



**pennsylvania**

DEPARTMENT OF LABOR & INDUSTRY

BUREAU OF OCCUPATIONAL & INDUSTRIAL SAFETY

## **LIQUEFIED PETROLEUM GAS APPLICATION SUBMISSION REQUIREMENTS**

### **Registration Process**

An operator of a LPG bulk plant, a distributor or an industrial user must register and annually renew their registration for each location with the Department. A separate registration and annual renewal is required for each physical address of cylinder exchange cabinets.

Submission requirements for initial registration and annual renewal of registration or for a change in registration shall be as follows:

1. One copy of the completed **Liquefied Petroleum Gas Application for Registration** form (LIBI-802).
2. Check or money order in the amount of the required annual fee made payable to the **"Commonwealth of Pennsylvania."**
3. A valid copy of a certificate of insurance listing the Department as a certificate holder and documenting the required amounts of liability insurance.

### **Plan Approval Process**

An owner or operator of the following must submit a plan approval application to the Department before installation or modification:

1. A LPG tank exceeding 2,000 gallons capacity.
2. A fixed location with aggregate capacity exceeding 4,000 gallons.
3. A dispensing station.
4. A cylinder exchange cabinet location (separate application required for each physical location).

Submission requirements for plan approval shall be as follows:

1. One copy of the completed **Liquefied Petroleum Gas Application for Registration** form (LIBI-802). The registration form is not required if the location is currently registered and the registration type is not changing.

2. One copy of the completed **Liquefied Petroleum Gas Application for Plan Approval** form (LIBI-801).
3. Check or money order in the amount of the required plan review fee made payable to the **“Commonwealth of Pennsylvania”**.
4. A valid copy of a certificate of insurance listing the Department as a certificate holder and documenting the required amounts of liability insurance. The insurance certificate is not required if the location is currently registered and if the registration type and insurance requirements are not changing.
5. Three (3) sets of plans on paper not less than 18” x 24” that contain the following information:
  - Equipment to be installed.
  - Distances of equipment to buildings and property lines.
  - Security measures provided including fencing when required.
  - Fire protection measures provided.
  - Vehicle protection measures (bollards, jersey barriers, etc.) provided including traffic flow patterns.
6. The **“Intent to Install Information / Certification”** may be completed instead of submitting plans for the following:
  - A distributor installing or expanding a bulk plant with a capacity of less than 9,000 gallons.
  - An industrial user with a total storage capacity of less than 9,000 gallons.
7. A fire safety analysis for installations in excess of 4,000 gallons.
8. A manufacturer’s data report (U1-A Form) for all ASME tanks or a PA Special / PA Standard number.
9. If a variance is required, the following shall be submitted for each installation:
  - One copy of the completed **Liquefied Petroleum Gas Industrial Board Petition** (LIBI-122).
  - Separate check or money order in the amount of \$100.00 made payable to the **“Commonwealth of Pennsylvania”**.
  - Mail complete plan approval submission package to:

**PA Department of Labor and Industry  
PA Industrial Board  
651 Boas Street, Room 1622  
Harrisburg, PA 17121-0750**

## **Training Program Approval Process**

All individuals must satisfactorily complete a Department approved training program to become an authorized attendant to transfer LPG. A LPG facility operator that has individuals who transfer LPG must notify the Department which training program will be utilized. A LPG facility operator must submit an application for training program approval to the Department if they choose to develop their own training program for authorized attendants. A LPG facility operator must notify the Department of any changes in an approved training program.

Submission requirements for training program approval shall be as follows:

1. One copy of the completed **Liquefied Petroleum Gas Application for Training Program Approval** form (LIBI-803).
2. Check or money order made payable to the “**Commonwealth of Pennsylvania**” in the amount of \$200.00 per training program.
3. For initial training program approval, a detailed description of each training program documenting all training information required by Section 13.40 of the LPG regulations.
4. For changes to a previously approved training program, a detailed description of each change.

Instead of developing and submitting a training program for authorized attendants, a LPG facility operator may utilize the Propane Education and Research Council training programs without submitting a request for approval.

Please contact the Liquefied Petroleum Gas Section at 717-214-4319 for questions concerning the submission processes.

Mail completed submission packages to:

**PA Department of Labor and Industry  
BOIS – Boiler Division  
651 Boas Street, Room 1606  
Harrisburg, PA 17121-0750**