



# Nevada Board for the Regulation of Liquefied Petroleum Gas

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## Class 1, 2A or 3 License Application

1. Read all instructions carefully. **The Board desires to provide courteous and timely service to all applicants. To maximize its efficiency and the level of service, the Board will process complete applications only.** A complete application includes all applicable supporting documents and fees. The Board will not act as your agent in gathering information or supporting documents necessary for the consideration of your license application. Incomplete applications will be returned to you.
2. **Please type or print when completing this form and make sure it is properly signed.**
3. **Include the required application and license fees.** If you are applying for more than one class of license at the same physical address please contact the Board office for further information. **Application fees are non-refundable.**
4. **For other than Class 1, 2A or 3 licenses** contact the Board office for the correct application.

### SECTION 1 – CLASSIFICATION OF LICENSE REQUESTED

The undersigned hereby applies to the above-named Board under the provisions of Section 590.465 to 590.645, inclusive, of the Nevada Revised Statutes, and the Rules and Regulations of the Nevada Liquefied Petroleum Gas Board, under the Class number herein checked (check one box only). If you think you need more than one class of license, contact the Board office.

- Class 1A License: A business engaged in the business of installing equipment for the use of LPG and who sells, fills, refills, delivers, or is permitted to deliver **250,000 or more gallons** of LP-Gas per year.
- Class 1B License: A business engaged in the business of installing equipment for the use of LPG and who sells, fills, refills, delivers, or is permitted to deliver **less than 250,000 gallons** of LP-Gas per year.
- Class 2A License: A business engaged in the delivery of pre-filled LP-Gas exchange cylinders.
- Class 3A License: A business engaged in the installation or repair of LP-Gas vapor piping, appliances or venting.
- Class 3B License: A business engaged in the installation or repair of LP-Gas systems installed on recreational vehicles.
- Class 3C License: A business engaged in the installation or repair of LP-Gas industrial facilities.
- Class 3D License: A business engaged in the installation of LP-Gas vehicle fuel systems.
- Class 3E License: A business not engaged in the sale of LP-gas but engaged in the sale or installation of gas equipment that the Board determines requires a special license.

### SECTION 2 – FEES

**Application Fee:** A \$70 non-refundable application fee is required for each application that is submitted to the Board.

**License Fee:** A license fee is required for each application that is submitted to the Board. After the initial license fee an annual license fee will be assessed on or around the anniversary of the license being approved.

**Inspection Fee:** An inspection fee will be required for the inspections that will be performed at your facility. After the initial inspections, annual inspections will be performed and inspection fees will be assessed on your annual licensing renewal invoice.

License Class	License Fee	Inspection Fee
1A	\$925	*
1B	\$660	*
2A	\$135	\$105
3A, 3B, 3C, 3D, or 3E	\$135	\$0

$$\frac{\quad}{\text{(Application fee)}} + \frac{\quad}{\text{(License fee)}} + \frac{\quad}{\text{(Inspection fee)*}} = \frac{\quad}{\text{(AMOUNT ENCLOSED)}}$$

\* Class 1A & 1B inspection fees are calculated by multiplying \$105 times the number of containers used for storage and vaporizers (e.g. if your facility has two 30,000 gal. bulk storage containers, one 500 gal. resale dispenser container, and zero vaporizers: [2 + 1 + 0 = 3] [3 x \$105 = \$315]).

**SECTION 3 – BUSINESS NAME AND ADDRESS**

**Business Name:** The legal business name is the name that will appear on the license. The DBA is the name that you will be doing business as. If you will be using a fictitious business name (DBA) include a filed copy of your fictitious name certificate. Licenses are valid only for the particular business they were issued to.

Legal Business Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Federal Employer Identification Number (EIN) (e.g. 00-0000000) \_\_\_\_\_  
*(Found on your Federal Tax Forms, W-4, W-9)*

Nevada State Business License (ID) Number (e.g. NV00000000000) \_\_\_\_\_  
*(Found on your Nevada Secretary of State business license documents)*

**Address:** Space is provided for three addresses - an office address, bulk storage address and a billing address. The office address is the physical location where business is conducted. The bulk storage address is where the licensed class 1A, 1B or 2A's primary bulk LP-Gas storage is physically located. The billing address is where the Board will send all mail and contact to discuss billing issues. Licenses are valid only for the particular premises they were issued to.

**Office Address (all applicants):** \_\_\_\_\_  
(Street Address)

\_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Person Title: \_\_\_\_\_

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**Bulk Storage Address (1A, 1B or 2A only):** \_\_\_\_\_  
(Street Address)

\_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Person Title: \_\_\_\_\_

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**Billing Address (all applicants):** \_\_\_\_\_  
(Street Address or P.O. Box)

\_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-mail: \_\_\_\_\_ Web Site: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Person Title: \_\_\_\_\_

**SECTION 4 BUSINESS ENTITY TYPE**

**Business Entity:** Licenses are issued to legal business entities, and are not transferable to any person, firm, association, partnership or corporation. It is suggested that you consult with your legal counsel and/or accountant when deciding on the business entity type. **You must be on record with the Nevada Secretary of State.**

This application is for a (check appropriate business entity):

- Sole Proprietor
- Corporation or LLC
- General Partnership
- Other – Enter the business entity type \_\_\_\_\_

**SECTION 5 – EQUIPMENT OWNER (Class 1A, 1B and 2A only)**

**Equipment Owner:** List the name of the licensed person or business that owns the LP-Gas dispensation and/or storage equipment located at your business (e.g. - dispensing stations, cylinder exchange cabinets, storage containers, etc.)

Equipment Owner: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**SECTION 6 - PERSONNEL**

**Personnel:** Supply the identifying information below for the sole proprietor; if a corporation or LLC, list the president, vice-president, secretary and managing officers; if a partnership list all partners.

NAME	TITLE OR POSITION	ADDRESS	PHONE

(Attach a separate sheet if necessary.)

Has anyone listed above been previously licensed to supply, install, or repair LP-Gas installations in this or any other states?

Yes     No    If so, who, under what name, when, and in what states \_\_\_\_\_

**SECTION 7 - QUALIFIED PERSON**

**Qualified Person:** Each applicant must establish at the time of issuance of a license that at least one qualified person is connected with or employed by the licensee. A “qualified person” means a person who holds a Certificate of Competency issued by the Board which corresponds to the type of work performed by the person.

*Please note that licensees shall allow only a qualified person employed by the licensee to perform safety sensitive functions. A “safety sensitive function” means the delivery of LP-Gas to a container or the manufacturer, fabrication, assembly, installation or repair of any system, container, apparatus or appliance for the storage, transportation, dispensation or utilization of LP-Gas.*

Supply the name of the person who will be designated as your qualified person.

Qualified Person Name: \_\_\_\_\_

Qualified Person COC No.: \_\_\_\_\_ COC Expiration Date: \_\_\_\_\_

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### **SECTION 8 – PLANS AND SPECIFICATIONS (Class 1A, 1B and 2A only)**

Detailed plans and specifications of new installations of storage containers, bulk plants, cylinder refurbishing facilities and related equipment must be submitted to the Board for approval **prior** to any commencement of work. Plans must detail the equipment being installed in relation to property lines, buildings, streets, sidewalks, overhead power lines, all utility easements, emergency electrical shutoff switch, etc. All plans must give details of how the installation will be protected from vehicle traffic.

Any vertical LP-Gas container that is designed to be self-supporting by the use of steel supports requires a concrete footing. Plans for the required footing must be approved by a Nevada engineer licensed pursuant to chapter 625 of the NRS. The container installation must be able to withstand the anticipated wind and seismic forces at the installation location. The engineer who approves these plans must be aware of the soil conditions at the proposed installation location. This will require a separate soil compaction study be performed by a company that is licensed to do so. The same requirement applies for concrete piers or steel skids designed to support a horizontal container over 2000 gallon water capacity.

Other installations may also require approval by a licensed Nevada engineer. Contact the Board office if you are unsure if your installation requires such approval.

Include a copy of all plans and specifications for your proposed installation. All plans submitted that are approved by an engineer as required above must be the original “wet stamped” plans.

**PLEASE NOTE: Any future changes that impact the LP-Gas system shall be reported to the Board office immediately.** This may include but is not limited to: LP-Gas equipment change, new construction on property or neighboring property, property use changes, utility relocation, etc.

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### **SECTION 9 – INSURANCE REQUIREMENTS**

Licensees must have insurance against liability for injury to persons and damage to property. The insurance must be kept and remain in force during the lifetime of the operation. Certificates showing current coverage must be on file in the office of the Board and in the office of the company. Include a valid copy of the insurance certificate.

The following items must be listed on the Certificate of Liability Insurance:

- The insured must have all physical locations and type of installations listed (office, bulk storage, terminal, etc.)
- The Board must be named as the certificate holder as displayed below:

Nevada LP-Gas Board  
P.O. Box 338  
Carson City, NV 89702

*Please note that failure of a licensee to continuously maintain a current certificate of liability insurance in the Board office constitutes grounds for suspension or revocation of the license.*

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**SECTION 10 – DECLARATION AND AUTHORIZED SIGNATURE**

The applicant understands that if at any time he is found to be non-compliant with any of the regulations established by the Board, he will be subject to disciplinary action up to and including suspension or revocation of his license.

The applicant understands that the Board is authorized to conduct examinations of any applicant to determine the responsibility, ability, knowledge, experience or other qualification of the applicant for a license and that this application will be classified as a public record and will be available for inspection by the public.

The applicant understands that he shall only allow qualified persons in his employ to perform safety sensitive functions. If at any time he is found to have allowed non-qualified persons to perform safety sensitive functions he will be subject to disciplinary action up to and including suspension or revocation of his license.

The applicant understands that being granted a license from the Board does not exempt them from other Federal, State, and local jurisdictional requirements (e.g. business licenses, zoning ordinances, contractor’s license, building permits, etc.)

**WAIVER OF RIGHT TO NOTICE OF HEARING PURSUANT TO NRS 241.033 AND 241.034**

I acknowledge that I am aware that NRS 241.033 and 241.034 entitle me to a written notice:

- a) Delivered personally to me at least 7 calendar days before the meeting; or
- b) Sent by certified mail to my last known address at least 14 calendar days before the meeting

of the Nevada Board for the Regulation of Liquefied Petroleum Gas at which administrative action might be taken against me or at which my character, alleged misconduct, professional competence, or physical or mental health may be discussed or considered by the Board. I acknowledge that the Board intends to discuss my character, alleged misconduct, professional competence, or physical or mental health at the next available meeting as such relates to my **application** for certification or licensure by the Board and that the Board intends to **grant** or **deny** my **application**. To deny my application the Board would “take administrative action against” me as that term is used in NRS 241.034.

I acknowledge that the Board may decide to hold a closed session to discuss and consider my character, alleged misconduct, professional competence, or physical or mental health.

I acknowledge that because the Board is attempting to act on my application in an expeditious manner, the next meeting of the Board may be scheduled too soon for the Board to afford me the legally required notice pursuant to NRS 241.033 and 241.034. Because the Board might be unable to notify me in time to comply with NRS 241.033 and 241.034, I have two choices:

- 1) **Waive** the 7-day and 14-day notice by so indicating on the enclosed form, below, in which case my properly completed application will be heard by the Board at their next available meeting, or
- 2) Request a timely notice, in which case my properly completed application will not be heard by the Board until the next available meeting after timely notice has been given to me.

By checking one of the following, I hereby state to the Board:

- I waive** my right to timely notice of the hearing on my properly completed application at the next available Board meeting, and I agree that the Board may discuss, consider and act on my application at that meeting, including **approval** or **denial** of the application, regardless of whether I attend the meeting.

*By making this waiver, I assume the responsibility of contacting the Board office from time to time, if I choose to do so, to keep myself apprised of the date of the meeting at which my application will be considered and acted upon.*

- I do not waive** my right to timely notice of the hearing on my application, and I affirm that the Board may not discuss, consider or act on my application until timely notice has been given to me; and, therefore, I acknowledge that my application will not be considered until a later meeting.

**Signature Requirements:** A **principal** (officer, director, or owner) of the applying company **must** sign this application.

**I declare under penalty of perjury under the law of the State of Nevada that the foregoing is true and correct.**

Executed on \_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(title)

\_\_\_\_\_  
(print name)

## NEW LICENSE APPLICATION - APPLICANT CHECKLIST

This checklist is provided as a courtesy in an effort to assist you in submitting a complete application. Please review this checklist to ensure that your application is complete. The Nevada Board for the Regulation of Liquefied Petroleum Gas (Board) desires to provide courteous and timely service to all applicants. To maximize its efficiency and level of service, **the Board will process complete applications only.**

- Responses have been made to all questions in each section of the application, and all supporting documentation is included.
- Section 1 – Designate the classification requested.
- Section 2 – Calculate and include the required fees.
- Section 3 – Provide all required information and, if applicable, attach a filed copy of your fictitious business name certificate.
- Section 4 – Mark the appropriate entity type.
- Section 5 – List your LP-Gas equipment owner (1A, 1B and 2A only).
- Section 6 – List all personnel per the instructions based on the entity making application. Answer the previous licensed question.
- Section 7 – List at least one qualified person who is connected with or employed by the licensee.
- Section 8 – Attach all required plans and specifications.
- Section 9 – Attach your valid certificate of insurance.
- Section 10 – A principal of the applying company must sign this application.

### PLEASE NOTE:

**The Board will only accept complete applications for processing. Please ensure that your application is complete and all supporting documentation is included. The Board will not act as your agent in gathering information or supporting documents.**

**The Board requires the original application be received in the Board office by 5:00 PM, 11 days prior to a meeting to be included on the agenda for that meeting. A schedule of Board meetings can be located at the Board office or on the Board website.**

**Applications approved with contingencies must have all contingencies met within 30 days for Board approval at the next meeting, or a new application and fees will be required.**

### FOR OFFICE USE ONLY – DO NOT WRITE IN THIS SPACE

Fee received: \_\_\_\_\_ Check No.: \_\_\_\_\_

License Number: \_\_\_\_\_

Processed By: \_\_\_\_\_

QP Verified

