



## Flammable and Combustible Liquid Tank and 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 forfeit.**

### Above-ground/Underground Storage Tank Removal and Abandonment

- The application shall include a sketch of the property showing location of tank, any buildings, and all property lines
  - Indicate aboveground or underground storage tank system
  - Indicate tank capacity in gallons
  - Indicate product that was stored

### Above-ground/Underground Storage Tank Installation and Alteration

The application can be e-mailed or mailed to our office. 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, 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, islands or bollards
  - Method of spill and tank overfill 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
- Fees 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)(3), 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 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.”



**Department  
of Commerce**

Division of State Fire Marshal



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

(Aboveground Storage Tanks/Bulk Plants and Underground Storage Tanks NOT regulated under OAC 1301:7-9)

\*\*Make all Checks or Money Orders payable to: Treasurer, State of Ohio. All fees are Non-Refundable and Non-Transferrable\*\*

\*\*A permit is not required from the State Fire Marshal if the local fire department issues a permit\*\*

Permit application is for Tank/Piping  Install  Removal  Alteration  Temporary Out of Service  Abandonment

Ownership of Tanks	Location of Tanks
<b>Owner/Operator</b>	<b>Facility Name</b>
<b>Address</b>	<b>Address</b>
<b>City/State/Zip</b>	<b>City/State/Zip</b>
<b>Contact Person Phone/Fax Number</b>	<b>Phone/Fax Number</b>
<b>E-Mail Address</b>	<b>County</b>

Contractor Information	Local Fire Department Information
<b>Contractor Name</b>	<b>Fire Department Name</b>
<b>Address</b>	<b>Address</b>
<b>City/State/Zip</b>	<b>City/State/Zip</b>
<b>Contact Person Phone/Fax Number</b>	<b>Phone/Fax Number</b>
<b>E-Mail Address</b>	<b>E-Mail Address</b>

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Number of Tank Systems Being Installed</b>	<input type="checkbox"/> Aboveground <input type="checkbox"/> Underground \$75.00 Per Each Tank System
<b>Number of Tank Systems Being Altered</b>	<input type="checkbox"/> Aboveground <input type="checkbox"/> Underground \$75.00 Per Each Tank System
<b>Number of Tank Systems Being Removed</b>	<input type="checkbox"/> Aboveground <input type="checkbox"/> Underground \$75.00 Per Each Tank System
	Date Last Used _____ Contents _____ Tank Size _____ Gallons _____
<b>Number of Tank Systems Being Abandoned</b>	<input type="checkbox"/> Aboveground <input type="checkbox"/> Underground \$75.00 Per Each Tank System
	Date Last Used _____ Contents _____ Tank Size _____ Gallons _____

**Total Amount Due:** \$ \_\_\_\_\_

**Bureau Use Only**

<b>Date Received</b>	<b>Fee Amount</b>	<b>Check No.</b>
<b>Facility ID</b>	<b>Permit No.</b>	<b>Inspector Name</b>

Code Enforcement Bureau  
8895 East Main Street  
Reynoldsburg, Ohio 43068  
COM 5173  
3.20.19

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