

*Licenses are required to engage in Liquefied Petroleum Gas (LPG) installation, extending, altering or repairing of any LPG appliance or piping, vent or flue connection pertaining to or in connection with LPG installations within the state, either as an employer or individual.*

## LICENSES

### Company ORS 480.432(1)

License to perform LPG work within Oregon. Each LPG business or dealership location must obtain a Company License. Each site must have its own company representative unique to that site. The license is valid for one year from date of issue.

Company licenses are not transferable. When a company transfers ownership, the new company shall complete the licensing process the same as any other new company.

### Fitter ORS 480.432(2)

Employees who perform LPG fitting or gas venting work, install, repair or remodel any piping or venting or any installation, repair service, connection or disconnection of any LPG appliance must obtain a Fitter License. The license is valid for two years from date of issue. The four fitter examinations available are: Master fitter (covers all areas of LPG fitter work), RV fitter (covers work on recreational vehicles), HVAC fitter (covers work on HVAC equipment and hearth products), IC fitter (covers all work on internal combustion engines of forklifts and vehicles).

If a person has a Master fitter license and the company they transfer to is still within the field the license was for, the license is transferrable. Fitter licenses may be transferred from one company to another.

### Truck Equipment Operator ORS 480.432(3)

Employees who operate any LPG delivery equipment, installed on a motorized vehicle, must

obtain a Truck Equipment Operator License. The license is valid for two years from date of issue. Truck Equipment Operator licenses may be transferred from one company to another.

## PROBATIONARY STATUS (ON-THE-JOB TRAINING)

Persons who desire to obtain a Fitter or Truck Equipment Operator license may work up to 60 days of on-the-job training under the supervision of a licensed Fitter or Truck Equipment Operator. The 60 days of training shall be actual work days. Persons receiving on-the-job training shall pass the written examination and obtain their license after not more than the 60 day period, or must cease working at the end of the 60 days probationary status time.

## EXAMINATIONS

Examination fees are \$55 (non-refundable and non-transferrable). The study materials referenced in this brochure may be used during the examination.

### Company License

To qualify for a Company License, one member of each company site is required to pass an examination.

### Fitter or Truck Equipment Operator License

To qualify for a fitter or truck equipment operator license, applicants are required to pass an examination.

Examination combinations and time allowances:

- Company Representative – 1 hour
- Master Fitter – 2.25 hours
- RV Fitter – 1.5 hours
- HVAC Fitter – 1.5 hours
- IC Fitter – 1.5 hours
- Truck Equipment Operator – 1.5 hours
- Master Fitter, Truck Equipment Operator – 3.25 hours
- Company Representative, Truck Equipment Operator – 2 hours

- Company Representative, RV Fitter – 2 hours
- Company Representative, HVAC Fitter – 2 hours
- Company Representative, IC Fitter – 2 hours
- Company Representative Master Fitter – 2.75 hours
- Company Representative, Master Fitter, Truck Equipment Operator Combination – 3.75 hours

License holders and individuals previously licensed are not required to complete new examinations unless a period of two years or more has elapsed from the date of their last license expiration date.

### Examination On-Line

To schedule examinations, an Application to Take Liquefied Petroleum Gas On-Line Examination Form must be completed and forwarded to the Office of State Fire Marshal. Enclose a check or money order for \$55. An email with test instructions will be sent to the applicant.

### Study Materials

The following materials may be used during any of the examinations:

- Oregon Revised Statutes
- Oregon Administrative Rules
- National Fire Protection Association books:
  - NFPA #54 - National Fuel Gas Code (not required for IC Fitter or RV Fitter examination)
  - NFPA # 58 - Storage and Handling of Liquefied Petroleum Gases
  - NFPA #1192 – Standard on Recreational Vehicles (required for RV Fitter examination only)

Oregon Revised Statutes and Administrative Rules can be obtained from the Office of State Fire Marshal or [www.oregon.gov/OSP/SFM/](http://www.oregon.gov/OSP/SFM/).

The Office of State Fire Marshal does not provide books. NFPA 54 and 58 may be purchased from:

National Fire Protection Association  
1-800-344-3555  
or www.nfpa.org  
Building Technical Bookstore / Portland  
1-800-275-2665  
Powell's Technical Bookstore/Portland  
1-503-228-3906 ext 4000

### APPLICATION AND FEE SCHEDULE

When an applicant passes an examination, their company will receive a pass notice and a license application. The application must be completed and mailed to the Office of State Fire Marshal with the appropriate license fee(s):

<u>Type of License</u>	<u>Fee</u>
Company – Instate or Out of State	\$130
Fitter (each*)	\$ 60
Truck Equipment Operator (each*)	\$ 60

\*valid for two years

### REPORTING TANK INSTALLATIONS

Each company installing tanks must notify the Office of State Fire Marshal by the last day of each month of all new LPG tank installations made during the preceding month. Notification shall be made on a form provided by the Office of State Fire Marshal and shall be accompanied by a summary sheet and the appropriate reporting fees:

<u>Tank Description/Water Capacity</u>	<u>Fee</u>
All tank installations are	\$50
Exception: 200 gallons or less at one site, but an installation notice for each tank set is required.	\$50

### BULK STORAGE SITES

State Fire Marshal Deputies or State Fire Marshal assistants inspect bulk storage sites annually. Inspection fees are \$100 per bulk site inspected. Any changes to the bulk site, including the installation of one or more additional tanks, removal of one or more tanks, and closure of the site, shall be reported to the State Fire Marshal in writing within two weeks of the change.

### DELIVERY UNITS

State Fire Marshal Deputies or State Fire Marshal assistants inspect delivery units annually. Delivery units shall be made readily available for their annual inspection after notification from the OSFM. Inspection fees are \$24 per delivery unit inspected. Any changes to the delivery units, including the addition of one or more delivery units to the company, and transfer, sale, disposal, or taking out of service of one or more delivery units shall be reported to the State Fire Marshal in writing within two weeks of the change.

*For more information or additional copies of this brochure, contact the Office of State Fire Marshal (503) 934-8274.*

## LIQUEFIED PETROLEUM GAS LICENSE REQUIREMENTS

### OFFICE OF STATE FIRE MARSHAL DEPARTMENT OF STATE POLICE



### LICENSE AND PERMITS SECTION

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**[www.oregon.gov/OSP/SFM/](http://www.oregon.gov/OSP/SFM/)**