



## Flammable and Combustible Liquid Tank/Piping Permit Application Guidelines

**\*\*\*DO NOT APPLY FOR THIS PERMIT IF THE LOCAL FIRE DEPARTMENT PROVIDES THESE SERVICES. FAILURE TO CONTACT THE LOCAL FIRE DEPARTMENT MAY RENDER PLAN APPROVAL NULL AND VOID AND APPLICATION FEES MAY BE FORFEITED\*\*\***

**\*\*\*A PERMIT SHALL BE OBTAINED PRIOR TO THE COMMENCEMENT OF WORK\*\*\***

- This permit is for above ground storage tanks/bulk plants and underground storage tanks **NOT** regulated under Ohio Administrative Code (O.A.C.) Section 1301:7-9.
- A permit is not required from the State Fire Marshal, if the local fire department issues a permit.
- The application can be emailed ([sfm\\_codeenf@com.state.oh.us](mailto:sfm_codeenf@com.state.oh.us)) or mailed to our office (8895 East Main Street, Reynoldsburg, Ohio 43068).
- The application shall be accompanied by drawings and specifications no larger than 11 inches by 17 inches that clearly show compliance with distances and applicable requirements of the Ohio Fire Code (O.F.C.), NFPA 30, NFPA 30A and other referenced standards as incorporated therein.
- All necessary permits and inspections shall be secured from the building official having jurisdiction.
  - A copy of the approval documentation from the building official having jurisdiction shall be provided to the Code Enforcement Inspector prior to final approval of the tank installation.
- When the installation, alteration, removal or abandonment is ready to commence, the owner/owner designee shall notify the fire marshal to request an inspection (614-644-5574) to determine that the project conforms with the O.F.C.
- Permit fees are calculated in accordance with O.A.C. 1301:7-7-01 (L); O.F.C. 112.
- Inspection fees will be billed after the inspection is conducted in accordance with O.A.C. 1301:7-7-01 (L)(3), O.F.C. 112.3.
- In accordance with O.A.C. 1301:7-7-01 (E)(2)(c), O.F.C. 105.2.3:
  - An application for a permit for any proposed work or operation shall be deemed to have been abandoned **one hundred eighty days (180)** after the date of filing, unless such application has been diligently prosecuted a permit shall have been issued; except that the fire code official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.
  - To request an extension, please contact the SFM Code Enforcement Bureau.

Code Enforcement Bureau  
8895 East Main Street  
Reynoldsburg, Ohio 43068  
Form Name  
Date Updated

614-728-5460  
Fax 614 -728-5168  
TTY/TDD 800-750-0750  
[com.ohio.gov](http://com.ohio.gov)

# Flammable and Combustible Liquid Tank/Piping Permit Application

**\*\*ALL SECTIONS ARE REQUIRED TO BE FILLED OUT COMPLETELY AND  
SHALL BE TYPED OR PRINTED LEGIBLY\*\***

Has the local Fire Department been contacted?  Yes  No    Name \_\_\_\_\_

## SECTION A-TANK SITE LOCATION

Facility/Site Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

## SECTION B-OWNER INFORMATION

Owner \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email \_\_\_\_\_

## SECTION C-APPLICANT INFORMATION

Applicant \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email \_\_\_\_\_

**SECTION D-TANK INFORMATION**

**SECTION D-1 INSTALLATION (See checklist)**

**Number of Tanks to be Installed** \_\_\_\_\_  Aboveground  Underground

Product to be Stored  Fuel Oil  Gasoline  Diesel  Other \_\_\_\_\_

Tank Size \_\_\_\_\_ Tank Manufacturer \_\_\_\_\_

**SECTION D-2 REMOVAL (See checklist)**

**Number of Tanks to be Removed** \_\_\_\_\_  Aboveground  Underground

Tank Size \_\_\_\_\_ Contents \_\_\_\_\_ Date Last Used \_\_\_\_\_

**SECTION D-3 ALTERATION (See checklist)**

**Number of Tanks to be Altered** \_\_\_\_\_  Aboveground  Underground

Product Stored  Fuel Oil  Gasoline  Diesel  Other \_\_\_\_\_

Tank Size \_\_\_\_\_ Tank Manufacturer \_\_\_\_\_

**SECTION D-4 ABANDONMENT (See checklist)**

**Number of Tanks to be Abandoned** \_\_\_\_\_  Aboveground  Underground

Tank Size \_\_\_\_\_ Contents \_\_\_\_\_ Date Last Used \_\_\_\_\_

**SECTION E-FEES**

<p>***Fee is \$75.00 per tank system                  Check payable to: Treasurer State of Ohio                  Credit Card Payment: Call 614-728-5460***</p>	<p style="text-align: right;"><b>Total Number of Tank Systems</b> _____</p> <p style="text-align: right;"><b>Total</b> _____</p>
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**SECTION F-SCOPE OF WORK**

Brief Description of the Scope of Work:

Empty box for description of work scope.

**GENERAL INFORMATION**

By submitting this form and signature, the applicant affirms that: 1) the information contained in this form is correct and accurate to the best of my knowledge; 2) any deviations from the design standards have been properly documented and approved by the appropriate authority and copies of such documents and approvals shall be provided to the State Fire Marshal Inspector; and 3) all inspections are subject to the inspection fee requirements listed in OAC 1301:7-7-01(L), Ohio Fire Code 112(L). If the State Fire Marshal's inspector arrives on site and is unable to commence testing because the above-mentioned requirements have not or cannot be fulfilled, the applicant will still be assessed an inspection fee. Incomplete submittals will not be scheduled for an inspection.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BUREAU USE ONLY**

Date Received \_\_\_\_\_ Fee Amount \_\_\_\_\_ Check/CC \_\_\_\_\_  
Facility ID \_\_\_\_\_ Permit No. \_\_\_\_\_ Inspector \_\_\_\_\_

## Flammable and Combustible Liquid Tank/Piping Permit Application Completeness Review Checklist

### GENERAL

- All sections completed and signed by appropriate individual
- All questions answered; additional information provided when needed
- Proper application fee submitted

### REMOVAL AND ABANDONMENT

- Sketch of the property showing:
  - Location of tank(s)
  - Location of any buildings
  - All property lines

### INSTALLATION AND ALTERATION

- Drawings and Specifications
  - Drawn to scale
  - Show property lines and public ways
  - Show buildings or structures on the site and indicate the nature of their use
  - Show location, use, capacity and piping arrangement of all existing underground and aboveground storage tanks
  - The tank system (including all components and equipment) shown to be approved for the intended use (i.e., listed and labeled)
  - Manufacturers cut sheets and drawings on tanks and all equipment indicating approval for its intended use (i.e., listing and labeling)
    - Tank, dimensions, capacity and spacing between adjacent tanks
    - Normal tank vent size, height, location and vent cap type
    - Emergency tank vent(s) type and size
    - Tank and dispenser protection details, islands and bollards
    - Method of spill and tank overfill protection
    - Pump, dispenser and other electrical equipment type and location
    - Type of dispenser operating instructions and warning signs
- Proposed/**Fleet** fueling tank installation plans shall provide the following information:
  - The location of the nearest important building on the same property
  - The location of all fuel dispensers, emergency stop button and emergency telephone (if applicable)
  - The location of any public way
  - The location of all property lines that are or may be built upon, including the opposite side of public ways
  - Include a statement indicating the intent of the fueling operation and the type of vehicles