

Licensed Propane Company:

2023-2024 Propane License Renewal Season

Propane renewals officially starts July 1st, 2023 and runs through July 15th, 2023

All propane permits expire September 30th, 2023.

Documents that must be submitted (missing Documentation will result in a denial of your application):

Summary and Inventory/Billing Summary

This is your existing inventory locations. Please double-check this inventory sheet to make sure there are no mistakes. If any items are not correct, you may indicate that directly on the inventory sheet. This sheet is **REQUIRED TO BE RETURNED WITH YOUR PAPERWORK.**

Training: Continuing Education Courses

Proof of successful completion of continuing educational training (this must include all employees). All certificates issued are only good for **3 years** from date of issue (this excludes the 1.0 Basic Principles and Practices as that license doesn't expire)

*The Office of the State Fire Marshal will deny any license that does not have current training and education certificates. **We will no longer accept admission into class and issue a license.**

K.A.R 22.8.12 (c) states; each licensee shall submit proof of continuing education to renew a license.

Renewal Information Form

We will need current email address, phone number and one contact person to communicate for the company. **REQUIRED TO BE RETURNED WITH YOUR PAPERWORK.**

Proof of Current Insurance

If your insurance expires during the year, be sure your insurance carrier sends in the renewals via fax @ 785-296-0151. Proof of current insurance is **REQUIRED TO BE RETURNED WITH YOUR PAPERWORK.**

INTERRUPTION OF SERVICE OR OUT OF GAS FORMS are due the 10th of each month, you may now send and report monthly numbers only to us. These may be faxed to 785-296-0151 and/or emailed directly to prevention@ks.gov.