Requirements for a SFFD “Temporary Use and/or Storage of LP-gas and Patio/Mushroom Heaters” Operational Fire Permit for Businesses Permitted by the City’s “Shared Space” Program (on Public Property***)


PURPOSE: The City is making it easier for businesses to use outdoor space. It is safer to conduct business outside during the COVID-19 pandemic. Businesses can reopen or expand into the sidewalk and parking lane while keeping our residents healthy and safe. This document is intended for those businesses wanting to use LP-Gas heaters.

NOTE: Applicants must be able to comply with the SFFD Fire Safety Rules, Practices and Guidelines (next page) prior to submitting an application. If unable to comply, all LP-Gas heaters and tanks shall be removed from premises.

HOW TO APPLY:

1) Mail or submit in-person a complete application package for a SFFD Temporary Operational Permit for the “Use and Storage of LP-Gas for Patio/Mushroom Heaters” (expires June 30, 2021) to:
   SFFD Operational Permits, 49 So. Van Ness Ave., Ste. 560, San Francisco, CA 94103

   APPLICATION PACKAGE INSTRUCTIONS:
   1. Complete the SFFD Permit Application; remember to print name, sign, and date.
   2. Complete and submit a “Supplemental Application for Shared Spaces” form with the application.
   3. Provide your Shared Space’s site plan showing the desired location of each LP-gas heater along with all streets, building exits, fire escapes, fire extinguishers, and each heaters’ distance from property lines.
   4. Provide a copy of your business’ Certificate of Liability Insurance (min. $1,000,000 policy).
   5. Provide proof of approval for Shared Spaces permit or proof of permit for outdoor seating.
   6. Payment application fee of $375.00 has been waived until June 30th, 2021. Do not send payment.

2) After submitting the application package, the applicant shall call the SFFD at (628-652-3260) to schedule an on-site permit approval inspection by a Fire Inspector prior to the initial use and/or storage of LP-Gas.

   Permits will NOT be approved unless an on-site inspection has been conducted.

3) If approved, upon completion of the on-site inspection, the applicant shall sign the “Permit Holder Statement of Understanding for Temporary Storage and/or use of LP-gas Patio/Mushroom Heaters” certifying they:

   • have received, read, and understand the SFFD Fire Safety Rules, Practices and Guidelines
   • are responsible for providing personnel trained in the procedures for safely handling, placing, securing, moving, operating, and replacing empty LP-gas tanks
   • provide all employees a copy of the SFFD Fire Safety Rules, Practices, and Guidelines, along with the heaters’ operating instructions, and confirm all employees have read and understand the materials
   • maintain a written record of employee names and dates of who has reviewed the materials. (This record is subject to inspection upon request by the fire official)
San Francisco Fire Department Safety Rules, Practices and Guidelines
For the Temporary Use and/or Storage of LP-Gas and Patio/Mushroom Heaters

• Portable heater units shall be listed and approved for outdoor use
• **Heater units are prohibited from use under canopies and awnings or inside buildings and tents**
  • LP-gas heaters shall not be used within five (5) feet of buildings exits, building overhangs
    (including fire escapes) and combustibles
  • Storage of full, used, or empty LP-Gas containers is not allowed in buildings
• All manufacturer’s warning, operating, maintenance, and safety instructions shall be understood and
  followed
• LP-gas tank, connections and heating unit shall be tested for gas leaks with a soapy solution after every
  tank replacement and prior to every igniting operation by trained personnel
• If odor of LP-Gas is detected at any time, close all open LP-gas tanks
• Heater unit shall be equipped with an automatic fuel shut-off switch to stop flow of gas if unit
  tilts/tips-over
• Unit shall not be left unattended or moved while in use
• Minimum size 2-A:10-B:C fire extinguisher with current CSFM tag dedicated to the exterior use area is
  required in a visible, accessible, and unobstructed location
• LP-Gas containers shall be stored in a secure, well-ventilated outdoor location at least (5) feet
  from exits with “NO SMOKING” signs posted nearby
• No tampering with heater equipment or LP-Gas tanks
• Heater unit shall be sufficiently anchored or weighted and placed on a hard, level surface to prevent
  accidental tipping
• Heater unit shall be allowed to cool to touch before handling
• Heater units shall not be placed within (3) feet of in-sidewalk basement trapdoors
• Storage and use of LP-Gas containers on rooftops, balconies, and enclosed patios is prohibited
• Storage and use of LP-Gas containers is limited to individual containers with a maximum fuel
  capacity of five (5) gallons (approx. 20lbs.)
• LP-Gas container fuel valves shall be closed after each use

***For LP Gas Heater usage on **private property**, please call 628-652-3260 for more information.
SAN FRANCISCO FIRE DEPARTMENT
SUPPLEMENTAL APPLICATION FOR SHARED SPACES

ADDRESS(ES) OF SHARED SPACE: ________________________________

STARTING DATE: _______________________________________________

BUSINESS OPEN TIME: ____________ BUSINESS CLOSE TIME: __________

NAME OF BUSINESS:_____________________________________________

OWNER/MANAGER:_______________________________________________

MAILING ADDRESS: ______________________________________________

ON-SITE CONTACT PERSON: ________________________ CELL PH.: __________

NOTE: Inspection shall be at least one hour prior to opening

TYPES OF ACTIVITIES PROPOSED

○ Hot food served  ○ Tent erected  ○ LPG Heaters
○ Platform erected  ○ Tables and chairs  ○ Generator
○ Canopy erected above platform  ○ Seating only  ○ Candles/open flame
○ Electric Heaters  ○ Sterno for food warming
○ Umbrellas to be used  ○ Propane on-site (LPG)

Maximum Number of LPG Heaters wanting to be used: __________

Approved Occupant Load of area used: __________

REMARKS (Please provide a brief description of activities taking place during the event):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

FIRE DEPARTMENT USE ONLY:

Revised 2/22/21
PERMIT DESCRIPTION:

**OTHER INFORMATION:** Please provide the applicable information for:  
- **LP-gas tanks/containers:** number, weight/gallons;  
- **flammable/combustible liquid tanks/containers:** content, number, gallons, location;  
- **batteries:** type, gallons, location;  
- **compressed gas tanks/containers:** content, number, volume;  
- **places of assembly:** maximum approved occupant load;  
- **tents/membranes:** number, dimensions, occupant load, site plan, floor plan, events/special places of assembly: date

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**OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE**

**SFFD Permit Conditions/Notations:**

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Annual Tax License Certificate Required: yes / no  
If yes: Tax Class:  
If no: Date Permit Expires  

PERMIT ADDRESS:  

APPLICANT'S BUSINESS NAME (dba):  TELEPHONE:  

PERMIT HOLDER: SF BUSINESS TAX REG NO.:  

APPLICANT'S CONTACT/AGENT:  TELEPHONE:  

APPLICANT'S BILLING ADDRESS:  

CITY: STATE: ZIP CODE: FAX:  

All returned checks are subject to an additional surcharge. Processing, review, and inspections that require more than a total of two (2) hours or three (3) hours for flame effects or pyrotechnics/fireworks shall be subject to an additional fee for each hour or portion thereof.

This application form is not a permit to operate and may require further review or inspection by the San Francisco Fire Department. The Chief is authorized to cancel a permit application when the applicant fails to make corrections or fails to provide additional information within six (6) months from the date of this application.

All fire permit applications shall be submitted a minimum of five (5) working days (or ten (10) working days for flame effect and pyrotechnics/fireworks permits) prior to the commencing date of the regulated event or activity. Only the original permit application will be accepted; a “fax” copy is not acceptable. It is the applicant’s responsibility to contact the SFFD to schedule an inspection.

I CERTIFY THAT I HAVE READ THE ABOVE STATEMENT OF CONDITIONS AND THAT ALL INFORMATION SUBMITTED IS CORRECT. I AGREE TO COMPLY WITH ALL CITY AND STATE LAWS RELATING TO FIRE PREVENTION, AND HEREBY AUTHORIZE REPRESENTATIVES OF THIS CITY TO ENTER UPON THE ABOVE-MENTIONED PERMIT ADDRESS FOR INSPECTION PURPOSES.

Wet Signature of Applicant or Agent  

Date  

Print name of Applicant or Agent (circle one)