

STATE of OKLAHOMA
LIQUEFIED PETROLEUM GAS ADMINISTRATION



CLASS (1) PERMIT APPLICATION

Permits the holder to engage in any phase of the LP Gas business

EXAMINATION FEE: \$55.00 (SUBMIT WITH APPLICATION)
This application shall be on file in the administrator's office 30 days prior to testing.
Testing is in Jan., April, July, & Oct. (Call for exact dates)

Full Company Name _____ Federal ID No. _____

Business Street Address _____
Street City State Zip

Business Mailing Address _____
Street City State Zip

Business Telephone _____ E-Mail Address: _____

List of Officers, Partners, or Owners: Check one: ___ Corporation/Association ___ Partnership ___ Sole Proprietor ___ LLC
Name Title Address Zip

On all the following information, if not known at this time, show not known.

Insurance Company Name _____ Agents Phone Number: () - _____
General Liability _____ Automobile Liability: _____
(Policy No.) (Expiration Date) (Policy No.) (Expiration Date)

List all branch operations operating in or dispatching delivery trucks into Oklahoma:

Town _____ Physical and Mailing Address _____ Telephone No. _____

List all Class (10) managers:

Name _____ Last 4 Digits of SSN _____ Class 10 Permit No. _____ Branch or Location _____

List all other employees that hold an Oklahoma LP Gas permit:

Name _____ Last 4 Digits of SSN _____ Permit Number _____ Branch or Location _____

List all bobtails operating in or dispatched into Oklahoma and base location:

Number _____ Location _____ Number _____ Location _____

List all transports operating in or dispatched into Oklahoma and base location:

Number _____ Location _____ Number _____ Location _____

List all cylinder delivery trucks operating in or dispatched into Oklahoma and base location:

Number _____ Location _____ Number _____ Location _____

DO NOT WRITE IN THE SPACE BELOW

PERMIT NUMBER _____

EXPIRATION DATE _____

DATE ISSUED _____

PROCESSED BY _____

List all facilities, satellite storages, their size and location:

WC Gallons _____ Town or Nearest To _____ Physical Directions _____

List all dispensers (pump connected to container) that are owned by the Class 1 permit holder:

WC Gallons _____ Owner or Class 6 Permit Holder _____ Address or Directions _____

Check the following services you will perform in Oklahoma:

_____ Retail Deliveries _____ Cylinder Exchange Program _____ Sell Cylinders or Containers
_____ Wholesale Deliveries _____ Install LP Gas Systems _____ Sell or Service Appliances
_____ Fill Cylinders _____ Rent LP Gas Containers _____ Sell or Services RV's or Mobile Homes
_____ Fill Motor Fuel _____ Alternative Fuel Installations _____ Manufacture or Assemble LP Gas Systems

Read and initial the following:

- _____ We understand that all Class X (10) managers shall be full-time employees and when a Class X (10) manager is no longer employed, the LP Gas Administration will be notified immediately.
- _____ We understand that this permit is transferable and any change in name or ownership will be reported to the Oklahoma LP Gas Administration immediately.
- _____ We understand that all employees that dispense LP Gas shall hold a permit and will attend an annual safety school sanctioned by the LP Gas Board.
- _____ We understand that all dispensers and any LP Gas container 2000 WC gallons or larger, plans will be submitted to the LP Gas Administration for approval before the installation.
- _____ We understand that a Form 4 or other approved forms will be submitted to the LP Gas Administration on all installations of LP Gas systems or appliances and on any new customer or customer we have not serviced in the last 24 months.
- _____ We understand that all Class 1 and Class X (10) permit holders shall attend a semi-annual safety seminar sanctioned by the LP Gas Board.
- _____ I certify that this information is true and correct. Any false or fraudulent statement for failure to comply with the rules and regulations promulgated by the Liquefied Petroleum Gas Board or Oklahoma Statutes 'Title 52, Chapter 8, Section 420.1 through 420.17 shall be cause for suspension or revocation of the permit held.

Signed, _____
Print Name, _____
Title, _____ Date, _____

This application will not be accepted unless all above question are answered and a certificate of insurance is included. There will be 150 test questions and will be taken from the current NFPA-54 & 58 and the Oklahoma LP Gas Rules. Passing score is 80% or above.

**Mail to: Oklahoma LP Gas Administration
3815 N Santa Fe, Suite 117
Oklahoma City, OK. 73118**

Test Date: _____
Test Score: _____
Location: _____

Phone (405) 521-2458 Fax (405) 521-6037
[E-Mail-lpgasinfo@lpgas.state.ok.us](mailto:lpgasinfo@lpgas.state.ok.us)

_____ Approved _____ Disapproved

Make Checks Payable to; LP Gas Administration

By Administrator



**STATE OF OKLAHOMA
LIQUEFIED PETROLEUM GAS ADMINISTRATION
3815 N. SANTA FE, SUITE 117
OKLAHOMA CITY, OK 73118**

Addendum to Class 1 Permit Application

From LP Gas Rules and Regulations:

420:10-1-5.Permits (a) Permits required. No person, firm, corporation, association or other entity shall engage in the manufacturing, assembling, fabrication, installing or selling of any system, container, or apparatus to be used in this State in or for the transportation, storing, dispensing, or utilization of LPG, nor shall any transporter, distributor, or retailer of LPG store, dispense and/or transport over the highways of this State any LPG for use in this State in any system, container, apparatus or appliance without having first obtained a permit to do so as provided in this section.(b) Permit classifications. The permits required for engaging in business shall be divided into the following classifications: (1) Class I - Dealer permit. The Class I Dealer Permit permits the holder to engage in any phase of the LP Gas business. A Class X Manager's permit must be secured for the person actually in charge of an LP Gas operation at each separate branch or base of operation of a Class I permit holder. The initial permit fee for a Class I is One Thousand Dollars (\$1,000.00). The annual renewal fee required to be paid for the Class I permit is Nine Hundred Dollars (\$900.00). (A) Class I holder can go on inactive status, but will have to meet all the requirements of the permit, including paying the annual renewal fee, and having proper insurance requirements filed with the Administrator, before going back on active status. If requirements are not met the permit will then be revoked. The annual renewal fee required to be paid for a Class I permit holder on inactive status is Four Hundred Dollars (\$400.00). (B) Applicant must furnish to the Board, evidence of the following insurance: (i) A minimum of \$1,000,000.00 general liability insurance, as per 420:10-1-18; (ii) Worker's Compensation insurance shall be required as per state requirements; (iii) Motor vehicle insurance must meet State and Federal requirements. (C) Brokers/wholesalers selling LP Gas to anyone other than Class I permit holders or refinery/gas processing type facilities shall obtain a Class I permit and meet the requirements thereof, except for minimum storage and metering, when said sales are by transport bulkhead to bulkhead. (D) **Before testing for a Class I permit, an applicant must meet the following requirements as approved by the Board: (i) Five (5) years' experience as an active Class X Manager or equivalent; and (ii) Forty (40) hours of specified training.**

420:10-1-6. Application for certificate or permit (a) Filing fee. Application for any new permit under the rules of this chapter shall be filed with the Administrator on written forms to be

prescribed by the Board or Administrator and shall be accompanied with the filing fee in the amount of Ten Dollars (\$10.00) for each permit, along with the appropriate permit fee. (b) Examination. Before any permit shall be issued, except those which may be specifically exempt from requirement for examination by the statutes, or by this chapter the applicant shall be required to pass a necessary written examination to satisfy the Board or Administrator that the applicant possesses the necessary technical knowledge and qualifications so as to safely deal with the product, commodity or render the services authorized by the permit. All examination fees are Ten Dollars (\$10.00), except Class I (\$55.00) and Class X (\$55.00).

420:10-1-7. Contents of application: The application shall be verified, and shall contain the following information, together with any additional information that the Board or the Administrator may require: (1) Name and Address. The application shall contain name of applicant, form of organization, if other than an individual, and principal business address, which shall be the registered address for the purpose of serving all notices under the rules of this chapter and the address of all places and locations that the applicant proposes to engage in the business of manufacturing, fabricating, selling or assembling LP Gas appliances or the transportation or sale of LP Gas including bulk storage locations. (2) Physical property. The application shall contain a description of the physical properties that the applicant for a Class I permit has for engaging in such business, whether owned or leased, and a description of all storage, manufacturing, assembling, fabrication equipment and facilities presently owned and which he intends to use. (3) Type of service. The application shall set forth specifically the type of service the applicant intends to perform and the type of a permit that the applicant seeks to secure. (4) Supervisor. If the applicant for a Class I Permit is other than an individual the application shall designate some specific individual, as the Class X permit holder, who as an employee of the applicant shall have the responsibility for supervising and directing the operation of the business, at each separate branch and base of operation, and who shall submit himself for the required written examination and show himself to be technically qualified to engage in the handling of LP Gas appliances, products or the sale of LP Gas, in compliance with the laws of the State of Oklahoma. (5) Qualifications. The application for a Class I permit shall set forth the general education qualifications, and background, of the applicant. The same information shall be set forth concerning the person designated as the responsible Class X Manager or Managers for the operations of the business. (6) Legal entities. (A) The corporation must include in the Class I application a complete list of officers and directors, state of and date of incorporation, or if foreign corporation, date of domestication in Oklahoma. (B) Partnerships must include in the Class I application a complete list of partners involved, regardless of how the ownership has been established. (C) Associations of any sort must describe in Class I application the nature of association and give a complete list of directors or officers and members. (D) Any other non-personal legal entity must describe in the application the nature of their business and legal structure.

To elaborate on specified training:

The rules look to management experience for safety reasons and has approved such training as extensive CETP hours, other states LP training courses such as the 40 hour school held by the Arkansas LP Gas Board, the 80 hour school held by the Texas Railroad Commission and other states training courses and our 20 hour training for the testing school.

Complete and Attach to Class 1 Application to test. Review all rules and regulations and make sure you are qualified.

(1) Printed Name of Testing Applicant: _____

(2) Employed by Class 1 Dealer: _____

(3) Have been a full time employee since: _____

(4) My Oklahoma Class X Permit Number: _____

(5) Specified Training and Additional Qualifications:

(6) Signature of Testing Applicant affirming all qualifications are met in full:

Date:

Signature