

## 5.11 Submittal Guidelines for On-Demand Mobile Fueling (2022)

---

### NOTICE

**Mobile fueling of Class I liquids is prohibited in areas within the City and County of San Francisco zoned Residential or where there is a residential use: on public streets, public ways, inside buildings, and on the roof level of parking structures or other buildings.**

**Reference:** 2022 CFC Section 5707, 2022 NFPA 385

**Purpose:** The purpose of developing comprehensive guidelines is to provide consistent methods to assist designers and engineers in the submittal requirements for review by the San Francisco Fire Department (SFFD) for all on-demand mobile fueling facilities and operations. This information is not intended to be a complete list of all required information. The items below are highlighted for use as a guideline when submitting plans for review by the SFFD, as they are not typical review items with Tenant Improvement, Change of Use, and MEP plans. Additional information may be required if regulated elsewhere in the applicable provisions of the SFFC, SFBC, or as sanctioned by the California State Fire Marshal.

**Scope:** The guidelines in this information sheet shall apply to all on-demand mobile fueling facilities and operations in the City and County of San Francisco. All plans relating to these uses and occupancies shall be reviewed on an intake basis only.

### Requirements for Review:

For any of the following items, site plans are required to be filed through at the Permit Center at 49 South Van Ness Avenue for review by the SFFD. Two sets of overall site plans drawn to a minimum scale of 1 inch equals 8 feet shall be submitted for review. Plans shall be submitted on a minimum sheet size of 11" X 17". Callouts and labels shall be legible and clear, with minimum 1/8" text size. The scope of work shall be indicated on the plans per each relevant item outlined below. No additional information that would make the plan difficult to review shall be included on the plans. This review is not part of the over-the-counter plan review service provided by the SFFD. Plans will be reviewed in the order they are received. Designers and Engineers are encouraged to submit plans as far in advance as possible to avoid any costly changes in the later stages of a project.

All plans shall include a Hazardous Materials Management Plan and a Hazardous Materials Inventory Statement per 2022 CFC Section 5001.5. If no hazardous materials will be used or stored, this declaration is required to be clearly stated on the cover of the plans submittals. A letter containing a statement of competency and experience shall be signed/stamped by a Certified Industrial Hygienist or a Professional Engineer with relevant knowledge of hazardous materials safety.

### Checklist for On-Demand Mobile Fueling Operational Permit:

The checklist below is a consolidated list of information that must accompany an application to operate an On-Demand Mobile Fueling Operation in the City of San Francisco.

- ☐ **Code Alternate Request.** Submit an application for “Alternate Materials and Methods”. Note: This will remain a requirement until on-demand mobile fueling is authorized in the California Fire Code.
- ☐ **On-demand Mobile Fueling Operation Application.** Submit a completed application to operate as an On-Demand Mobile Fueling Company.
- ☐ **On-demand Mobile Fueling Location Application.** Submit a completed application to operate as an On-Demand Mobile Fueling Location.
- ☐ **Business License.** Submit a copy of current San Francisco business license.
- ☐ **Fueling Types.** Identify each type of fueling the company intends to engage in:

Tank vehicles complying with **2022 NFPA 385 Standard for Tank Vehicles for Flammable and Combustible Liquids**

- ☐ (<1200 gallons individual capacity).
- ☐ Vehicle with one or more chassis-mounted tanks or containers that do not exceed 110-gallon individual capacity.
- ☐ Vehicle carrying approved safety cans (emergency use only)
- ☐ **Written Safety and Emergency Response Plan.** Submit a written safety and emergency response plan. The elements of this plan must include, but are not limited to, fire safety, spill prevention and control, personnel training.
- ☐ **Training Records.** Each fueling company shall prepare and retain records of initial and refresher training provided to each employee operating the fueling vehicle and/or equipment, including the identity of the employee and the date of the training. The training shall ensure that each employee has been trained and received the required knowledge, skills and abilities to safely carry out the duties and responsibilities associated with mobile fueling, including knowledge of the specific requirements of this jurisdiction. Training records shall be made available upon request by the fire code official.
- ☐ **Site Plan.** Each on-demand mobile fueling location shall provide a site plan in compliance with 2022 CFC Section 5707.3.3.
- ☐ **Master List of Fueling Locations.** Each fueling company is required to maintain and make available upon request by the fire code official, a master list of locations within the jurisdiction where fueling has occurred.
- ☐ **Vehicle/Inspection Records.** Submit a copy of each of the following:
  - Hazardous Materials Transportation License (CHP360H Form)
  - Most recent Terminal Inspection Report (CHP343 Form)
    - CHP = California Highway Patrol

NOTE: Current copies of each of the above-noted vehicle records are required to be submitted to the Department of Public Safety prior to renewal of your Operational Permit.

- **Indemnity/Insurance.** Submit a current “*Certificate of Insurance*” (COI) that demonstrates:
- the company possesses liability insurance meeting the requirements set forth in the attached conditions, and
  - every property where the fueling occurs is “named-insured”, and
  - the property where the fueling vehicle is parked overnight is “named-insured”.
- A current COI is required to be resubmitted prior to permit renewal.

**Operational Permit Indemnity/Insurance Obligations:**

1. *Approved contractors are required to indemnify and hold the City and County of San Francisco, its Departments, its officers, agents, employees, officials and representatives free and harmless from and against any and all claims, losses, damages, attorneys' fees, injuries, costs, and liabilities arising from any suit for damages or for equitable or injunctive relief which is filed by a third party against the City related in any way to their operations including, but not limited to, any failure by Contractor to faithfully observe or perform any of the terms, covenants or conditions of this permit, including method and/or area of operation, or any release or discharge, or threatened release or discharge, of any hazardous material caused or allowed by the Contractor or its agents.*
2. *During the term of this Permit, said Contractor, and each of its contractors and agents and affiliated organizations doing work within the jurisdictional limits of the City, shall each maintain in full force and effect minimum insurance policies as required by the City, all of which shall list City as an additional insured. Said policies shall be maintained with respect to independent contractors and/or employees of the Contractor and its agents or affiliated organizations, and with respect to vehicles used in the course of Contractor's business operations. The insurance policies, and certificates of such insurance policies, shall have coverage amounts and terms set forth below. The Contractor shall provide proof of satisfaction of these insurance requirements prior to commencing work within the City:*
  - a. *The Certificate shall list all subsidiaries or DBA's covered by the certificate provided.*
  - b. *The Certificates provided shall list all subsidiaries or DBA's that will conduct business within the jurisdictional limits of the City of San Francisco.*
  - c. *The policies shall provide at least a 30-day notice of cancellation.*
  - d. *The Certificates provided shall show complete insurance carrier names as listed in the A.M. Best Property & Casualty Guide.*
  - e. *The Certificates provided shall be completed in their entirety and signed. Binders are not acceptable.*
  - f. *All policies shall be placed with a carrier rated not less than A: VII by A.M. Best & Co. and which contains a CG 2026 11/85 Additional Insured Endorsement, or the combination of CG 20 10 03 97 and CG 20 37 10 01, or its equivalent, or CGL 090 74 18, listing “The City of San Francisco, its officers, employees, and agents” as the additional insured. Coverage must be Primary and Non-Contributory above any other insurance The City of San Francisco, its officers, employees, and agents may carry.*
  - g. *Required Commercial General Liability Coverage:*

- i. \$2,000,000 - General Aggregate
  - ii. \$2,000,000 - Products and Completed Operations Aggregate
  - iii. \$1,000,000 - Personal and Advertising Injury
  - iv. \$1,000,000 - Each Occurrence
- h. Required Automobile Liability Coverage for any/all autos:
  - i. \$1,000,000 – Each accident
- i. Required Umbrella/Excess Coverage (applies to all other forms of insurance coverage listed):
  - i. \$10,000,000 – Each occurrence
  - ii. \$10,000,000 – Aggregate
- j. Environmental/Pollution/Hazardous Materials Coverage:
  - i. \$10,000,000 – Each occurrence

## CONSTRUCTION PERMIT REQUIREMENTS

### Hazardous Materials – (for amounts greater than 2022 CFC Table 105.5.22)

- A construction permit is required to install, repair damage to, abandon, remove, place temporarily out of service, or close or substantially modify a storage facility or other area regulated by 2022 CFC Chapter 50
- Scope of work on the cover page of plans submittals shall clearly state this information. The SFDBI pink permit application shall also include the term “hazardous materials”, the material name(s) and quantities for SFFD review. If on addenda schedule, this must be included in one of the addendum titles.
- Plans Submittals shall include specific information and details per 2022 CFC Chapter 50 and respective chapters relevant to the material being used/stored, and its form.

### Flammable and Combustible Liquids

- A construction permit is required to install, alter, remove, abandon or otherwise dispose of a flammable or combustible liquid tank.
- Scope of work on the cover page of plans submittals shall clearly state this information. The SFDBI pink permit application shall also include the term “flammable liquid”, “combustible liquid”, and/or “flammable/combustible liquid tank” for SFFD review. If on addenda schedule, this must be included in one of the addendum titles.
- Please identify the quantity and material names(s) to be used/stored in the permit application scope of work.
- Plans Submittals shall include specific information and details per CFC Chapter 57.

## OPERATIONAL PERMIT REQUIREMENTS

Operational permits required include **On-Demand Mobile Fueling Operation** and **On-Demand Mobile Fueling Location**. Please review 2022 CFC 105.6 for detailed requirements. A copy of the approved plans reviewed by SFFD Plan Check and issued by SFDBI may be required for reference in order to apply for issuance of SFFD Operational Permits. Please contact SFFD Permits at (415) 558-3300 for more information.

## Checklist for On-demand Mobile Fueling Site Permit:

- ☐ **Mobile Fueling Site Permit.**
  - A separate site permit is required for each parcel (APN).

**Exception:** The *fire code official* has the authority to consolidate site permits if the sites are contiguous, have the same property owner or authorized representative and sites can be inspected at the same time.
  - The site permit shall be applied for, and issued to, the property owner.

**Exception:** The property owner's *authorized representative*, the tenant, or the fueling company is allowed to apply for the site permit if the application is accompanied by a written letter of consent from the property owner or authorized representative of the property owner allowing mobile fueling operations to occur on the property.
- ☐ **Site plan/map.**
  - Approved level of detail
  - Color copies
  - Both scale and North directional noted on plan
  - Address(es) and associated APNs
  - Minimum size: One 24" x 36" for initial review and one 11" x 17" copy for inclusion in permit
  - Show:
    - all fire department access roads/fire lanes
    - lot lines/property lines
    - all buildings
    - all structures, including parking areas covered by canopies
    - Identify equipment/appurtenances on site – use and function, including but not limited to, electric car charging stations, solar panels, Bloom boxes, high-power electrical lines, generators, etc.
    - uses of property adjacent to lot lines
    - all proposed fueling locations
    - Storm drain openings, below grade vault openings, location(s) of onsite treatment areas (bioswales).
    - Information on slope, natural drainage, curbing, impounding
- ☐ **Indemnification/Insurance.**
  - Property owner provides insurance, or
  - Tenant provides insurance with written consent from the property owner, or authorized representative of the property owner, that mobile fueling is allowed on the property, or
  - Mobile fueling operator provides insurance with the site as a named insured.

# Code Requirements for On-Demand Mobile Fueling

(Based on 2022 California Fire Code)

## 2022 CFC SECTION 105 PERMITS

**105.6.8 Flammable and combustible liquids.** An operational permit is required:

1. To engage in the dispensing of liquid fuels into the fuel tanks of motor vehicles at commercial, industrial, governmental or manufacturing establishments in accordance with Section 2022 CFC 5706.5.4 or to engage in on-demand mobile fueling operations in accordance with 2022 CFC Section 5707.
2. To utilize a site for the dispensing of liquid fuels from tank vehicles into the fuel tanks of motor vehicles, marine craft and other special equipment at commercial, industrial, governmental, or manufacturing establishments in accordance with 2022 CFC Section 5706.5.4 or where required by the *fire code official* to utilize a site for on-demand mobile fueling operations in accordance with 2022 CFC Section 5707.

## 2022 CFC SECTION 5707 ON-DEMAND MOBILE FUELING

Compliance with 2022 CFC Sections 5707.1 through 5707.6.6 is required.