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# ABOVEGROUND STORAGE TANK PERMIT APPLICATION

Authorized By: \_\_\_\_\_ Issued: \_\_\_\_\_ Revised: \_\_\_\_\_

DATE:	Number of Tanks: _____ Total Gallons: _____
ADDRESS OF BUSINESS/BUILDING:	NAME OF BUSINESS/BUILDING:
NAME OF PERSON MAKING APPLICATION:	PHONE:
	E-MAIL:

The following checklist is intended to assist the installing contractor in designing and submitting for review a code compliant aboveground storage tank installation. This document in no way details all of the requirements that may be necessary for a complete code compliant installation. **The checklist must be completed, in its entirety, prior to plans being accepted for review.**

**Each question should be marked "Yes" or "N/A". If a question is marked "No", a written explanation, with code references, must be included in the "COMMENTS" section of the particular checklist item. Failure to provide a written explanation for each "No" answer will result in automatic rejection of plans.**

SECTION 1: BASIC INFORMATION			
<input type="checkbox"/> YES	<input type="checkbox"/> NO		a. Has the project name and address been included on the plans? <b>COMMENTS:</b>
<input type="checkbox"/> YES	<input type="checkbox"/> NO		b. Does each sheet have a page number? <b>COMMENTS:</b>
<input type="checkbox"/> YES	<input type="checkbox"/> NO		c. Do plans include a location map with one cross street minimum, a point of compass, and symbol legend? <b>COMMENTS:</b>

SECTION 1: BASIC INFORMATION (CONTINUED)				
<input type="checkbox"/> YES	<input type="checkbox"/> NO		d.	Does each sheet in the plans contain design professional signature, licensing information, and company name? <b>COMMENTS:</b>
<input type="checkbox"/> YES	<input type="checkbox"/> NO		e.	Are plans either drawn to scale or labeled with dimensions? <b>COMMENTS:</b>
<input type="checkbox"/> YES	<input type="checkbox"/> NO		f.	Do plans indicate proposed tank contents? <b>COMMENTS:</b>

SECTION 2: TANK INFORMATION				
<input type="checkbox"/> YES	<input type="checkbox"/> NO		a.	Does submittal include a full equipment listing of all tanks, piping, valves, and other equipment? <b>COMMENTS:</b>
<input type="checkbox"/> YES	<input type="checkbox"/> NO		b.	Does submittal include manufacturer documentation for all parts and materials used in the project, including pumps, relief valves, and tanks? <b>COMMENTS:</b>

SECTION 3: SITE INFORMATION				
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	a.	Do plans indicate locations of all buildings and structures? <b>COMMENTS:</b>
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	b.	Do plans indicate locations of fire lanes and fire hydrants? <b>COMMENTS:</b>
<input type="checkbox"/> YES	<input type="checkbox"/> NO		c.	Do plans indicate all property/lot/lease lines and roadways? <b>COMMENTS:</b>
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	d.	Do plans indicate location(s) of other dispensing locations (if remote) and other tanks (if provided)? <b>COMMENTS:</b>

SECTION 4: INSTALLATION INFORMATION				
<input type="checkbox"/> YES	<input type="checkbox"/> NO		a.	Are dispensing devices located 10 feet or more from lot lines and buildings? <b>COMMENTS:</b>
<input type="checkbox"/> YES	<input type="checkbox"/> NO		b.	Are dispensing devices located so that the nozzle, when the hose is fully extended, will not reach within 5 feet of building openings? <b>COMMENTS:</b>
<input type="checkbox"/> YES	<input type="checkbox"/> NO		c.	Are dispensing devices located 20 feet or more from fixed sources of ignition? <b>COMMENTS:</b>
<input type="checkbox"/> YES	<input type="checkbox"/> NO		d.	Is an emergency disconnect switch located within 100 feet of, but not less than 20 feet from, fuel dispensers? <b>COMMENTS:</b>
<input type="checkbox"/> YES	<input type="checkbox"/> NO		e.	Do plans indicate portable fire extinguishers, with a minimum rating of 2-A:20-B:C, located within 75 feet of pumps, dispensers, or storage tank fill-pipe openings? <b>COMMENTS:</b>
<input type="checkbox"/> YES	<input type="checkbox"/> NO		f.	Do plans indicate installation of warning signs stating the following: <ul style="list-style-type: none"> <li>• No smoking.</li> <li>• Shut off motor.</li> <li>• Discharge your static electricity before fueling by touching a metal surface away from the nozzle.</li> <li>• To prevent static charge, do not reenter your vehicle while gasoline is pumping.</li> <li>• If a fire starts, do not remove nozzle – back away immediately.</li> <li>• It is unlawful and dangerous to dispense gasoline into unapproved containers.</li> <li>• No filling of portable containers in or on a motor vehicle. Place container on ground before filling.</li> </ul> <b>COMMENTS:</b>
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	g.	Do above-ground storage tanks meet all minimum separation requirements listed in IFC Table 2206.2.3? <b>COMMENTS:</b>

SECTION 4: INSTALLATION INFORMATION (CONTINUED)			
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	<p><b>h.</b> Do plans indicate physical protection of aboveground storage tanks in compliance with IFC 2206.4 and 312? <b>COMMENTS:</b></p>
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	<p><b>i.</b> Do plans indicate secondary containment in compliance with IFC 2206.5? <b>COMMENTS:</b></p>
<input type="checkbox"/> YES	<input type="checkbox"/> NO		<p><b>j.</b> Do plans indicate installation of an NFPA 704 compliant placard specifically identifying the material within? <b>COMMENTS:</b></p>

SECTION 5: MISCELLANEOUS			
<input type="checkbox"/> YES	<input type="checkbox"/> NO		<p><b>a.</b> Are ALL submittal documents legible and consistent with each other; are they thorough and comprehensive in nature and scope; are they neatly and professionally organized? <b>COMMENTS:</b></p>
<input type="checkbox"/> YES	<input type="checkbox"/> NO		<p><b>b.</b> Are plans submitted as a single properly bookmarked PDF on a flash drive in the following order:</p> <ul style="list-style-type: none"> <li>○ This completed submittal checklist and application,</li> <li>○ Pertinent licenses (individually bookmarked),</li> <li>○ Drawings (each sheet individually bookmarked),</li> <li>○ Specification sheets (individually bookmarked),</li> <li>○ Supporting documents, if applicable (individually bookmarked).</li> </ul> <p><b>COMMENTS:</b></p>
<input type="checkbox"/> YES	<input type="checkbox"/> NO		<p><b>c.</b> Are all documents in immediately-readable landscape or portrait view without the need to rotate the view? <b>COMMENTS:</b></p>
<input type="checkbox"/> YES	<input type="checkbox"/> NO		<p><b>d.</b> Is a currently valid copy of the appropriate State of Texas license(s) included in the submission? <b>COMMENTS:</b></p>

I hereby attest, to the best of my knowledge, the aforementioned checklist information is accurate and adequate for the aboveground storage tank project being submitted. I further attest, to the best of my knowledge, that the aboveground storage tank project being submitted meets all applicable codes and standards.

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**Applicant Name**  
**(Licensed Design Professional)**

FIRE INSPECTOR USE ONLY	
<input type="checkbox"/> PLANS APPROVED <input type="checkbox"/> PLANS REJECTED	APPROVAL SUBJECT TO:
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="display: flex; justify-content: space-between;"><span><i>Reviewed By</i></span><span><i>Date</i></span></div>	