



Fire Marshal's Office  
41018 N Daisy Mountain Dr, Anthem, AZ 85086  
[Fire.Marshal@DMFD.org](mailto:Fire.Marshal@DMFD.org) 602-909-2441

Dear Business Owner and/or Authorized Agent,

**Subject: Hazardous Materials Operational Permit Requirements**

Due to the potential risks associated with facilities that store, use, or handle hazardous materials, an Operational Permit and applicable fee may be required by the Daisy Mountain Fire District (DMFD) Fire Code. Enclosed is the DMFD Hazardous Materials Application Packet. Completion and submission of this packet is mandatory for all businesses that store, dispense, use, transport on site, or otherwise handle hazardous materials. This application process is an important step in helping your facility remain compliant with fire code regulations while promoting a proactive approach to safety for first responders, your employees, and the surrounding community.

As part of the application process, you are required to submit an up-to-date inventory of all hazardous materials stored on your property, along with a site plan clearly indicating the locations where these materials are stored and/or used. The Hazardous Materials Inventory Statement (HMIS) form is included in this packet for your completion. This information is critical in assisting firefighters with effective emergency response to hazardous materials incidents, helping to minimize risks to your employees, property, and the surrounding community.

The submitted inventory will also be used to determine your annual Hazardous Materials Operational Permit fee, which is based on the types and quantities of materials present on site. Upon review of your application, the Daisy Mountain Fire District will issue an invoice reflecting the applicable Operational Permit fee.

Please electronically submit the application packet to [Fire.Marshal@DMFD.org](mailto:Fire.Marshal@DMFD.org).

If you have any questions or inquiries regarding the application or inspection, please contact the Fire Marshals Office at 623-465-7400 x119 or [Fire.Marshal@DMFD.org](mailto:Fire.Marshal@DMFD.org)

Thank you,

*Tim*

Tim Wills, Fire Marshal  
Daisy Mountain Fire District

The Hazardous Material Application consists of three parts.

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**Part 1** The Customer Information Page

**Part 2** The Hazardous Material Inventory Statement (HMIS)

**Part 3** The Site Plan. All three parts are required.

## The Customer Information Page - Part 1

### Sections 1 and 2 - Business & Billing Information

Please include the store number or identifier with the business name. If the building address is the same as the billing address, please write **Same** under Billing Business Name. Please include the business owners' information in case contact from the Fire Department is necessary. If invoices are submitted to a corporate office address that is different than the physical building address, please complete the billing information fields. The DMFD will submit invoices to the billing address.

### Section 3 -Occupancy Information

- Provide total square footage of property.
- Provide total square footage of building.
- Provide the total number of floors in facility.
- Does the facility have a basement, yes or no?
- List the anticipated number of people on site both day and night.
- Does the facility have an automatic sprinkler system? I
- Are the buildings fire alarm or sprinkler system monitored by a 3<sup>rd</sup> party company? Please provide the alarm monitoring company's name and phone number.
- Does the facility have a Key Box for emergency access?

### Section 4 - Emergency Contacts

Provide a primary and secondary emergency contact name and 24-hour phone number for each. This information is essential when the Fire Department responds to your facility after hours and needs to contact the facility's responsible party.

### Section 5 - Responsible Party

In accordance with the Daisy Mountain Fire District Fire Code, this person shall aid the Fire Department in pre-planning emergency responses, identifying the locations where hazardous materials are located, having access to Safety Data Sheets (SDS) and be knowledgeable in the site's emergency response procedures. Provide a name, title, and contact number for this person.

# DAISY MOUNTAIN FIRE & MEDICAL

HONORABLE • COMPASSIONATE • EXCEPTIONAL

## Fire Marshal's Office

41018 N Daisy Mountain Dr, Anthem, AZ 85086

[Fire.Marshal@DMFD.org](mailto:Fire.Marshal@DMFD.org) 602-909-2441

### Customer Information (Part 1)

1. BUSINESS INFORMATION		2. BILLING INFORMATION (if same, write same)			
Business Name:	Store #	Billing Business Name:	Store #		
Physical Address:		Billing Address:			
Building Number:	Suite:	Building Number:	Suite:		
City:	State:	Zip:	City:	State:	Zip:
Business Telephone:	Business Fax #:	Billing Telephone:	Billing Fax #:		
Business Owner Name:		Billing Contact Name:			
Owner Contact Number:		Billing Contact Number:			
Owner Email:		Billing Email:			
3. OCCUPANCY INFORMATION					
SQ. Ft. Of Property:		Auto Sprinkler System: Full <input type="checkbox"/> Part <input type="checkbox"/> None <input type="checkbox"/>			
SQ. Ft. Of Building:		Monitored: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Number of Floors:	Basement: Yes <input type="checkbox"/> No <input type="checkbox"/>	Monitoring Company Name:			
Persons on Site: Day	Night	Monitoring Company Phone:			
Copy of C of O	Yes <input type="checkbox"/> No <input type="checkbox"/>	FD Key Box: Yes <input type="checkbox"/> No <input type="checkbox"/>			
4. EMERGENCY CONTACTS					
Primary Name:		24 Hr. Contact No.:			
Secondary Name:		24 Hr. Contact No.:			
5. RESPONSIBLE PARTY					
<p>In accordance with DMFD Fire Code Section 5003.9, Responsible party shall be designated and trained to be liaison personnel to the fire department. These persons shall aid the fire department in preplanning emergency responses and identifying the locations where hazardous materials are located and shall have access to Safety Data Sheets and be knowledgeable in the site's emergency response procedures. A responsible party shall be available 24 hours per day in case of emergency.</p>					
Name & Signature:		Title:	Date:		
<p>DMFD will review and process your application packet and inventory statement. A fire inspector may contact you for further information, clarification, or to schedule a site visit. Based on the information submitted and obtained through the review, the facility may be assigned a Hazardous Materials Operational Permit. This permit fee will be billed annually and will only cease upon the application and issuance of a hazardous materials facility closure permit. The annual Permit &amp; fee covers specific hazardous materials storage, transportation on site, dispensing, use, or handling operational permit fees.</p>					

Return the application, Hazardous Material Inventory Statement(s) & Site Plan To:

[Fire.Marshal@DMFD.org](mailto:Fire.Marshal@DMFD.org)

Daisy Mountain Fire & Medical – Fire Marshals Office  
41018 N Daisy Mountain Dr, Anthem AZ 85086



## Introduction to the Hazardous Material Inventory Statement (HMIS) - Part 2

The Hazardous Material Inventory Statement (HMIS) is used to document the information required by the Daisy Mountain Fire District (DMFD) to determine applicable Fire Code requirements. The classification system established by the DMFD is outlined in Appendix E of the adopted 2018 Fire Code.

This information assists in establishing tactical priorities for emergency response at facilities that handle hazardous materials. It also serves to alert fire personnel to the specific hazards present at a given location.

When completing this section (Part 2), helpful reference materials include Safety Data Sheets (SDS), manufacturer product information, and Chapters 50 through 67 of the 2018 International Fire Code.

### **What Products Should Be Reported on the HMIS?**

- Include containers that are marked with US Department of Transportation (**DOT**) hazard labels, such as “Flammable Liquid,” “Corrosive,” “Explosive,” and “Organic Peroxide”.
- Include all compressed gas cylinders marked with a DOT Hazard Label.
- Include products with the US Environmental Protection Agency warning label of “Danger” or “Warning”
- Include the quantity and type of fuel used in Generators and Fire pumps. Include all products that have a NFPA 704 hazard rating of a “**4**”, “**3**”, or “**2**” in any one of the rating boxes or have a special hazard rating, i.e. Water Reactive (**W**), Corrosive (**COR**) or Oxidizer (**OXY**).

### **What can be excluded from the HMIS?**

- The storage and use of less than 500 pounds aggregate of aerosols.
- Office supplies like copier toner or correction fluid.
- Cleaning products intended for consumer use.
- Solder and solder flux.
- Automotive batteries and general use batteries.



### Completing Part 2 of the Hazardous Material Inventory Statement (HMIS)

**Note:** The HMIS portion of this application must be submitted to the Fire Department as a PDF along with the application page, or you may use your facility's inventory document if it includes all required HMIS information listed on the provided form; if additional space is needed to list chemicals, attach extra copies of the HMIS form or use the electronic supplemental HMIS document, and be sure to include the business name, store number, address, date, as well as the printed name and contact number of the person completing the HMIS, and if your facility operates a diesel generator and/or diesel fire pump, check "yes" and provide the quantity of fuel stored and the type of fuel used.

1. Check mark the appropriate box to indicate if the chemical is stored as **Indoor Storage** or **Outdoor Storage**. (If stored indoors and outdoors, please use a second column, and specify the total amount stored in each location).
2. List the **Chemical or trade name** of the product.
3. Write the **Concentration (%)**. If a product is in a pure state, it should be indicated as "**100%**." If it is a weaker solution, write the concentration as indicated on the MSDS. If the product is a mixture of several chemicals, write "**MIX.**"
4. Include the **CAS Number** (Chemical Abstract Service number). Every chemical made has an associated CAS number. This can be found in the SDS. If the product is a mixture, list the two or three primary chemicals found in the product and their associated concentration under the column listed as **Conc. %**.
5. Write in the **Fire Code Hazard Classification** for each chemical (ex. oxidizer, corrosive, flammable liquid, etc.). To determine the hazard classification, refer to the product SDS. You may also need to refer to the 2018 Fire Code to accurately make this determination.
6. Determine the Physical State of a product. Most chemicals will be listed as solid, liquid or gas. There are a few exceptions:
  - a. Aerosol products should be listed as "aerosol."
  - b. Propane, ammonia and chlorine should be listed as "liquefied gas."
  - c. Cryogenic fluids should be listed as "cryogen".
  - d. Compressed gases should be listed as "compressed gas".
7. Write the total amount of this chemical on site under Total Amt on Property. Solids and aerosols should be listed in pounds (lbs.), liquids and liquid gases should be listed in gallons (gal.), and gases should be listed in cubic feet (cu. ft.).
8. Under NFPA 704 RATING, list the hazard number found on the MSDS. This is a 0 – 4 rating that indicates the relative risk of a chemical, where "H" stands for health hazard, "F" stands for flammability hazard, and "R" stands for reactivity hazard.
9. "Tanks" (Above Ground Only). Indicate the number of tanks storing chemicals above-ground. Above ground Tanks are defined by the Fire Code as products in storage vessels containing 60 gallons or more.



## Example

Classifications of Commonly Stored and Used Hazardous Materials							
Chemical	Conc. %	CAS No.	Fire Code Classification	Physical State	704 H	704 F	704 R
Calcium Hypochlorite	100	7778-54-3	Class 3 Oxidizer, Class 2 Unstable (Reactive); Corrosive	Solid	3	0	1
Trichloroisocyanuric Acid	100	87-90-1	Class 1 Oxidizer, Class 1 Unstable (Reactive); Toxic	Solid	4	0	1
Sodium Dichloroisocyanurate, dihydrate	100	51580-86-0	Class 1 Oxidizer, Class 1 Unstable (Reactive)	Solid	2	0	1
Sodium Hydroxide pellets	100	1310-73-2	Corrosive	Solid	3	0	0
Potassium Hydroxide pellets	100	1310-58-3	Corrosive, Toxic	Solid	3	0	0
Chromium Trioxide	100	1332-82-0	Class 2 Oxidizer, Corrosive, Toxic	Solid	3	0	0
Gasoline	100	8006-61-9	Flammable Liquid I-B, Irritant	Liquid	2	3	0
Diesel Fuel	100	Mixture	Combustible Liquid II	Liquid	2	2	0
Motor Oil	100	Mixture	Combustible Liquid IIIB	Liquid	2	1	0
Isopropyl Alcohol	100	67-63-0	Flammable Liquid I-B	Liquid	2	3	0
Hexane	100	110-54-3	Flammable Liquid I-B	Liquid	2	3	0
Methyl Ethyl Ketone	100	78-93-3	Flammable Liquid I-B	Liquid	2	3	0
Styrene Monomer	100	100-42-5	Flammable Liquid I-C, Class 2 Unstable (Reactive)	Liquid	2	3	2
Hydrochloric Acid	15-37	7647-01-0	Corrosive	Liquid	3	0	0
Sulfuric Acid	98	7664-93-9	Corrosive, Class 2 Water Reactive, Toxic	Liquid	3	0	0
Sulfuric Acid	12.7-50	7664-93-9	Corrosive, Class 1 Water Reactive, Toxic	Liquid	3	0	0
Sodium Hydroxide, aqueous	2-50	1310-73-2	Corrosive	Liquid	3	0	0
Propane	100	74-98-6	Flammable Liq. Gas	Liq. Gas	0	4	0
Acetylene	100	74-86-2	Flammable Com. Gas	Com. Gas	0	4	2
Oxygen, Compressed	100	7782-44-7	Oxidizer Com. Gas	Com Gas	0	0	0
Oxygen, Liquefied	100	7782-44-7	Oxidizer Cryo. Fluid	Cryogen	3	0	0
Nitrogen, Liquefied	100	7727-37-9	Inert Cryo. Fluid	Cryogen	3	0	0





## Site Plan Worksheet (Part 3) Instructions

The purpose of the site plan worksheet is to provide an overview of your facility for fire department personnel. Once completed, this information will be available to responding fire department units during emergency situations at your facility.

### Instructions

Please complete the drawing by following the directions provided. Keep in mind that the clearer and more detailed your drawing is, the more useful it will be for emergency responders.

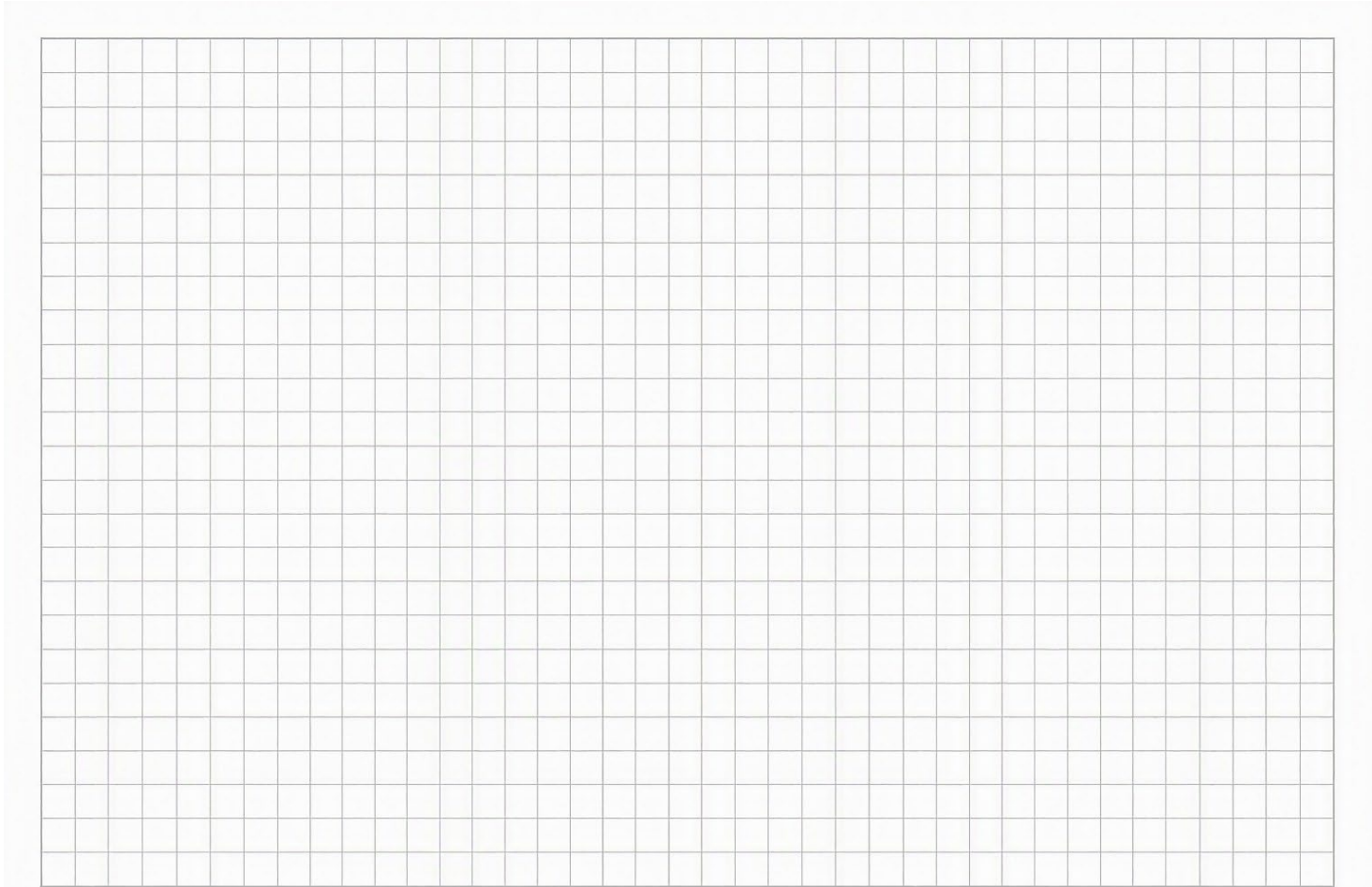
- Include all exterior and any SIGNIFICANT interior walls (i.e. firewalls, separations between office space and warehouse).
- Utilizing the symbol's location on the bottom of the form include all pertinent information
- When drawing elevators and stairwells, please include what floors are serviced (B-2 = basement to 2<sup>nd</sup> floor); or 1-R = 1<sup>st</sup> floor to roof).
- In the upper right corner of the grid include appropriate fire diamond.
- Identify all significant hazardous material locations.
- Complete the section below with responsible party contact information.

**SITE PLAN WORKSHEET (Part 3)**














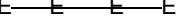





Please include the following building features using the below symbols as needed:

- Exterior Arrangement
- Interior Arrangement
- Hazmat Storage locations
- Critical Interior Walls
- Firewalls
- All Exits & Entrances
- Stairwells or Lofts
- NFPA 704 sign locations
- Fire Control Panel
- Lock Box
- Hydrants
- OS&Y Sprinkler Shutoff
- FDC Connection



**Symbols**

- |   |   |   |  |   |
|---|---|---|--|---|
| Electrical connection to building  | Standpipes intake  outtake  | Stairways  | Lock Box      | Block walls      |
| Gas connection to building         | OS&Y Sprinkler shutoff   | Elevators  | Fences        | Fire control     |
| Sprinkler Connection               | Man doors    | Firewall   | Gates         | Electrical line  |
|   | Roll up doors    | Hydrants   | Locked Gates  |   |