardous materials, quantities, location of each material on a facility diagram, and the material safety data sheet for each chemical, to the Town of Merrillville police department and the Ross Township fire service. The required information shall include the following:

(1) The business name, address, and business telephone number, number of employees at the business and normal hours of operation, the owner's name, address, and telephone number, and emergency contact names and phone numbers. In addition, the name and address of the insurance company handling the insurance on the facility, the name of the hazardous waste removal company handling the removal of the waste (if such is required) and the name of any clean-up contractors to be contacted shall be provided.

(2) The chemical list shall provide the proper chemical names for all chemicals onsite regardless of quantity. The chemical family, the chemical formula, the chemical concentration, the Chemical Abstract



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Service registry number (CAS), a material safety data sheet, and the physical state of the chemical shall also be required for all chemicals.

(3) The quantity requirement shall state the onsite yearly maximum, the onsite daily maximum and the daily average amount used for each hazardous material. In addition the type of storage container normally used for storage, and the maximum amount of product the container will hold in pounds, or in gallons where applicable, for each chemical.

(4) A floor plan for every floor or building occupied by the business. This plan shall indicate all interior and exterior walls, doors, and windows, location of heating and air conditioning units (and shut-offs), electrical panel(s), building construction materials, roofing materials, fences or other type of security barriers, and the location of the following items:

- a. All aboveground tanks and types.
- b. Products contained in each tank.
- c. Other storage areas: Loading and unloading areas.
- d. Roads.
- e. Water distribution systems: Gary-Hobart Water Corporation and private.
- f. All compressed gas storage areas.
- g. Drains to sanitary sewer system.
- h. Gas and electrical shutoffs: Municipal water shutoffs.
- i. Main and auxiliary product shutoffs (when piped).
- j. Location and type of any firefighting equipment or spill clean-up items.
- k. Location of chemical(s) stored, quantity, and container type.
- l. Location of lock box.
- m. Nearest fire hydrant, and fire department hook-up locations for sprinkler system. Included should also be sprinkler system type, control system location, and standpipe locations.

(Ord. No. 91-44, § 1, 1-12-93)

Sec. 7.5-53. - Required information.

The required information shall be stored in binders. The facility plot plan and other plans and documents shall be made to scale suitable for indicating the information required below. Information on the plot plan and other plans and documents shall include:

- (1) The location and identification of each structure.
- (2) ~~The location and size of all fire hydrants located on the premises and within five hundred (500) feet of the boundary line of the premises.~~



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(3) The location and quantity of all major firefighting, spill response or safety related equipment such as, but not limited to:

- a. Water sprinkler system,
- b. Foam suppressants (by type and quantity),
- c. Dry powder suppressants (by weight or size),
- d. Protective clothing (specify fire/acid suits or other special suits),
- e. Self-contained breathing apparatus (specify amount of breathing time in minutes),
- f. Resuscitator,
- g. Natural gas shutoff valves,
- h. Electric shutoff points,
- i. Municipal water shutoff points,
- j. Drains to any sanitary sewer,
- k. In-plant telephones,
- l. Telephones,
- m. Other items the fire service or police department may require.

(4) An emergency action plan (E.A.P.) which shall outline the responsible persons and their actions in the event of a fire, spill, leak, discharge or release of a hazardous substance.

Also to be included on the thumb drive

(Ord. No. 91-44, § 1, 1-12-93)

Sec. 7.5-82. - Required locations.

A 704 symbol no smaller than four (4) inches on a side shall be located in the middle lower half of all entry doors into the facility and it shall be displayed no lower than twelve (12) inches and no higher than thirty-six (36) inches from the ground. The 704 symbol shall also be displayed on the exterior of the lock box installed on the building or fence.

(Ord. No. 91-44, § 1, 1-12-93)

Any Questions Please Reach Out To:

Robert Pillman,
Fire Inspector
Merrillville Fire Department
Cell: (219) 742-0107
Office: (219) 769-0004 ext. 2
rpillman@merrillville.in.gov



Merrillville Fire Department
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24 W. 73rd Avenue
Merrillville, IN 46410
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FOR OFFICE USE ONLY

License#: _____

Underground/Above Ground Storage Tank PERMIT

(Additional Chemical License shall be obtained)

CHECK ALL THAT APPLY: ☐ New Registration ☐ Renewal ☐ Information Update

- ☐ Hazardous Materials/Chemical License- \$100.00.
☐ Remote Site Hazardous Materials Registration Fee- \$50.00
☐ Underground Storage Tank (UST) Registration Fee(per tank)- \$20.00
☐ Above Ground Storage Tank (AST) Registration Fee(per tank)- \$20.00
☐ Underground Storage Tank: Installation, testing, retrofitting, removal or closure Fee-
\$100.00 Etiological/Biomedical Waste License (Application and renewal fee)-\$35.00



Part 1 (to be filled out by applicant)

BUSINESS NAME: BUSINESS ADDRESS

APPLICANT

NAME OF BUSINESS OWNER: (applicant is: Corporation LLC Partnership Sole Proprietor Other)

OWNER MAILING ADDRESS

CITY

STATE

ZIP

BUSINESS BILLING ADDRESS (if different from above):

CITY

STATE

ZIP

BUSINESS OWNER PHONE NUMBER:

BUSINESS OWNER EMAIL:

BUSINESS INSURANCE COMPANY:

POLICY
NUMBER:

PHONE:

INSURANCE COMPANY ADDRESS:

EMERGENCY CONTACT

EMERGENCY CONTACT(KEYHOLDER) 1:

KEYHOLDER 1

EMAIL:

KEYHOLDER 1 PHONE NUMBER:

KEYHOLDER 1
TITLE:

KEYHOLDER 2

KEYHOLDER 2 PHONE NUMBER:

KEYHOLDER 2
TITLE:

KEYHOLDER 2

EMAIL:

HAZARDOUS MATERIALS CLEAN UP WASTE REMOVAL CONTRACTOR:

PHONE:

CONTRACTOR SECONDARY NUMBER:

Application For Underground/Above Ground Storage Tank License



Merrillville Fire Department Fire Inspector

24 W. 73rd Ave., Merrillville, IN 46410

Phone: 219-769-0004 ext. 2 Fax: 219-769-1341

Office Use Only

License

Number: _____

Inspector Initials _____ **Date** _____

☐ **Code 1 Tier II High Hazard**

☐ **Code 2 Medium Hazard**

☐ **Code 3 Low Hazard**



APPLICATION FOR STORAGE TANK LICENSE

IMPORTANT INFORMATION

Sec. 7.5-101. - Registration of underground storage tanks.(a) Every owner or operator of an underground storage tank that has been used to store regulated substances since January 1, 1974, which is in the ground as of May 8, 1986, or that is brought into use after May 8, 1986 shall register the tank with the Town of Merrillville police department no later than July 1, 1993. (b) The Town of Merrillville police department shall make available to the owner or operator of any underground storage tank required to register a notification form requesting the information required under the Resource Conservation and Recovery Act, (RCRA) Section 9002. (Ord. No. 91-44, § 1, 1-12-93)

ArticleV. Requires the installation of a KNOX Key Box. In the KNOX Box keys to access building as well as all secured areas shall be placed inside. In addition to the keys the information required Section 7.5-23 & 7.5-53 shall be submitted on a thumb drive to be placed into the KNOX Box.

BUSINESS NAME:

BUSINESS ADDRESS:

FUEL DELIVERY COMPANY INFORMATION

FUEL OR PRODUCT DELIVERY COMPANY:

DELIVERY COMPANY PHONE NUMBER:

DELIVERY COMPANY ADDRESS:

CITY:

STATE:

ZIP:

PERMIT INFORMATION CHECK LIST

check to ensure all required information at the facility has been included.

KNOX Key Box Installed or Ordered	HOURS OF OPERATION:	Check box if 24hrs.	Average Staffing:
UN/GHS Placards Posted	Sunday:	to	
NFPA 704 Diamonds Posted	Monday	to	
Warning signage posted as required.	Tuesday:	to	
<input type="checkbox"/> Chemical List (below) with UN CAS Numbers	Wednesday:	to	
<input type="checkbox"/> SDS On Thumb Drive	Thursday:	to	
<input type="checkbox"/> Floor Plan/Site Plan	Friday:	to	
<input type="checkbox"/> Overhead map	Saturday:	to	

STORAGE TANK 1 INFORMATION	
PRODUCT IN TANK: _____ NUMBER or SYMBOL ON PLANS: _____	
TANK CAPACITY:	
TANK CONSTRUCTION:	
TANK DIMENSIONS:	

TANK 1 INFORMATION:

Location:

Piping Material: Vent Lines _____ Dispensing Lines _____

Type: Full Service _____ Self-Service _____ Open to Public **Yes** **No**

Secondary Containment: _____

Dimension of Containment: _____ Construction of Containment: _____

Are tank location(s) shown on plans? _____

Are all buildings shown on plans? Yes No N/A

Are property lines shown on plans? Yes No N/A

Are overhead power lines shown on plans? Yes No N/A

Are emergency control shown on plans? Yes No N/A

Describe overfill protection: _____

Describe spill prevention: _____

Describe material under tank(s): _____

Describe vent pipe termination and height: _____

Are dispenser locations noted on plans? Yes No N/A

Is the piping layout shown on plans? Yes No

Are required signage/labeling shown on plans? Yes No

Are any LP tanks within 20 feet of or in the path of drainage of proposed tank(s)? Yes No

Are fire extinguisher locations noted on plans? Yes No

Will there be a canopy above the tank(s)? Yes No

Backfill material described and appropriate for tank construction? _____

Backfill depth? _____

Cathodic protection of tanks? Yes No N/A

Grounding protection of tanks? Yes No N/A

STORAGE TANK 2 INFORMATION	
PRODUCT IN TANK:	NUMBER or SYMBOL ON PLANS:
TANK CAPACITY:	
TANK CONSTRUCTION:	
TANK DIMENSIONS:	

TANK 2 INFORMATION:

Location:

Piping Material: Vent Lines _____ Dispensing Lines _____

Type: Full Service _____ Self-Service _____ Open to Public **Yes** **No**

Secondary Containment: _____

Dimension of Containment: _____ Construction of Containment: _____

Are tank location(s) shown on plans? _____

Are all buildings shown on plans? Yes No N/A

Are property lines shown on plans? Yes No N/A

Are overhead power lines shown on plans? Yes No N/A

Are emergency control shown on plans? Yes No N/A

Describe overfill protection: _____

Describe spill prevention: _____

Describe material under tank(s): _____

Describe vent pipe termination and height: _____

Are dispenser locations noted on plans? Yes No N/A

Is the piping layout shown on plans? Yes No

Are required signage/labeling shown on plans? Yes No

Are any LP tanks within 20 feet of or in the path of drainage of proposed tank(s)? Yes No

Are fire extinguisher locations noted on plans? Yes No

Will there be a canopy above the tank(s)? Yes No

Backfill material described and appropriate for tank construction? _____

Backfill depth? _____

Cathodic protection of tanks? Yes No N/A

Grounding protection of tanks? Yes No N/A

STORAGE TANK 3 INFORMATION	
PRODUCT IN TANK:	NUMBER or SYMBOL ON PLANS:
TANK CAPACITY:	
TANK CONSTRUCTION:	
TANK DIMENSIONS:	

TANK 3 INFORMATION:

Location:

Piping Material: Vent Lines _____ Dispensing Lines _____

Type: Full Service Self-Service Open to Public **Yes** **No**

Secondary Containment: _____

Dimension of Containment: _____ Construction of Containment: _____

Are tank location(s) shown on plans? _____

Are all buildings shown on plans? Yes No N/A

Are property lines shown on plans? Yes No N/A

Are overhead power lines shown on plans? Yes No N/A

Are emergency control shown on plans? Yes No N/A

Describe overfill protection: _____

Describe spill prevention: _____

Describe material under tank(s): _____

Describe vent pipe termination and height: _____

Are dispenser locations noted on plans? Yes No N/A

Is the piping layout shown on plans? Yes No

Are required signage/labeling shown on plans? Yes No

Are any LP tanks within 20 feet of or in the path of drainage of proposed tank(s)? Yes No

Are fire extinguisher locations noted on plans? Yes No

Will there be a canopy above the tank(s)? Yes No

Backfill material described and appropriate for tank construction? _____

Backfill depth? _____

Cathodic protection of tanks? Yes No N/A

Grounding protection of tanks? Yes No N/A

STORAGE TANK 4 INFORMATION	
PRODUCT IN TANK:	NUMBER or SYMBOL ON PLANS:
TANK CAPACITY:	
TANK CONSTRUCTION:	
TANK DIMENSIONS:	

TANK 4 INFORMATION:

Location:

Piping Material: Vent Lines _____ Dispensing Lines _____

Type: Full Service Self-Service Open to Public **Yes** **No**

Secondary Containment: _____

Dimension of Containment: _____ Construction of Containment: _____

Are tank location(s) shown on plans? _____

Are all buildings shown on plans? Yes No N/A

Are property lines shown on plans? Yes No N/A

Are overhead power lines shown on plans? Yes No N/A

Are emergency control shown on plans? Yes No N/A

Describe overfill protection: _____

Describe spill prevention: _____

Describe material under tank(s): _____

Describe vent pipe termination and height: _____

Are dispenser locations noted on plans? Yes No N/A

Is the piping layout shown on plans? Yes No

Are required signage/labeling shown on plans? Yes No

Are any LP tanks within 20 feet of or in the path of drainage of proposed tank(s)? Yes No

Are fire extinguisher locations noted on plans? Yes No

Will there be a canopy above the tank(s)? Yes No

Backfill material described and appropriate for tank construction? _____

Backfill depth? _____

Cathodic protection of tanks? Yes No N/A

Grounding protection of tanks? Yes No N/A

STORAGE TANK 5 INFORMATION	
PRODUCT IN TANK:	NUMBER or SYMBOL ON PLANS:
TANK CAPACITY:	
TANK CONSTRUCTION:	
TANK DIMENSIONS:	

TANK 5 INFORMATION:

Location:

Piping Material: Vent Lines _____ Dispensing Lines _____
 Type: Full Service Self-Service Open to Public **Yes** **No**
 Secondary Containment: _____

Dimension of Containment: _____ Construction of Containment: _____

Are tank location(s) shown on plans?	Yes	No	
Are all buildings shown on plans?	Yes	No	N/A
Are property lines shown on plans?	Yes	No	
Are overhead power lines shown on plans?	Yes	No	N/A
Are emergency control shown on plans?	Yes	No	N/A

Describe overfill protection: _____

Describe spill prevention: _____

Describe material under tank(s): _____

Describe vent pipe termination and height: _____

Are dispenser locations noted on plans?	Yes	No	N/A
Is the piping layout shown on plans?	Yes	No	
Are required signage/labeling shown on plans?	Yes	No	
Are any LP tanks within 20 feet of or in the path of drainage of proposed tank(s)?		Yes	No
Are fire extinguisher locations noted on plans?	Yes	No	
Will there be a canopy above the tank(s)?	Yes	No	

Backfill material described and appropriate for tank construction? _____

Backfill depth? _____

Cathodic protection of tanks?	Yes	No	N/A
Grounding protection of tanks?	Yes	No	N/A



Merrillville Fire Department Fire Inspector
24 W. 73rd Ave., Merrillville, IN 46410
Phone: 219-769-0004 ext. 2
Fax: 219-769-1341

Office Use Only

License: # _____

Inspector Initials _____ Date _____

- ☐ Code 1 – Tier II/High Hazard
☐ Code 2 – Medium Hazard
☐ Code 3 – Low Hazard



Placarding and signage required by Indiana Fire Code

The following information and signage is required by the 2014 Indiana Fire Code (675 IAC 22-2.5) and Town of Merrillville Fire and Hazardous Materials Ordinance. Signs shall comply as described below.

Sign 2. Shall be posted on or near every pump station. Indiana Fire Code(675 IAC22-2.5) Section 2305.6.
Warning signs shall be conspicuously posted within sight of each dispenser in the fuel-dispensing area and shall state the following:

- 1.No smoking within 25 feet of fuel dispenser(s).
- 2.Shut off motor.
- 3.Discharge your static electricity before fueling by touching a metal surface away from the nozzle.
- 4.To prevent static charge, do not reenter your vehicle while gasoline is pumping.
- 5.If a fire starts, do not remove nozzle—back away immediately.
- 6.It is unlawful and dangerous to dispense gasoline into unapproved containers.
- 7.No filling of portable containers in or on a motor vehicle. Place container on ground before filling.

Sign 1. Indiana Fire Code 2304.3.5. Shall be post in view of all pumps. Sign shall have a WHITE background with RED leers or a RED background with WHITE letters. and shall say the following:

IN CASE OF FIRE, SPILL, OR RELEASE:
1.USE EMRGENCY PUMP SHUT OFF.
2.REPORT THE ICIDENT.
FIRE DEPARTMENT PHONE NUMBER:9-1-1
FACILITY ADDRESS: _____.



Example of
Diesel Fuel and
Gasoline Placard



Example of NFPA 704 for
Diesel Fuel#2

This permit application form is for the storage tank registration ONLY. A separate annual Hazardous Materials Permit is required for use/storage/handling of these products and all other hazardous materials.

The undersigned hereby agrees that all information on this application is true and correct, and to comply with all applicable Town of Merrillville, state and federal rules, and all rulings of the Merrillville Fire Code Official.

Print: _____

Signed: _____

Date: _____

Part 2 (office use only)

Approved by (inspector): _____

Date: _____