



Department of Commerce

Division of State Fire Marshal

John R. Kasich, Governor
Jacqueline T. Williams, Director

FLAMMABLE AND COMBUSTIBLE LIQUIDS STATIONARY TANK AND PIPING PERMIT APPLICATION GUIDELINES

DO NOT APPLY FOR THIS PERMIT WHEN THE LOCAL FIRE DEPARTMENT PROVIDES THESE SERVICES. FAILURE TO CONTACT THE LOCAL FIRE DEPARTMENT MAY RENDER PLAN APPROVAL NULL AND VOID WITH FORFEITURE OF THE APPLICATION FEE.

Aboveground/Underground Storage Tank Removal and Abandonment

The application shall include a sketch of the property showing the location of the tank, any buildings and all property lines.

- Indicate aboveground or underground storage tank system
- Indicate tank capacity in gallons
- Indicate product that was stored

Aboveground/Underground Storage Tank Installation and Alteration

The application shall be accompanied by three sets of 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, NFPA 30, NFPA 30A as incorporated therein or other referenced standards as follows:

- A general description of all proposed work (e.g., supply to equipment, bulk storage, private fleet fueling, etc.)
- Drawn to scale or dimension
- 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 tanks
- 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
 - 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
- Clarify what type of dispensing is to occur
 - Include a statement indicating the intent of the fueling operation and the type of vehicles intended to be fueled
- Indicate tank capacity in gallons of all proposed tanks
- Indicate product that will be stored in each tank
- 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, island or bollards
 - Method of spill and tank overflow protection
 - Piping details
 - Method of underground tank and piping corrosion protection
 - Pump, dispenser and other associated electrical equipment type and location
 - Type of dispenser operating instructions and warning signs
- The tank system (including all components and equipment) must be shown to be approved for the intended use (i.e., labeled or listed)
- Secure necessary permits and inspections from the building official having jurisdiction
 - Provide a copy of approval documentation from the building official having jurisdiction to the state fire safety inspector prior to final approval of the tank installation
- When the installation, alteration, removal or abandonment is ready to begin, the owner shall notify the fire marshal and an inspection will be made to determine that the project conforms with the "Ohio Fire Code"
- A permit shall be obtained prior to the work commencing
- Fee shall be calculated in accordance with Ohio Administrative Code 1301:7-7-01 (L), Ohio Fire Code 112
- Inspection fees will be billed in accordance with Ohio Administrative Code 1301:7-7-01 (L), Ohio Fire Code 112.3

Ohio Administrative Code 1301:7-7-01 (E)(2)(c), Ohio Fire Code 105.2.3 states, "An application for a permit for any proposed work or operation shall be deemed to have been abandoned **one hundred eighty days** after the date of filing, unless such application has been diligently prosecuted or 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 **ninety days** each. **The extension shall be requested in writing and justifiable cause demonstrated.**"

Code Enforcement Bureau
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FLAMMABLE AND COMBUSTIBLE LIQUIDS STATIONARY TANK AND PIPING PERMIT APPLICATION
(Aboveground Storage Tanks/Bulk Plants and Underground Storage Tanks NOT Regulated under OAC 1301:7-9)

Do NOT apply to the bureau for permits when the local fire department provides these permits

Permit Application is for Tank/Piping: Install Remove Alter Temporary Out of Service Abandonment

Ownership of Tanks		Location of Tanks	
Owner/Operator Name		Facility Name	
Address		Address	
City/State/Zip Code		City/State/Zip Code	
Attn: (Contact Person)	Area	Area Code/Phone/Fax Number	County
Code/Phone/Fax Number			
E-Mail Address			
Contractor Information		Local Fire Department Information	
Contractor's Name		Fire Department Name	
Address		Address	
City/State/Zip Code		City/State/Zip Code	
Contact Person	Area	Phone/Fax Number	
Code/Phone/Fax Number			
E-Mail Address			
Signature of Applicant: _____ Date: _____			
Number of Tank Systems Being Installed: (INCLUDE PLANS & SPECS)		<input type="checkbox"/> Aboveground <input type="checkbox"/> Underground	\$75.00 Per Each Tank System \$ _____
Number of Tank Systems Being Altered: (INCLUDE A DESCRIPTION OF WORK TO BE DONE)		<input type="checkbox"/> Aboveground <input type="checkbox"/> Underground	\$75.00 Per Each Tank System \$ _____
Number of Tank Systems Being Removed:		<input type="checkbox"/> Aboveground <input type="checkbox"/> Underground	\$75.00 Per Each Tank System \$ _____
		Date Last Used ____/____/____ Contents: _____	
		Tank Size: _____ gallons	
Number of Tank Systems Being Abandoned:		<input type="checkbox"/> Aboveground <input type="checkbox"/> Underground	\$75.00 Per Each Tank System \$ _____
		Date Last Used ____/____/____ Contents: _____	
		Tank Size: _____ gallons	
<ul style="list-style-type: none"> Check or Money Order Payable to: Treasurer, State of Ohio All fees Are Non-Refundable and Non-Transferable Incomplete Applications Will Be Returned 			
		Total Amount Due \$ _____	
Bureau Use Only			
Date Received		Plan Review No.	
Facility ID		Litigation File Number	
Fee Amount	Check No.	Inspector Name	

Bureau Use Only