



## MEMORANDUM

**TO:** David A. Hulseberg, Village Manager

**FROM:** Michael Torrence, Fire Chief *mt*

**DATE:** March 23, 2011

**SUBJECT:** **TEXT AMENDMENT TO TITLE XV, §150.105, SECTION 105.1.2  
OPERATIONAL PERMITS AND FEE STRUCTURE**

Operational Permits are required under the International Fire Code, Section 105. This code section enumerates forty-six categories in which the Fire Code Official is authorized to issue an operational permit. The Bureau of Fire Prevention has undertaken a review of the categories as listed. The results of this effort are proposed amendments to Sections 105.1.2 and 105.6 of the Lombard Fire Code establishing twenty-one (21) separate categories that will require the issuance of an annual fee based permit. The actions taken by the Board of Building Appeals at the March 1, 2011 meeting was a unanimous recommended approval of this proposed text amendment.

### **BACKGROUND**

The public health, safety and welfare of the citizens may be endangered by the improper handling, storage, processing and disposal of hazardous materials. Additionally, the health, safety and welfare of the fire and police can be endangered because of a lack of complete knowledge of the types, and the locations of these hazardous materials.

With the implementation of the Operational Permit Program the Fire Department will have a system in place to effectively monitor hazardous materials which are used, handled, stored, possessed and/or located within the Village of Lombard business community.

A heightened safety risk may exist in these occupancies because of:

- Hazardous or flammable materials or processes
- High fire loads
- Materials or processes that have unique fire management characteristics

Benefits of issuing and tracking Operational Permits:

- Identify occupancies with hazardous materials storage and processes
- Determine the adequacy of fire protection systems and equipment
- Track compliance requirements of the Emergency Planning and Community Right-to-Know Act (SARA Title III)

The Operational Permit Program will provide a tool for the Fire Department to create a database of the types and locations of hazardous materials in our industrial districts and enhance our partnership with our business community where we can apply our leadership and knowledge towards the goal of a keeping Lombard a safe place to live and work.

**RECOMMENDATION**

Exhibit A attached, is a draft of the Operational Permit categories for consideration; amending Section 105.1.2, identifying the twenty-one categories to be covered under this program and the subsequent fees attached to each category. Fire Department staff recommends that the Village Board approve the proposed text amendment to the Fire Code authorizing the issuance of annual permits to monitor the storage and use of hazardous materials and the recommended fee structure to support administrative costs.