

Information on applications for Motor Fuel Dispensing Permits

The rules governing motor fuel dispensing facilities are found in Title 41 of the Illinois Administrative Codes, Parts 174, 175, 176 and 177. The rules require that construction of a new motor fuel dispensing facility or modification of an existing facility shall not be commenced until applications and plans are given written approval by the Office of the State Fire Marshal. Facilities are prohibited from opening for business until they have been inspected by an inspector from the OSFM Petroleum & Chemical Safety Division.

The rules address the following classifications of motor fuel dispensing facilities:

- Attended Self-Service Motor Fuel Dispensing Facility
- Unattended Self-Service Motor Fuel Dispensing Facility
- Fleet Vehicle Motor Fuel Dispensing Facility
- Full Service Motor Fuel Dispensing Facility
- Marine Motor Fuel Dispensing Facility

Note: one OSFM Motor Fuel Dispensing Permit Application applies to all of the above types of motor fuel dispensing facilities.

Plan and application review for Motor Fuel Dispensing Permits is handled by the Office of the State Fire Marshal's Petroleum & Chemical Safety Division. Field inspections of newly constructed or significantly modified stations, as well as the issuing of renewed permits for existing facilities, are also handled by the OSFM's Petroleum and Chemical Safety Division. Currently permitted motor fuel dispensing facilities that do not undergo changes are not required to resubmit a Motor Fuel Dispensing Facility Permit Application to the OSFM. Currently permitted facilities are re-inspected on a biennial schedule by inspectors from the OSFM's Division of Petroleum and Chemical Safety, and new Motor Fuel Dispensing Permits are issued upon determination of compliance with all applicable rules.

Motor Fuel Dispensing Facilities that must submit an application and plans to the OSFM's Petroleum & Chemical Safety Division for evaluation are those that are:

1. being newly constructed or newly established,
2. changing from one form of motor fuel dispensing facility classification to another classification (e.g., attended to unattended; attended to full service; or attended to fleet service, etc.), or
3. making substantial modifications to an existing facility. Substantial modification would include, but not be limited to:
 - i. Installation of new dispensing islands or dispensers in new locations
 - ii. Relocation of the emergency shutoff switches
 - iii. Construction or relocation of buildings on the property

Modifications that would NOT be considered substantial, and therefore would NOT require application and plan submittal to the OSFM would include the following types of work: (these modifications would simply be inspected when the facility is next due for permit renewal):

1. Like-for-like replacement of existing equipment (e.g., changing existing dispensing nozzles, hoses or fittings; replacing an existing emergency shutoff switch in its current location)
2. Replacing (or installing additional) collision protection posts or guardrails
3. Changing or replacing warning or instructional signs
4. Replacing or adding to the complement of portable fire extinguishers

Information on applications for Motor Fuel Dispensing Permits

It is important to note that the Motor Fuel Dispensing Facility Permit Application from the OSFM does not address underground tank maintenance and repair issues.

Permits for conducting work on underground storage tank systems (e.g., UST installation, removal, relining, abandonment-in-place, work affecting piping, replacing a dispenser or removing a dispenser to work at or below the shear valve, etc.) must be separately applied for, and obtained, from the OSFM. Obtaining OSFM approval for conducting UST work does not imply approval to operate the motor fuel dispensing facility, and likewise a Motor Fuel Dispensing Permit review does not imply that all UST requirements have been addressed.

Facilities which have only undergone a change of ownership, change of facility name, or change in designated facility address, should submit the Notification Form found at [Notification Form \[PDF, 87KB\]](#) on our website. Such facilities are not required to submit a new Motor Fuel Dispensing Facility Permit Application to the OSFM's Petroleum & Chemical Safety Division.

The administrative rules require that site plans must accompany submitted motor fuel dispensing facility application forms. Plans are required to be 8-1/2" x 11" in size and blueprints are not acceptable. The plans and applications must be submitted in triplicate. The plans shall be drawn to scale, and at a minimum shall include the following:

- Lot lines and dimensions.
- Building lines and dimensions.
- Location of all dispensers and/or dispenser islands.
- Location of installed dispenser collision protection.
- Location of all warning signs.
- Location of control stations.
- Location of all electrical shutoff switches.
- Fire extinguisher locations and sizes.
- Location of any LPG or flammable/combustible liquid tanks at the site.
- Location of any LPG cylinders or cylinder storage racks stored at the site.
- Location of installed collision protection for any LPG or other compressed gas items stored on site.

Questions can be directed to the Petroleum & Chemical Safety Division at (217) 785-1020.