



State of Maine

MAINE FUEL BOARD

The information in this application packet is to assist you in completing your application. It is recommended that you review applicable laws and rules for further guidance.

LICENSE APPLICATION INSTRUCTIONS FOR:

Dispensing Station License Application

Do not return the informational pages with your application; they are for your information only.

Return the application and documents listed on the checklist only.

Department of Professional and Financial Regulation
Office of Professional and Occupational Regulation
(Mailing address) 35 State House Station, Augusta, ME 04333
(Office location) Gardiner Annex, 76 Northern Avenue, Gardiner, Maine 04345
Office Direct Line (207) 624-8627
TTY users call Maine relay 711

Web address: <https://www.maine.gov/pfr/professionallicensing/professions/maine-fuel-board>
Email: fuel.board@maine.gov

Revised 02/2020

GENERAL INSTRUCTIONS AND INFORMATION

10 DAY NOTIFICATION REQUIREMENTS:

Pursuant to 10 M.R.S §8003-G, any change in name, address, email address, criminal convictions, disciplinary actions, or any material change set forth in your original application for licensure must be reported to The Maine Fuel Board within 10 days.

IMPORTANT INFORMATION REGARDING LICENSE DELIVERY:

The Maine Fuel Board does not print licenses. The Dispensing Station license will be sent to the dispensing station owner at the email address provided to us on the application. The license will arrive from email sender address: noreply@maine.gov. The attachment with this email is the license where you may open it and print the dispensing station license. If you do not locate the license in your inbox, please check your junk/spam folders for this email. Please either save our email address (noreply@maine.gov) in your contacts or as a safe sender to prevent the license from being directed to your junk/spam folders.

LICENSE RENEWAL INFORMATION:

Approximately sixty (60) days prior to the expiration of the dispensing station license a courtesy renewal reminder will be sent to the dispensing station owner by email. It is important that you maintain a current email on file, or you risk not being able to receive the renewal reminder. You do not need to wait for a renewal reminder to renew the dispensing station license. The online renewal opens sixty days prior to the license expiring and you may renew online. Failure to receive a courtesy renewal reminder notice does not impact your responsibility to renew the dispensing station license in a timely manner.

MAINE FUEL BOARD LAWS AND RULES:

The Maine Fuel Board cannot provide you with a hard copy of laws and rules. However, all applicable laws and rules are available online, and may be accessed via the websites listed below. You are responsible for knowing and complying with all board laws and rules throughout licensure of the dispensing station. Please note, all laws and rules may be subject to change without notice and it is strongly advised to periodically check for updates.

Maine Fuel Board Laws and Rules:

<https://www.maine.gov/pfr/professionallicensing/professions/maine-fuel-board/home/laws-rules>

Title 5, Chapter 375: Maine Administrative Procedure Act:

<https://legislature.maine.gov/legis/statutes/5/title5ch375sec0.html>

Title 10, Chapter 901: Department of Professional and Financial Regulation:

<http://legislature.maine.gov/statutes/10/title10ch901sec0.html>

APPLICATION PROCESSING TIME:

Your application has a greater chance of being processed expeditiously if it is complete and all supporting documents are included. To ensure that The Maine Fuel Board received your application please visit our website at <https://www.pfr.maine.gov/almsonline/almquery/welcome.aspx?board=4320>. After your application has been received the dispensing station name will appear when you “Search Companies” on the dispensing station name as you entered it on your application. The status will appear as “Pending.” This is not an actual license approval at this point; it is simply a verification that an application has been received and is in the queue for review. When a license is issued the status will change from pending to active.

Please refrain from calling our office to “check” on your application as these calls only serve to slow our ability to review and process applications.

SPECIFIC INFORMATION

DISPENSING STATION OWNER RESPONSIBILITIES:

- A. A dispensing station operating in the State must comply with section 18107 and the standards and rules adopted by the board, including, but not limited to, NFPA standards, Numbers 54 and 58, and amendments to and replacements of those standards.
- B. The on-site operator of a dispensing station must be trained to be the limited operator of the facility. The limited operator is responsible for training other dispensing station employees and documenting that training. The training must include the use of a manual prepared by a regional propane gas association, a video prepared by a national propane gas association or equivalent materials approved by the board. The training documentation must be kept at the dispensing station.
- C. The owner of a dispensing station must file a new application for licensure with the board within 30 days when:
 - (1) A dispensing station is relocated; or
 - (2) A dispensing station undergoes major repair or renovation.
- D. No person under the age of 18 years old shall operate a dispensing station.
- E. A dispensing station license must be conspicuously displayed with the name of the dispensing station, license number and expiration date visible at all times.

LIMITED OPERATOR TRAINING AND INFORMATION:

On-Site Limited Operator Required

Each dispensing station must employ an on-site limited operator who is responsible for training on-site dispensing station operators. The training documentation required will include the Propane Gas Association of New England's dispensing station operator's manual and the National Propane Gas Association Video entitled "Dispensing Propane Safely" or equivalent materials approved by the Board. A record of this training for all operators must be maintained on-site at all times and be available for inspection.

The gas supplier must provide refresher training to the limited operator prior to each license renewal. The training must be documented and signed by the gas supplier indicating that the on-site operator of the dispensing station has been trained. A copy of the training record must remain on site with the dispensing station license.

Change of Limited Operator

When a change of limited operator occurs, a change of limited operator application must be submitted on a form provided by the Board and signed by the gas supplier indicating that the on-site operator of the dispensing station has been trained as required by 32 MRSA §18142(2)(B) to be the limited operator of the facility.

- The opt out of the training affidavit is only for Propane & Natural Gas Technicians with either the Delivery or Plant Operator authority.
- The opt out of the training affidavit does not apply to a person who was or is a "Limited Operator" of a dispensing Station.
- Training for Limited Operators needs to be carried out by a Propane & Natural Gas Technician, **licensed with either the Delivery or Plant Operator authority.**
- Training for the Limited Operator needs to be carried out and documented with the affidavit **as part of the renewal process every two years.**

LICENSE APPLICATION GUIDE, INSTRUCTIONS AND CHECKLIST

IMPORTANT NOTICE: Incomplete applications will not be considered. Pursuant to Maine Fuel Board Rules Chapter 4 § 4.13.2 – Incomplete or Illegible Applications "Incomplete or illegible applications will be returned to the applicant together with any attachments."

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED IN THEIR ENTIRETY TO THE MAINE FUEL BOARD FOR LICENSURE CONSIDERATION:

License Application - page 1 :

- a) Name, physical address, telephone number and federal identification number of facility where dispensing station equipment will be installed; and
- b) actual owner of dispensing station equipment including name, mailing address, telephone number and email address; and
- c) signed and dated by the owner of the dispensing station equipment (or legal representative thereof).

Application fee – page 1 - make checks payable to “Maine State Treasurer” or if you are paying by debit/credit card please complete the bottom “Payment Options” portion of the license application completely and legibly; and

Electrical Permit Information – page 2 – *only a Master electrician who is currently licensed by the Maine Electricians’ Examining Board may obtain an electrical permit in Maine:*

- a) Permit Type – select either local or state (if the electrical permit was obtained through a local municipality select local, otherwise select state); and
- b) Electrical Permit Number – the permit number **must** be entered and may be obtained from the Maine Master electrician who obtained the permit; and
- c) Maine Master Electrician Name who obtained the permit and completed the electrical installation; and
- d) Maine Master electrician’s license number (please contact the electrician for their license number if needed).

Propane Supplier Section of page 2:

- a) Type of Tank(s) – select either vertical or horizontal; and
- b) Number of Tanks – list the number of tanks to be installed; and
- c) Water Capacity per Tank; and
- d) Tank(s) Protected & How – confirm the tank(s) are protected and how; and
- e) Distance from Nearest Building – provide the distance from the tank(s) to the nearest building; and
- f) Distance from Sources of Ignition – provide the distance from the tank(s) to the nearest sources of ignition; and
- g) Distance from Intake to Direct Vent Appliance – provide the distance requested; and

- h) Distance from Flammable or Combustible Liquid Tank(s) – provide the distance from the tank(s) to the nearest flammable or combustible liquid tanks; and
- i) Distance from Street – provide the distance from the tank(s) to the nearest street; and
- j) Tank Installation – select tank installation type(s) of aboveground, mounded or underground; and
- k) Nature of Foundation – provide the type of the foundation the tanks will be located on; and
- l) Grounds Readily Accessible to the Public – confirm or deny that the tanks are readily accessible to the public; and
- m) 6 ft High Fence with at Least 2 Exits – confirm or deny that a six-foot-high fence enclosure with at least two exits has been erected to secure the tank(s); and
- n) Maine Licensed Constructing Technician Name – the dispensing station **must** be constructed by a Propane and Natural Gas Technician licensed by the Maine Fuel Board with the Tank Setter and Outside Piping Authority, regardless of the cost of the project; and
- o) Maine Propane & Natural Gas Technician License Number – please contact the constructing technician for their license number; and
- p) Constructing Company Name – provide the name of the company constructing the dispensing station.

Tank Location Diagram – page 3 – in drafting a diagram you need to pay attention to accepted drafting standards.

- a) dimension lines must clearly indicate the **distance** between specified objects and must not be subject to interpretation; and
- b) distances to a line (property line, power line, etc.) must be perpendicular to the line; and
- c) The scale of the drawing must allow us to clearly see the arrangement, dimensions, and detail of the installation; and
- d) the drawing can be a freehand sketch, a drawing where straight edge is used, a CAD drawing, or other drawing as long as it is legible and accurate.



Directions to Dispensing Station From Augusta – Maine – page 3

- a) directions to the physical location of the dispensing station are required either via written/typed directions in the box provided or by paper submission of driving directions obtained from a website such as Google Maps, MapQuest, etc.



Limited Operator Application for Dispensing Station License – page 4

- a) name, date of birth (a Limited Operator must be at least 18 years old), home mailing address, telephone number and email address of the proposed Limited Operator, signed and dated by the Limited Operator **after** the proposed Limited Operator has been trained by the gas supplier. The training documentation required will include the Propane Gas Association of New England's dispensing station operator's manual and the National Propane Gas Association Video entitled "Dispensing Propane Safely" or equivalent materials approved by the Board. A record of the training must be maintained on-site at all times and be available for inspection; and
- b) "Affidavit" portion of the application – **After** the proposed Limited Operator has been properly **trained** in accordance with 32 M.R.S. § 18142(2)(B) by a representative of the gas supplier who is also licensed by the Maine Fuel Board as a Propane and Natural Gas Technician with either the Plant Operator or Delivery Technician authority - enter name of the proposed Limited Operator, the Limited Operator should sign and date certifying to receipt of the requisite training and print the name of the facility (dispensing station name). The Propane and Natural Gas Technician who provided the training should sign and date certifying to the requisite training, enter their Propane and Natural Gas Technician license number, print their name and print the name of the gas supplier company the Propane and Natural Gas Technician works for.



Propane Dispensing Station Affidavit – page 5

- a) No person under the age of 18 years old shall operate a dispensing station.
- b) Dispensing station must employ an on-site limited operator who is responsible for training on-site dispensing station operators. The training documentation required includes the Propane Gas Association of New England's dispensing station operator's manual and the National Propane Gas Association Video entitled "Dispensing Propane Safely" or equivalent materials. A record of this training for all operators must be maintained on-site at all times and be available for inspection.
- c) Each trained dispensing station operator's name will be legibly printed or typed on the Propane Dispensing Station Affidavit.
- d) Dispensing Station Affidavit must be signed by the Limited Operator assuming responsibility for and affirming training of on-site dispensing station operators and include typed/printed name of Limited Operator and the name of the Dispensing Station.



**STATE OF MAINE
DEPARTMENT OF PROFESSIONAL
AND FINANCIAL REGULATION
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION
DISPENSING STATION APPLICATION**

APPLICANT INFORMATION (please print or type)			
NAME OF FACILITY			
PHYSICAL ADDRESS OF FACILITY			
CITY	STATE	ZIP	COUNTY
PHONE # ()		FEDERAL I.D. NUMBER	
NAME OF OWNER OF DISPENSING STATION EQUIPMENT			
ADDRESS OF OWNER			
CITY	STATE	ZIP	
PHONE #	E-MAIL		
By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application, I affirm that the Office of Professional & Occupational Regulation will rely upon this information for issuance of my license and that this information is truthful and factual. I also understand that sanctions may be imposed including denial, fines, suspension or revocation of my license if this information is found to be false.			
SIGNATURE		DATE	

**MAINE FUEL BOARD
DISPENSING STATION LICENSE (DIS)**

REQUIRED FEE: \$130.00

- Propane Dispensing Station
- CNG Dispensing Station
- LNG Dispensing Station

Office Use Only:

1421 - \$130.00

Office Use Only:

Check # _____

Amount: _____

Cash # _____

Lic. # _____

Make checks payable to "Maine State Treasurer" - If you wish to pay by debit/credit card, fill out the following:

NAME OF CARDHOLDER (please print)	FIRST	MIDDLE INITIAL	LAST
ADDRESS OF CARDHOLDER (please print)			
I authorize the Department of Professional and Financial Regulation, Office of Professional & Occupational Regulation to charge my debit/credit card the following amount: \$ _____			
Card number:	XXXX-XXXX-XXXX-XXXX	Expiration Date	mm / yyyy
(check here) I understand that fees are non-refundable			
SIGNATURE		DATE	

ELECTRICAL PERMIT INFORMATION **required*

PERMIT TYPE:	<input type="checkbox"/> Local <input type="checkbox"/> State
ELECTRICAL PERMIT NUMBER:	
MAINE MASTER ELECTRICIAN NAME:	
ELECTRICIAN'S LICENSE NUMBER:	

THIS SECTION TO BE COMPLETED BY PROPANE SUPPLIER **required*

TYPE OF TANKS:	<input type="checkbox"/> Vertical <input type="checkbox"/> Horizontal
NUMBER OF TANKS:	
WATER CAPACITY PER TANK:	
TANK(S) PROTECTED & HOW:	
DISTANCE FROM NEAREST BUILDING:	
DISTANCE FROM SOURCES OF IGNITION:	
DISTANCE FROM INTAKE TO DIRECT VENT APPLIANCE:	
DISTANCE FROM FLAMMABLE OR COMBUSTIBLE LIQUID TANK(S):	
DISTANCE FROM PROPERTY LINE:	
DISTANCE FROM STREET:	
TANK INSTALLATION:	<input type="checkbox"/> Aboveground <input type="checkbox"/> Mounded <input type="checkbox"/> Underground
NATURE OF FOUNDATION:	
GROUNDS READILY ACCESSIBLE TO THE PUBLIC:	<input type="checkbox"/> Yes <input type="checkbox"/> No
6 FT HIGH FENCE WITH AT LEAST 2 EXITS:	<input type="checkbox"/> Yes <input type="checkbox"/> No
MAINE LICENSED CONSTRUCTING TECHNICIAN NAME:	
MAINE PROPANE & NATURAL GAS LICENSE NUMBER:	
CONSTRUCTING COMPANY NAME:	

FOR YOUR INFORMATION:

This application is subject to compliance with local ordinances and permission for installation granted by local authorities when required. Approval subject to inspection of the tanks and surrounding premises as completed. Each dispensing station must employ an on-site limited operator who is responsible for training on-site dispensing station operators. Training must occur before dispensing station employees may fill cylinders and training documentation must be kept on-site.

TANK LOCATION DIAGRAM *required

Must include all distances to: property lines, buildings, roads and ignition sources with exact measurements

DIRECTIONS TO DISPENSING STATION FROM AUGUSTA, MAINE

LIMITED OPERATOR APPLICATION FOR DISPENSING STATION LICENSE

STATE OF MAINE
DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION OFFICE OF PROFESSIONAL &
OCCUPATIONAL REGULATION
MAINE FUEL BOARD

PLEASE NOTE: IT IS THE RESPONSIBILITY OF THE DISPENSING STATION OWNER TO ENSURE THAT LIMITED OPERATORS ARE REGISTERED WITHIN 14 DAYS OF HIRE IN ORDER TO DISPENSE PROPANE. OPERATOR TRAINING SHALL OCCUR PRIOR TO EVERY RENEWAL.

LIMITED OPERATOR INFORMATION (please print)			
FULL LEGAL NAME	<i>FIRST</i>	<i>MIDDLE INITIAL</i>	<i>LAST</i>
DATE OF BIRTH	<i>mm / dd / yyyy</i>	DISPENSING STATION LICENSE # DIS:	
MAILING ADDRESS			
CITY	STATE	ZIP	
PHONE # ()	E-MAIL		
By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief. By submitting this application, I affirm that the Office of Professional and Occupational Regulation will rely upon this information for issuance of my license and that this information is truthful and factual. I also understand that sanctions may be imposed including denial, fines, suspension or revocation of my license if this information is found to be false.			
SIGNATURE		DATE	

IF YOU ARE CURRENTLY A MAINE LICENSED PROPANE AND NATURAL GAS TECHNICIAN WITH EITHER THE PLANT OPERATOR OR DELIVERY TECHNICIAN AUTHORITY AND WILL BE THE LIMITED OPERATOR OF THE DISPENSING STATION - COMPLETE THIS SECTION
*(this does **not** include individuals registered as a Limited Operator of a Dispensing Station)*

I am currently licensed as a: Plant Operator Delivery Technician

License Number: **PNT** _____

AFFIDAVIT

I hereby certify that _____ has
(Name of Limited Operator)
been properly trained as the Limited Operator in accordance with 32 MRS §18142(2)(B).

Date: _____

Signature of Limited Operator

Facility Name Typed or Printed

Date: _____

Signature & License # of Training Representative

Training Representative Name Typed or Printed

Company Name of Owner of the Filling Equipment

PROPANE DISPENSING STATION AFFIDAVIT

I hereby certify that the following list of dispensing station operators have been properly trained by using the Dispensing Station Operators Manual and have viewed the National Propane Gas Association Video entitled, "Dispensing Propane Safely." I have also verified that each dispensing station operator is at least 18 years of age.

NAME(S) OF TRAINED DISPENSING STATION OPERATOR(S):

PLEASE TYPE OR PRINT WITH INK.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Dated: _____

Signature of Limited Operator

Limited Operator's Name Typed or Printed

Facility Name

TO BE POSTED AT FACILITY