



USE PERMIT APPLICATION
REPAIR GARAGE – PAGE 1

GENERAL INSTRUCTIONS FOR THE APPLICANT

- PLEASE READ OVER THIS APPLICATION AND INSTRUCTIONS THOROUGHLY AND FILL OUT COMPLETELY, USING INK OR OTHER PERMANENT MARKER.
- PLEASE PRINT OR TYPE ALL RESPONSES. FORM IS FILLABLE IN ADOBE ACROBAT.
- SUBMIT THIS APPLICATION TO THE FIRE MARSHAL'S OFFICE AT THE ADDRESS LISTED ABOVE.
- ALLOW UP TO 10 BUSINESS DAYS FOR PROCESSING

Existing Permit Number (Renewals Only): _____ NO CHANGES

Fees: \$90.00 for each addressed location. Operational permits are valid for one year.

This application is for a: Fleet Independent Vehicle or Equipment Dealer Other _____

Do you have fuel dispensing? Yes No If yes provide tank details

Number	Capacity	Contents

Level of Repair: Heavy Light Specialty _____

Types of related activities conducted (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Compressed gas (refrigeration, nitrogen filling) | <input type="checkbox"/> Cryogenic fluids (Hydrogen fuel) |
| <input type="checkbox"/> Cutting or Welding (<input type="checkbox"/> Electric <input type="checkbox"/> Gas) | <input type="checkbox"/> Fabrication (aluminum or magnesium) |
| <input type="checkbox"/> Spray finishing | <input type="checkbox"/> Steam cleaning or pressure washing |
| <input type="checkbox"/> Tire storage (indoors or outdoors) | <input type="checkbox"/> Wrecking yard, junk yard |

Fees: \$90.00 for each addressed location. Operational permits are valid for one year.

Business Name: _____ DBA: _____

 Billing Address City State Zip

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Inspection Property Address if different than billing:

Street Address	City	State	Zip
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Name of person making application:

_____ Telephone: _____ Emergency Telephone: _____
Print full name

I, _____ hereby accept full responsibility for the adherence to all requirements of the Virginia Statewide Fire Prevention Code and the Loudoun County Fire Prevention Code pertaining to the above application.

Please return this application with check or money order payable to the County of Loudoun.

Only application pages need to be returned. The instructions page is only to assist the applicant and provide general guidance.

Instructions

This application is to be used for repair garages with or without fuel dispensing. This includes body repair shops. Fuel dispensing without repair should use the application for ‘Flammable and Combustible Liquids’.

If you are renewing an existing permit, enter the number in the space provided.

Provide the business name and ‘Doing Business As’ name if it is different. Often a business uses a corporate name that is different from the name on the location. If the business location is different from the billing office, enter it as the inspection location in the space provided.

Make sure to provide the name and contact information for the person filling out the application. The application with a check or money order payable to ‘County of Loudoun’ should be mailed to the address shown on the application. We are not equipped to accept cash or credit/debit cards at this time.

Once the permit is processed an inspection will be scheduled. Common items we look for are:

- **Exits are clear and accessible.**
- **General housekeeping.**
- **Evidence of smoking in the shop area.**
- **Properly maintained wiring to equipment, damaged cords or missing ground pins.**
- **Proper storage of flammable or combustible liquids.**
- **Storage is not impeding egress or the operation of fire suppression systems.**
- **Portable extinguishers are accessible and properly maintained. Torch carts are required to have extinguishers mounted to them in addition to those in the shop.**
- **Documentation showing current maintenance of alarm and suppression systems, where installed. This includes required and voluntary systems.**
- **Electrical panels, alarm panels and other utility controls are accessible.**
- **Proper controls, signage and extinguishers for fuel dispensers.**
- **Building address is clearly visible from the street.**

This list covers the most common items related to these occupancies. Not all of these items apply to every location, and some have additional specific requirements. If you have questions related to a specific use or operation, please contact the Fire Marshal’s Office for additional assistance.