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UNDERGROUND 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 underground 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? COMMENTS:
<input type="checkbox"/> YES	<input type="checkbox"/> NO		b. Does each sheet have a page number? COMMENTS:
<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? COMMENTS:

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? COMMENTS:
<input type="checkbox"/> YES	<input type="checkbox"/> NO		e.	Are plans either drawn to scale or labeled with dimensions? COMMENTS:
<input type="checkbox"/> YES	<input type="checkbox"/> NO		f.	Do plans indicate proposed tank contents? COMMENTS:

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? COMMENTS:
<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? COMMENTS:

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? COMMENTS:
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	b.	Do plans indicate locations of fire lanes and fire hydrants? COMMENTS:
<input type="checkbox"/> YES	<input type="checkbox"/> NO		c.	Do plans indicate all property/lot/lease lines and roadways? COMMENTS:
<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)? COMMENTS:

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? COMMENTS:
<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? COMMENTS:
<input type="checkbox"/> YES	<input type="checkbox"/> NO		c.	Are dispensing devices located 20 feet or more from fixed sources of ignition? COMMENTS:
<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? COMMENTS:
<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? COMMENTS:
<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"> • No smoking. • Shut off motor. • Discharge your static electricity before fueling by touching a metal surface away from the nozzle. • To prevent static charge, do not reenter your vehicle while gasoline is pumping. • If a fire starts, do not remove nozzle – back away immediately. • It is unlawful and dangerous to dispense gasoline into unapproved containers. • No filling of portable containers in or on a motor vehicle. Place container on ground before filling. COMMENTS:
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	g.	Do plans indicate installation of an NFPA 704 compliant placard specifically identifying the material within? COMMENTS:

SECTION 4: INSTALLATION INFORMATION (CONTINUED)

<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	h.	Do plans indicate flame arrestors and venting devices installed in the vent lines? COMMENTS:
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	i.	Do plans indicate secondary containment for tanks and piping systems? COMMENTS:
<input type="checkbox"/> YES	<input type="checkbox"/> NO		j.	Do plans indicate a leak detection system compliant with NFPA 30? COMMENTS:
<input type="checkbox"/> YES	<input type="checkbox"/> NO		k.	Do plans indicate an overfill prevention system compliant with NFPA 30? COMMENTS:
<input type="checkbox"/> YES	<input type="checkbox"/> NO		l.	Do plans indicate emergency venting compliant with NFPA 30? COMMENTS:
<input type="checkbox"/> YES	<input type="checkbox"/> NO		m.	Do plans indicate thrust blocks, or other suitable means of restraint, for each underground storage tank and at each change in direction of the piping? COMMENTS:

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

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

Applicant Name
(Licensed Design Professional)

FIRE INSPECTOR USE ONLY	
<input type="checkbox"/> PLANS APPROVED <input type="checkbox"/> PLANS REJECTED	APPROVAL SUBJECT TO:
<hr/> <i>Reviewed By</i>	<hr/> <i>Date</i>