



**HOUSTON FIRE DEPARTMENT
PERMIT OFFICE
1205 Dart, Houston, Texas 77007**

HAZARDOUS MATERIALS INVENTORY ROUTING FORMS

SECTION 2701.4.2 – ENABLES THE CODE OFFICIAL TO REQUIRE AN APPROVED STATEMENT BE PROVIDED CONTAINING ALL OF THE FACILITIES HAZARDOUS MATERIALS INFORMATION WITH AN APPLICATION FOR PERMIT.

Purpose: The information provided in this document is to clarify the attached routing forms that shall accompany the permit application. The routing forms are not intended to be all inclusive of Fire and Building Code requirements. There are additional materials and requirements contained in the codes not addressed in this document.

Directions: Fill out the forms for the materials stored, used or handled at your site by indicating **yes** or **no** in each area provided. If you do not have a type of material listed on this form, please mark **no** in the last two columns. Do not put **NA or DNA**. These forms in their entirety shall be submitted with each permit application for permit types listed below. However, if there are multiple permit types for one address, then only one form will need to be filled out for that address. Different addresses require separate permits and separate forms.

Permit Types Requiring Hazardous Materials Form:

CODE	DESCRIPTION
105.6.1	AEROSOL PRODUCTS
105.6.8	COMBUSTIBLE FIBERS
105.6.9	COMPRESSED GASES
105.6.11	CRYOGENIC FLUIDS
105.6.15	EXPLOSIVES OR BLASTING AGENTS (EXCLUDING PYROTECHNIC DISPLAYS)
105.6.17	FLAMMABLE AND COMBUSTIBLE LIQUIDS
105.6.21	HAZARDOUS MATERIALS
105.6.28	LP-GAS
105.6.29	MAGNESIUM
105.6.33	ORGANIC COATINGS
105.6.37	PYROXYLIN PLASTICS

Definitions:

Hazardous Material – Those chemicals or substances which are physical hazards or health hazards as defined and classified by Fire Code Chapter 27 and the Code of Federal Regulations CFR 29. These materials include substances that upon release have the potential of causing harm to people, property, or the environment. This definition includes hazardous materials, hazardous substances, hazardous wastes and dangerous goods.

Use Closed – The use of a solid or liquid hazardous material involving a closed vessel or system that remains closed during normal operations where vapors emitted by the product are not liberated outside of the vessel or system and the product is not exposed to the atmosphere during normal operations; and all uses of compressed gases. Examples of closed systems for solids and liquids include product conveyed through a piping system into a closed vessel, system or piece of equipment.

Use Open – The use of a solid or liquid hazardous material involving a vessel or system that is continuously open to the atmosphere during normal operations and where vapors are liberated, or the product is exposed to the atmosphere during normal operations. Examples of open systems for solids and liquids include dispensing from or into open beakers or containers, dip tank and plating tank operations.

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Column Description:

Material – The main category of hazard of a material or substance that correctly identifies the primary hazard class. This information can be identified by referring to Material Safety Data Sheets (MSDS), product labels or by contacting the manufacturer of the product.

Class – Many of these materials have classifications that further identify their level of hazard. Information has been provided to help guide you on these classifications in this column and the description column. If you are in doubt about the correct classification contact your supplier or the chemical manufacturer for assistance.

Description – Includes additional information as needed to identify classes of materials or explain information for the material. Gives some examples.

Permit Amounts – Having amounts of materials in excess as indicated or having any amount of a material where indicated, requires a fire prevention permit of the correct type for storage, use or handling of that material. Please indicate on each row either **yes** or **no** for each type of material.

Exempt Amounts – (Storage, Use Closed, or Use Open) The exempt amounts are for use in the routing of the permits. In order for the permit to be routed correctly please indicate on each row either **yes** or **no** for each material. Please include both inside and outside hazardous material quantities. This is for routing purposes only and is not a determining factor for compliance issues.

Materials or Operations Requiring Special Handling – Instead of an exempt amount being listed for these materials the column labeled **(REQUIRES SPECIALTY INSPECTION)** gives an amount of material or lists an operation requiring a specialty inspection. If you store, handle or use amounts of these products as indicated or if you have operations as indicated mark **YES** in the column labeled **(HAVE AMOUNTS THAT REQUIRE SPECIALTY INSPECTION)**. If you do not indicate **NO**.

PERMIT APPLICATIONS FOR THE ABOVE LISTED PERMITS WILL NOT BE ACCEPTED WITHOUT A PROPERLY FILLED OUT HAZARDOUS MATERIALS INVENTORY ROUTING FORM BEING ON FILE FOR YOUR ADDRESS. YOU ARE REQUIRED TO SUBMIT THIS FORM WITH PERMIT APPLICATIONS OR WHEN THERE IS ANY CHANGE IN YOUR INVENTORY OF MORE THAN (10) TEN PERCENT.

For additional information on filling out these forms please visit our web site at: <http://www.houstontx.gov>
If after visiting our web site you are not able to complete the forms we recommend you employ a state licensed fire protection engineer or other qualified individual to assist you.