



Natural Gas Vehicle Refueling Devices

Special Residential Permit Guidelines

The following requirements, information, plans, and data are required at the time of application for a permit. **Also refer to Scottsdale Fire Department check sheet (see John Armstrong, 480-312-7080) for obtaining a permit.**

- A. **The Vehicle Refueling Appliance (VRA) shall be listed, labeled, tested and certified by an accepted Testing agency or agencies, and approved by City of Scottsdale, and the Scottsdale Fire Department.**
- B. The VRA unit shall be installed and tested per manufacturer's installation instructions and specifications **only by factory certified installers. Proof of certification is required at time of application. Proof that the installer is certified shall be on site for the building inspector at the time of inspection.**
- C. **State licensed plumbing and electrical contractors, per manufacturer's instructions and specifications, and the City codes and amendments, shall install the field gas and electrical supply sources.** Applicable codes are **1994** Uniform Plumbing Code, **1999** National Electrical Code, and **2003** Uniform Fire Code.
- D. City zoning codes and or other Ordinances also apply. If visible from the street, **screening is required**, with a wall or walls that are **one (1) foot higher than the unit**, of similar materials, color and architecture as the home. Upon application, **provide letter of approval from any applicable Home Owner's Association**, manufacturer's specifications, and installation instructions, for the specific model intended for installation. Factory trained and certified contractors may also install the VRA units. The City **Building and Fire** Departments require approval of the gas lines and electrical system.
- E. **Plans must be submitted for each installation. All refueling units shall be installed in the location approved by the listing and labeling of the product.** Plans may be submitted on 8 1/2" x 11" paper. It is preferable that plans be drawn to minimum 1/8" scale, but not mandatory if plans are clear, legible and contain all required data. **Plans shall be rejected if not complete and legible.** Plans shall be prepared by licensed contractors, manufacturer's certified installers, or by an Arizona Registrant. Those preparing plans shall submit name, address, and phone number and license number **on the application and on the plans.** Seals are required for Registrants.
1. A site plan is required indicating all existing structures on the lot, all setback dimensions to property lines and other structures, show all adjacent alleys, streets, identify all streets.
 2. Show the residence footprint outline, location of the new VRA, new and existing gas meter location; **specify** total BTU demand on existing system.
 3. Show all new gas line and electrical trench locations on lots with NAOS.
 4. Show location of electrical service entrance, and any existing sub-panel.
 5. Show location, length, sizes, and types of materials, fittings, valves, and burial depths of Gas lines.
 6. Show location, length and type of electrical circuits; disconnect switches, size wire and conduit type and size.
 7. Show location of the vehicle (s) at the time of refueling.
- F. **This permit pertains to slow-fill natural gas appliances only. Only one gas service line will be permitted for residential use.** Separate permits are required for propane or other fuels that require storage tanks. The contractor shall contact the gas serving Utility and the Utility shall approve any increase in pressure required, or any equipment or other modification required. **High-pressure on-site natural gas storage is not permitted.**
- G. All VRA units shall be mounted on a concrete base, per manufacturer's specifications. The base shall be level. **Where applicable, protection from physical damage by vehicles is required. No unit shall produce noise levels more than 50 decibels at the property line, under normal operating conditions.**
- H. The VRA units shall be tested and adjusted for correct operation, per manufacturer's Specifications, by manufacturers certified personnel. **Existing gas or electrical systems shall not be overloaded by the installation of the new VRA. Certified personnel shall instruct owner/users in correct operation of equipment. A "proof of training" certification is required.**

Planning & Development Services Department

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