



Scottsdale Fire Department  
Fire and Life Safety Division

7447 E. Indian School Rd Ste. 125  
Scottsdale, AZ 85251

Fire Plan Review  
480-312-2500

## Submittal process for Liquid Propane Gas (LPG) tank permits

1. Installation and permitting of LPG tanks/cylinders over 10 gallons (37.85L) will be processed as follows:
  - a. **NO fax or email submittals will be accepted for LPG plan submittals.**
  - b. Submittal requirements for all tanks/cylinders over 10 gallons (37.85L):
    - a. Completed application.
    - b. LPG Plan submittal shall be submitted either digitally (.DWF/PDF format) or as a hardcopy (8.5" x 11" min.).
    - c. **All** plans shall contain the following information on same page as site plan:
      - i. Clear depiction of site plan with dimensions from property lines/structures
      - ii. Property owner
      - iii. Site name & address
      - iv. Contractor name, address, phone# and ROC#
      - v. Tank/cylinder size
      - vi. State if tank/cylinder is above or below ground
      - vii. Dimension to closest structural opening
      - viii. Dimension to closest source of ignition
      - ix. Show pipe size/Type/ Burial depth
2. Fire Dept. LPG tank permit fee shall be \$165.  
\* If a LPG tank is to be pulled and replaced, two permits (Tank Pull and tank install) will be issued but only one permit fee (\$165) will be charged.
3. No "Over the counter reviews" will be accepted.
4. Plan submittal(s) shall be submitted to the One Stop Shop/Permit Services Counter at 7447 E. Indian School Rd., Suite 105 or via Cities on-line submittal process  
<https://eservices.scottsdaleaz.gov/eservices/PlanReview/>.
5. LPG tank installation also requires a minimum plumbing permit (which triggers above and below grade site inspections). The minimum plumbing permit can be obtained at the same time that you obtain the LPG tank permit. Call 480-312-2500 for current permit fee information.
6. Once review is completed approved you will be notified via email/phone call.