

**TOWN OF BEDFORD, NEW HAMPSHIRE
BEDFORD FIRE DEPARTMENT FIRE PREVENTION BUREAU
FIRE CODE HANDBOOK**

TOWN OF BEDFORD NEW HAMPSHIRE

BEDFORD FIRE DEPARTMENT

FIRE PREVENTION BUREAU

FIRE CODE HANDBOOK

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PURPOSE

TITLE: These pages shall be known as the Bedford Fire Department Fire Prevention Bureau, Fire Code Handbook for the Town of Bedford, New Hampshire, hereinafter referred to as the “Fire Code Handbook.”

PURPOSE: The purpose and intent of the Fire Code Handbook is to prescribe minimum requirements for contractors, builders and property owners who’s intent is to build, modify, renovate or occupy any structure within the boundaries of the Town of Bedford.

This Fire Code Handbook DOES NOT replace, or intend to replace, any and/or all codes, which have been adopted by the Town of Bedford. Its use is for the identification of, and procedures for, the adopted Fire Code(s) used by the Town of Bedford while conducting fire inspections and the enforcement of said codes.

GENERAL: The general purpose of the Bedford Fire Department Fire Prevention Bureau is to ensure compliance with the requirements and controls to safeguard life, property and public welfare from the hazards of fire and explosion arising from the storage, handling or use of substances, materials or devices and from conditions hazardous to life, property and public welfare in the use or occupancy of structures¹ or lots.

The inspections conducted by the Bedford Fire Department Fire Protection Bureau shall be construed to secure the expressed intent of the adopted Fire Code(s), Appendix (ces), Ordinance(s) and/or reference(s), which is to ensure public safety, health and welfare insofar as they are affected by conditions which cause fire or explosion and panic resulting there from; and, in general, to secure safety to life and property from fire hazards incident to the use, occupancy and maintenance of structures² or premises.

AUTHORITY: As adopted by Code, Authority Having Jurisdiction (herein after referred to as AHJ) , known, as the Bedford Fire Chief and/or his designee, shall be the determining official in all matters not provided for, or which shall exceed the adopted Fire Code(s), Appendix (ces), Ordinance(s) and/or reference(s) by the Town of Bedford.

CONFLICTING PROVISIONS: When any provision of the adopted Fire Code(s), Appendix (ces), Ordinance(s) and/or reference(s) are found to be conflicting, the provision which establishes the higher standard for the promotion and protection of the safety and welfare of the public shall prevail. If the conflict of any provision is not satisfactorily agreed upon by the parties involved and the AHJ the issue shall be brought to the Bedford Town Manager for appeal process³.

¹ Definition of structure see Bedford Zoning section 45-2

² See note 1

³ Only local Ordinances may be appealed to the Bedford Town Manager. Appeals concerning any of the recognized Fire Codes shall be made to the Office of the State Fire Marshal as outlined in Saf-C 6005.

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ADOPTED CODES AND ORDINANCES

State of New Hampshire Fire Codes

In Accordance with;

RSA 647:52

RSA 153

RSA 154

Chapter Saf-C 1101 (Citation Authority)

Nationally Recognized Fire Codes

NFPA Standards 1 – 2200 (most current edition)

Local Ordinances⁴⁵

- | | |
|-------------------------------|-----------|
| a. Early Warning Devices | page 504 |
| b. Emergency lighting | page 505 |
| c. Fire alarms | page 505 |
| d. Fire extinguishers | page 505 |
| e. Fire lanes | page 506 |
| f. Fire suppression systems | page 506 |
| g. Lock/key boxes | page 508 |
| h. Private Property Access | page 509 |
| i. Posting of address numbers | page 207 |
| j. Hazardous materials | page 511 |
| k. Wood and Gas burning units | page 510 |
| l. Alarm ordinance | page 1503 |

⁴ Includes those nationally recognized codes that have modified by local ordinance

⁵ Complete text of “Municipal Code of Ordinances” available at the Bedford Town Office. Page numbers refer to municipal ordinance directory.

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APPLICATIONS AND PERMITS

APPLICATIONS: Application for any construction, modification, demolition or altering of any premise, structure (permanent or temporary) or lot shall be processed through the Town of Bedford Building Department located in the Bedford Safety Complex at 55 Constitution Drive, Bedford, NH. This application process may require one or more permits, fees, site plans, building plans and/or drawing. Several Bedford Fire Department fees are established on the same application for a building permit and may be processed with the Building Inspector, while some types may only be available by process through the Bedford Fire Department also located at 55 Constitution Drive, Bedford, NH.

The following Fire Department Fees⁶ are charged for as part of the Building Department application process:

- Sprinkler systems.
- Commercial kitchen hoods
- Fire alarm systems.
- Burner permits (oil and gas fired)
- Gas piping permits.
- Fuel dispensing suppression systems.

PERMITS: A permit separate from the Building Department application is required, and obtained through the Bedford Fire Department for the following activities:

- | | |
|---|--------------------|
| • Burning permits | N/C |
| • Underground storage tank removal | \$25.00 ea. |
| • Underground storage tank installation | \$25.00 ea. |
| • Drilling & Blasting | \$25.00 ea site |
| • Place of Assembly inspection | \$50.00 bi-annual |
| • Commercial tents | \$25.00 ea. |
| • Residential tents | \$10.00 ea. |
| • Service station & Garage inspection | \$25.00 ea. Annual |

RENEWAL: Renewal of a permit is the responsibility of person(s) requesting the operation. An expired permit will be cause for the ceasing of the operation permitted under the original permit.

⁶ See the Bedford Building Department Handbook for calculating fee amounts.
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INSPECTIONS

A Fire Department inspection is required for all the operations listed under APPLICATIONS & PERMITS, but is not limited to the Fire Code Handbook. These inspections are to verify compliance with the Fire Code(s), Appendix (ces), Ordinance(s) and/or reference(s) adopted by the Town of Bedford.

Schedule for inspections: The Bedford Fire Department shall conduct inspections within the following guidelines:

1. Between the hours of 8:00 am – 3:00 pm Monday – Friday
2. Minimum of 24 hours notice.
3. Arraignments by calling the BFD at (603) 472-3219.
4. Projects that require numerous different types of inspections shall be scheduled upon completion of phases.

GENERAL: Inspections shall be planned several days prior to an opening or occupancy. This will allow time for any necessary corrections to ensure compliance. It is necessary to comply with all the Fire Department requirements prior to scheduling a final inspection with the Building Department. Inspections are scheduled on a first come, first call basis. The Fire Official, in his judgment, will deem necessary, the urgency of an inspection which may be cause to alter the scheduling process.

The Fire Department reserves the right to cancel an inspection without notice due to manpower status and/or emergency operations. In the absence of the Fire Chief or his designee, the Building Official may be authorized to provide Fire Department approvals.

If at the time of the inspection, in the opinion of the Fire Official, the systems and/or structure are so incomplete to enable a valid inspection; the Fire Official may impose a time delay or a reinspection fee, to be paid in advance, prior to rescheduling of the inspection.

JURISDICTIONAL COOPERATION: Whenever the responsibility of more than one code official from different Bedford agencies are involved in the enforcement of inspections, (i.e. Health, Building, Planning, etc.) all agency permits or licenses will be held contingent upon the successful inspection of the Fire Department. For this reason it is best to schedule the Fire Department inspection prior to other agency inspections.

REINSPECTIONS: Prior to scheduling the Fire Department for a reinspection be sure to check that all required items have been completed and tested. Reinspections cause by a lack of coordinating completion may be subject to an additional fee or delay.

The Fire Department reserves the right to require corrections of deficiencies discovered at the time of the reinspection but not observed at the time of the original inspection.

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PLAN REVIEWS

SUBMITTAL: Submittal of plans for Fire Department approval are handled on a first come, first call basis. Review of plans by the Fire Department is a part of the Building Department application and permit process. The Chief or his designee will only sign off on the Building application after satisfactory review. These plans include, but not limited to, site, building, electrical, fire alarm, mechanical, sprinkler, hood/ suppression, tank installation/removal and storage.

TIME FRAME: All plans submitted are subject to a minimum - (2) two-week turn around period. The Fire Chief or his designee upon request of additional information, specifications or details, may extend this period.

APPROVAL: Plans required by the Fire Department to bear the stamp of a design professional shall have a wet stamp on them. The design professional of record shall be licensed in the State of New Hampshire and be disciplined in the appropriate area for the plans being stamped.

Plans approved by the Fire Chief or his designee are approved with the intent such plans comply in all respects with the code(s). Any omission or errors in the plans do not relieve the applicant of complying with all applicable requirements of the code(s).

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AUTOMATIC SPRINKLER SYSTEMS

GOVERNING CODES:

- NFPA 13, 13D, 13R and referenced codes therein.
- Town of Bedford Sprinkler Ordinance
- NFPA 1

APPLICATION & PERMIT:

- Building Department

PLANS:

- 2 sets stamped by appropriate design professional.
- Review by Fire Department

INSPECTIONS REQUIRED:

- Fire Department 24 hour notice
- Underground piping.
- 200 lb. Test .
- Inspectors test.
- Acceptance test.

DOCUMENTS REQUIRED:

- Material list.
- Underground piping flush & hydro test.
- 200 lb test certificate
- Materials testing certificate.
- Systems test results certificate.
- Maintenance/Service agreement.

OTHER:

- 4" Storz FDC
- Electric bell on front of building.
- Standpipes not to exceed 150' in each direction.
- Connected to an approved fire alarm system.
- Knox Box padlocks on PIV or OSY chains.

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COMMERCIAL BURNING PERMITS

GOVERNING CODES:

- State of New Hampshire Division of Forest and Lands

APPLICATION & PERMIT:

- State of New Hampshire Permit to Kindle.

PLANS:

- Location within site
- Size, type and number of piles.

INSPECTIONS REQUIRED:

- Fire Department 24 hour notice
- State of New Hampshire Forest Ranger.
- Bedford Forest Fire Warden (Fire Chief)

DOCUMENTS REQUIRED:

- Landowner's written permission.

OTHER:

- Between the hours of 9:00 am and 5:00 pm.
- Required to have fire suppression on site.

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COMMERCIAL KITCHEN HOODS & SUPPRESSION SYSTEMS

The following requirements shall be meet to install, alter,

GOVERNING CODES:

- NFPA 96 and referenced codes therein.
- State of New Hampshire mechanical Code
- NFPA 1

APPLICATION & PERMIT:

- Building Department

PLANS:

- 2 sets stamped by appropriate design professional.
- Review by Fire Department

INSPECTIONS REQUIRED:

- Fire Department 24 hour notice
- System Puff test.
- Fire Alarm Activation

DOCUMENTS REQUIRED:

- Material list.
- Manufacture's specifications.
- Installer's compliance report
- Systems test results certificate.
- Maintenance/Service agreement.

OTHER:

- Connected to an approved fire alarm system

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COMMUNITY WATER SYSTEMS/FIRE PROTECTION

GOVERNING CODES:

- NFPA 22, 24 and referenced codes therein.
- Town of Bedford Community Water Systems Specifications
- NFPA 1

APPLICATION & PERMIT:

- Planning Department

PLANS:

- 2 sets stamped by appropriate design professional.
- Review by Fire Department

INSPECTIONS REQUIRED:

- Fire Department 24 hour notice
- Public Works 24 hour notice
- Planning Department 34 hour notice
- Underground piping

DOCUMENTS REQUIRED:

- Material list.
- Underground piping flush & hydro test.
- Materials testing certificate.
- Systems test results certificate.
- Maintenance/Service agreement.

OTHER:

-

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FIRE ALARM/DETECTION SYSTEMS

GOVERNING CODES:

- NFPA 70, 72 and referenced codes therein.
- Town of Bedford Fire Alarm Ordinance
- NFPA 1

APPLICATION & PERMIT:

- Building Department

PLANS:

- 2 sets stamped by appropriate design professional.
- Review by Fire Department

INSPECTIONS REQUIRED:

- Fire Department 24 hour notice
- System Completion.
- Dialer

DOCUMENTS REQUIRED:

- Material list.
- Installers compliance certificate.
- Materials testing certificate.
- 100% Systems test results certificate.
- Maintenance/Service agreement.

OTHER:

- Zones by floor, device, pull stations and suppression system(s) separation
- Zones disconnect switches required.
- Annunciator required if FACP is located at other than at main entrance.
- Key provided to be put in Knox Box. (alarm panels to be keyed to CAT 30)
- System connected to Bedford Communication Center or private monitoring agency.
- Fire Alarm shall be separate from non-life safety monitoring systems.
- Trouble signal notification to owner.
- Fire Signal notification to Fire Department.
- Elevator common recall upon initiation of system where applicable.

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FIRE PONDS/DRY HYDRANTS

GOVERNING CODES:

- NFPA 1142 and referenced codes therein.
- Town of Bedford Dry Hydrant Specifications

APPLICATION & PERMIT:

- Planning Department
- Bedford Conservation Commission

PLANS:

- Site, pond specifications.
- Review by Fire Department

INSPECTIONS REQUIRED:

- Fire Department 48 hour notice
- Underground piping.
- Acceptance test.

DOCUMENTS REQUIRED:

- Material list.

OTHER:

- Maintenance/service agreement.
- Approved access to hydrant fitting for fire apparatus.

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HAZARDOUS MATERIAL STORAGE & USAGE

GOVERNING CODES:

- NFPA 1, 30, 704 and referenced codes therein.
- Town of Bedford Fire Ordinance
- State of New Hampshire Department of Environmental Services
- Unites States DOT regulations
- SARA Title II
- IBC 2000 Chapter 4

APPLICATION & PERMIT:

- Fire Department
- Special Permit

PLANS:

- 2 sets stamped by appropriate design professional.
- Review by Fire Department

INSPECTIONS REQUIRED:

- Fire Department 24 hour notice

DOCUMENTS REQUIRED:

- Material list.
- Tier II Reports.
- 200 lb test certificate
- Materials Safety Data Sheets (MSDS)
- Evacuation Plan.
- Control, Containment & Clean-up plan

OTHER:

- Approved Fire Suppression System
- Approved Fire Detection System.
- Explosion proof area/room
- Labeling on exterior of building complying with NFPA 704

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FUEL FIRED BURNERS

GOVERNING CODES:

- NFPA 31 and referenced codes therein for oil fired.
- NFPA 54 and referenced codes therein for gas fired
- State of New Hampshire Mechanical Code
- NFPA 211

APPLICATION & PERMIT:

- Building Department

PLANS:

- Review by Building Department.

INSPECTIONS REQUIRED:

- Building Department 24 hour notice
- Gas Piping (gas fired)
- Final operational Test

DOCUMENTS REQUIRED:

- Installation manual

OTHER (applies to both gas and oil fired):

- Serviceman's switch on unit
- Emergency shut off switch (with red cover) outside point of entry to room where device is located.
- Fire rated sheetrock over each unit.
- Fire-matic in the electrical circuit serving the device located directly over the burner portion of the equipment.
- Copper tubing is not accepted for use in the interior of structures for fuel gas piping.
- Solitary sprinkler head in lieu of required safety devices NOT PERMITTED.

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LIQUEFIED PETROLEUM GAS STORAGE TANKS

GOVERNING CODES:

- NFPA 58 and referenced codes therein.
- NFPA 1

APPLICATION & PERMIT:

- Building Department

PLANS:

- Site plan.
- Review by Fire Department (commercial & multi-tank)

INSPECTIONS REQUIRED:

- Building Department 24 hour notice
- Underground piping.
- Pressure test.
- Before tanks are covered (underground installations)

DOCUMENTS REQUIRED:

- Tank Certification (installer)

OTHER:

- Tanks covered with earth prior to inspection will be required to be completely exposed for inspection.
- All backfill material for tank and lines must be on site at time of inspection.
- Gas lines exiting the ground must be protected from damage.

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OPTICOM SYSTEMS

GOVERNING CODES:

- Town of Bedford Opticom Systems Ordinance

APPLICATION & PERMIT:

- Planning Department

PLANS:

- Site Plan
- System Plans

INSPECTIONS REQUIRED:

- Fire Department 24 hour notice
- State of New Hampshire (on NH Highways)

DOCUMENTS REQUIRED:

- Insurance document for liability
- Material List.
- State of New Hampshire approval (on highways)
- Test and Acceptance certificate
- Warranty

OTHER:

- Phasing on all approaches/all ways of travel
- 2 emitters supplied per intersection.

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PLACES OF ASSEMBLY

GOVERNING CODES:

- NFPA 1, 101, 1600 and referenced codes therein.
- State of New Hampshire Fire Code

APPLICATION & PERMIT:

- Building Department (new or renovated construction)
- \$50.00 fee per inspection (Fire Department)

PLANS:

- 2 sets stamped by appropriate design professional.
- Review by Fire Department

INSPECTIONS REQUIRED:

- Fire Department (semi-annual⁷) 24 hour notice
- Health Department (where applicable)
- State of New Hampshire Department of Liquor Control (where applicable).

DOCUMENTS REQUIRED:

- Evacuation plan.
- Employee training (fire extinguisher & evacuation).
- Material Safety Data Sheets (MSDS)
- Posting of Occupant load Certificate
- Specifications for interior finish materials
- Maintenance/Service agreement.

OTHER:

- 4" Storz FDC
- Electric bell on front of building.
- Standpipes not to exceed 150' in each direction.
- Connected to an approved fire alarm system.
- Knox Box padlocks on PIV or OSY chains.

⁷ Inspections are required on a semi-annual basis per RSA 155:34
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PROPERTY ACCESS BARRIERS

(Motorized security gates)

GOVERNING CODES:

- NFPA 1,
- Town of Bedford Fire Ordinances

APPLICATION & PERMIT:

- Fire Department

PLANS:

- 2 sets stamped by appropriate design professional (when required)
- Review by Fire Department

INSPECTIONS REQUIRED:

- Fire Department 24 hour notice

GATE SHALL BE OPERABLE BY THE FOLLOWING METHODS:

- Emergency access code on keypad
- Siren activation of gate mechanism
- Opticom activation of gate
- Knox box and keys
- Pushing by vehicle

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SERVICE STATIONS & GARAGES

GOVERNING CODES:

- NFPA 1, 30, 30A, 70, 88A and the codes referenced therein.
- SARA Title II

APPLICATION & PERMIT:

- Fire Department
- State of New Hampshire UST permit

PLANS:

- 2 sets stamped by appropriate design professional.
- Review by Fire Department

INSPECTIONS REQUIRED:

- Fire Department (annual) 24 hour notice
- \$50 inspection fee

DOCUMENTS REQUIRED:

- Tier II Reporting
- Material Safety Data Testing Sheets (MSDS).
- System Test Results Certificate
- Control & Containment clean up plan.
- Employee Training Records

OTHER:

- Annual test on Automatic suppression system
- At motor vehicle fueling facilities dispensers must be visible by attendant.
-

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TENTS

GOVERNING CODES:

- NFPA 1, 102 and the codes referenced therein.

APPLICATION & PERMIT:

- Building Department
- Commercial (\$25/tent)
- Residential (\$10/tent)

PLANS:

-

INSPECTIONS REQUIRED:

- Fire Department (annual) 24 hour notice

DOCUMENTS REQUIRED:

- Certificate of fire retardant material with a date of ten (10) years or less

OTHER:

- No open flames under tent.
- No cooking under tent (unless certified cooking tent)
- No parking of vehicles under tent or within 15 feet.
- All electrical shall be ground fault circuit protected
- Electric permit from building department for temporary electric installation.
- Parking on one side of road only, if approved by Fire Department.
- Copy of permit submitted to police Department.
- Two means of egress shall be provided at all times.

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**UNDERGROUND STORAGE TANK INSTALLATION FOR FLAMMABLE &
COMBUSTIBLE LIQUIDS**

GOVERNING CODES:

- NFPA 1, 30 and the codes referenced therein.
- SARA Title II
- State of New Hampshire DES Permit

APPLICATION & PERMIT:

- Fire Department
- State of New Hampshire UST permit

PLANS:

- 2 sets stamped by appropriate design professional.
- Review by Fire Department

INSPECTIONS REQUIRED:

- Fire Department (annual) 24 hour notice
- \$50 inspection fee
- Underground piping
- Pressure test

DOCUMENTS REQUIRED:

- Leak Detection.
- Identification Labels
- Control & Containment clean up plan.

OTHER:

- Photographs of installation
- As-built plan for exact tank location.
-

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**UNDERGROUND STORAGE TANK REMOVAL FOR FLAMMABLE &
COMBUSTIBLE LIQUIDS**

GOVERNING CODES:

- NFPA 1, 30, and the codes referenced therein.
- SARA Title II

APPLICATION & PERMIT:

- Fire Department
- State of New Hampshire permit

PLANS:

- Site Plan
- Review by Fire Department

INSPECTIONS REQUIRED:

- Fire Department (annual) 24 hour notice
- Underground
- Environmental

DOCUMENTS REQUIRED:

- Leak Detection
- Identification Labels.
- Soil samples
- Name and address of contractor
- Disposition of tank(s)

OTHER:

- Photographs of removal
-

