



PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lieutenant Governor

State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
101 SOUTH BROAD STREET
PO BOX 821
TRENTON, NJ 08625-0821

JACQUELYN A. SUÁREZ
Acting Commissioner

**Division of Codes & Standards
LP-Gas Safety Unit**

Phone: 609-984-4257

Fax: 609-633-6279

Email: LPgas@dca.nj.gov

To: All LPG marketers, LPG system owners and owners' representatives regarding registration, inspection, installation, and construction procedures for LPG systems under DCA jurisdiction.

From: LP-Gas Safety Unit, Office of the Director, Division of Codes & Standards.

Subject: DCA policy and procedures regarding **(1)** Registration and inspection of existing LPG systems **(2)** Review requirements for alterations to existing LPG systems **(3)** Requirements for the installation of new LPG systems in accordance with N.J.A.C 5:18, Liquefied Petroleum Gas.

Index:

- 1. Registration and inspection procedures for change of ownership (R-1 systems).**
- 2. Registration procedures for change in operator or change of LPG supplier (R-1 systems).**
- 3. Registration and inspection procedures for New or existing Liquid withdrawal systems (R-1 systems).**
- 4. LPG system installations; New and Existing (All DCA jurisdictional LPG systems).**
- 5. Notice of installation; Temporary LPG systems. (Systems of 250 gal or more of single or aggregate capacity).**



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1: Registration and inspection procedures for R-1 LPG systems; change of LPG system ownership i.e., marketer to marketer or marketer to private owner.

- I. Within 30 days of the change in identity of an existing registration, a bill of sale shall be submitted to DCA by the existing owner.
- II. Within 10 business days of the change in ownership, a registration form shall be submitted to DCA by the new owner.
- III. Items I & II can be combined by the new owner to expedite the ownership change.
- IV. Ensure the submitted registration form is the most recent form available from the DCA website, any expired document is not acceptable.
- V. The R-1 registration form and all documents related to the ownership change shall be emailed to LPgas@dca.nj.gov for department review.
- VI. The system requires an inspection before the registration is approved and the container filled by the new owner.
- VII. The marketer shall make the necessary arrangements to ensure there is no service interruption for the operator.
- VIII. Once inspected, the owner shall correct any deficiencies noted on the inspection report.
- IX. If no violations remain or are present and the registration form along with the associated documents are sufficient, the registration can be approved.
- X. Once the registration is approved and inspection successful, the inspector can issue a new certificate of operation.

Note: Certificates of operation issued by DCA do not transfer from an existing owner to a new owner.

Note: When LPG systems are removed from service, DCA shall be notified within 30 days. A letter with the registration number and date of removal shall be emailed to LPgas@dca.nj.gov.



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2: Registration procedures for R-1 LPG systems; change of operator or change in LPG supplier.

- I. Within 30 days of the change in operator, the owner shall submit a R-1 form to DCA.
- II. The R-1 form can be emailed to LPgas@dca.nj.gov
- III. Once received, a copy will be retained with that registration file and a copy given to the inspector responsible for that region, so they are aware upon inspection.

Change of LPG supplier:

- I. If the owner/operator are the same and only a change in supplier is occurring, it shall be the system owner's responsibility for notification.
- II. Within 30 days, the system owner shall notify DCA of a change in supplier by submitting an updated R-1 form.
- III. The R-1 form can be emailed to LPgas@dca.nj.gov



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3: Registration and inspection procedures for R-1 LPG systems; Liquid withdrawal system of any size i.e., grain dryer, generator, permanent heating.

New installation:

- I. Submit the required R-1 registration form filled out and signed by the system owner to DCA.
- II. Include a diagram showing layout and a description of the proposed work. Does not have to be by a design professional.
- III. Items that require a plan review may need to be installed, i.e., crash protection, foundations, change in container, change in piping material or arrangement follow Index # 4 below (See attached plan review requirements).
- IV. Include in the email a request for inspection.
- V. Email items I, II & IV to LPgas@dca.nj.gov.
- VI. DCA will review the submittal and issue the inspection request to the inspector responsible for that region (Northern, Central, Southern).
- VII. Items that require a rough inspection are to be requested before a final inspection, i.e., underground piping system, footings, and foundations. (See attached inspection requests form)
- VIII. To facilitate final inspection, the tank may be filled to a maximum 5% capacity. The inspector will note violations that require correction on an inspection report with a date for compliance.
- IX. The system may not be filled or operated until a certificate of operation has been issued. In extenuating or emergency circumstances, filling above 5% capacity and operating may be allowed with the consent of the construction official.
- X. If the system has no violations or all prior violations have been corrected, the inspector will issue a site-specific certificate of operation.

Existing Installation:

- I. For a change in ownership follow the ownership procedures above.
- II. For a change in operator, submit the required R-1 registration form filled out and signed by the system owner to DCA. Email to LPgas@dca.nj.gov
- III. A request for inspection is not necessary and the inspection will occur on an annual basis based on the inspector's schedule.

Note: When LPG systems are removed DCA shall be notified within 30 days. A letter with the registration number and date of removal shall be emailed to LPgas@dca.nj.gov



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4: LPG system installation procedures; liquid transfer container to container (all), liquid to vaporizer (all), or vapor 2,001-gallon W.C or more.

New Installation:

- I. The design professional shall submit four (4) applications for plan review (see attached) and four (4) sets of plans as well as any other related documents as required in N.J.A.C. 5:18-6.1.
- II. When the submittal is received it will be labeled and logged for review with the timeframe established by regulations (20 business days).
- III. No work shall begin until all plans have been reviewed, released, and an approval to construct has been granted by the construction official.
- IV. All underground, rough, and/or mid-point inspections shall be coordinated with the inspector by the permit owner or owner's representative (See attached inspection responsibilities procedures).
- V. Once all inspections above have been approved and the system is complete, Part III of the application as well as any as-builts or final plans shall be returned to DCA for review.
- VI. When received, a final inspection will be scheduled by the inspector responsible for that region.
- VII. The container is permitted to be filled to 5% capacity to expedite the final inspection.
- VIII. If there are violations or outstanding items that require correction, they will be noted and given a timeframe in which to comply.
- IX. If all violations have been corrected or no deficiencies exist upon final inspection, the construction official will authorize the inspector to issue certificate of operation and permission to fill the tank.
- X. For new installations, the application for plan review is utilized as the R-1 registration form.

Existing Installation:

- I. A change in marketer of an existing system with removal of the previous owner's equipment to their proprietary equipment must comply with the rules of a new installation above.
- II. If the marketer purchases the existing system as-is, then they will need to comply with the change in ownership procedures.
- III. Existing systems are not subject to new code requirements unless changes trigger a review or DCA inspectors cite it as a public safety issue.
- IV. Like for like changes to existing systems can be done with no permit or review from DCA. (Except containers)
- V. Changes that will require a permit and review are listed on the plan review requirement sheet, see attached.
- VI. Electrical system upgrades: adding load, light fixtures, switches to an existing system within the classified area are subject to plan review requirements.

Note: If you are unsure of the requirements, please call or email DCA before beginning any new work.



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5: Notice of installation procedures; Temporary LPG systems at a construction site.

- I. A notice of LPG installation shall be submitted to DCA for all temporary heating installations using one or more tanks of 250-gallon or more W.C. (N.J.A.C. 5:18 6.4)
- II. The notice is to be provided with accurate information, submitted at least 10 days prior to installation of proposed work.
- III. All notices are to be emailed to LPgas@dca.nj.gov for department review.
- IV. When the notice is received, it will be given a log number pertaining to that system. The log number will identify the system for the allowable 6-month period.
- V. Vapor systems of 2,000 gal or less shall be subject to permits and inspection from the local enforcing agency. (Plumbing permit only)
- VI. Vapor systems of 2,001 gal or more and all liquid withdrawal shall be inspected and approved by DCA.
- VII. A request for inspection shall be submitted with the notice of installation for systems under DCA jurisdiction.
- VIII. The inspector responsible for that region will make contact and schedule an inspection with the system owner or owner's representative.
- IX. The owner or owner's representatives shall make themselves available for the inspection.
- X. Upon inspection, the inspector will cite for any violation and a period in which to comply, usually 7 days.
- XI. If all violations are corrected or none were present upon inspection, a certificate of operation will be issued permitting the system to remain for 6 months.
- XII. The certificate will be marked TEMPORARY and include the date the system is to be removed by.
- XIII. For all temporary systems, written notice with system ID number and date of removal shall accompany a copy of the submitted notice of LPG installation. Email to LPgas@dca.nj.gov

NOTE: DCA may perform audits of systems that are issued permits and approvals from the local enforcing agency to ensure system safety and code compliance.

NOTE: Utilize the temporary heat bulletin at the DCA website for safety on construction sites. DCA website link; https://www.nj.gov/dca/divisions/codes/publications/pdf_lpg/brochure_useoflpgas.pdf



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Attached you will find the pertinent documents alluded to in the procedures above.

- Application for plan review of a new LPG system (fillable PDF).
- Registration Form R-1 (fillable PDF).
- Notice of LPG installation for temporary systems (fillable PDF).
- Plan Review requirements for existing LPG systems.
- Inspection requests and owners' responsibilities.

If anyone has questions or concerns, all inquiries can be directed to 609-984-4257 or LPgas@dca.nj.gov.