

# Permit Application Guidelines for Flammable and Combustible Liquid Aboveground/Underground Storage Tanks and Piping



THE CITY OF  
**COLUMBUS**  
ANDREW J. GINTHER, MAYOR

DIVISION OF FIRE

A State Fire Marshal certified underground storage tank installer must obtain a permit from the Columbus Fire Prevention Bureau prior to any of the following AST/UST system activities taking place: Installation, upgrade, repair, removal, abandonment, replacement, temporary out of service or change in service. (Columbus Fire Code Title 25)

Underground storage tank system activities need a CFD and Delegated State permit (issued through CFD). Aboveground storage tank system activities only need a CFD permit, unless connected to a UST system.

All permitted activities must be supervised by a State Fire Marshal certified underground storage tank installer. The permit holder is responsible for the completion of permitted activities through the final inspection. To schedule an inspection, contact this office at least one week in advance of the anticipated inspection date.

The application shall include a general description of all proposed activities. Provide drawings and specifications no larger than 11"x 17" that clearly show compliance with distances and applicable requirements of the Columbus Fire Code, Ohio Fire Code, NFPA 30, NFPA 30A, and NFPA 70 as incorporated therein or other referenced standards.

## **Aboveground/Underground Storage Tank Removal and Abandonment**

- Include reasoning for abandonment
- Show the location of the tank, any buildings and all property lines.
- Indicate aboveground or underground storage tank system
- Indicate tank capacity in gallons and product that was stored

## **Aboveground/Underground Storage Tank Installation and Alteration**

- Drawn to scale or dimension
- The location of all property lines and public ways, including the opposite side of public ways
- Show buildings/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
- Indicate tank capacity in gallons and 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
- Emergency tank vent(s) type, size and atmospheric tank vent size, height, location and vent cap type
- Tank and dispenser vehicle impact protection details
- 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

### In addition proposed dispensing installation plans shall provide the following information:

- The location of all fuel dispensers
- 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 and indicate product that will be stored in each tank

**COLUMBUS DIVISION OF FIRE  
 FIRE PREVENTION BUREAU  
 3639 PARSONS AVENUE  
 COLUMBUS, OHIO 43207  
 (614) 645-7641 Ext. 75660**



**Application for Underground / Aboveground Storage Tank Permit**

<b>I. Ownership of Tanks</b> Owner # _____  _____ Owner/Operator Name  _____ Address  _____ City/State/Postal Code  _____ Owner Contact  _____ Work Phone Number	<b>II. Location of Tanks</b> Facility # _____  _____ Facility Name  _____ Address  _____ City/State/Postal Code  _____ County  _____ Work Phone Number
<b>III. Contractor Information</b>  _____ Contractor Name  _____ Address  _____ City/State/Postal Code  _____ Work Phone Number  _____ Certified Installer Name                      Installer Number	<b>IV. Local Fire Department Information</b>  <u><b>COLUMBUS DIVISION of FIRE</b></u> Fire Department Name  <u><b>3639 PARSON AVE</b></u> Address  <u><b>COLUMBUS, OH      43207</b></u> City/State/Postal Code  <u><b>614-645-7641 ext.75660</b></u> Phone Number  <b>Note:</b> Permit expires six (6) months from date of issue unless stated otherwise on the permit.

Types of Work Being Performed	No. of Tanks		Cost		TOTAL
<b>AST/UST System Installation</b>		<b>X</b>	<b>\$150.00 per System</b>	<b>=</b>	
<b>AST/UST System Change In Service</b>		<b>X</b>	<b>\$175.00 per System</b>	<b>=</b>	
<b>AST/UST System Temporary OOS</b>		<b>X</b>	<b>\$175.00 per System</b>	<b>=</b>	
<b>Leak Detection Upgrade</b>	n/a	<b>X</b>	<b>\$75.00 per Location</b>	<b>=</b>	
<b>Piping Abandonment Only</b>	n/a	<b>X</b>	<b>\$175.00 per Location</b>	<b>=</b>	
<b>Piping Installation Only</b>	n/a	<b>X</b>	<b>\$75.00 per Location</b>	<b>=</b>	
<b>Piping Removal Only</b>	n/a	<b>X</b>	<b>\$175.00 per Location</b>	<b>=</b>	
<b>Piping Repair Only</b>	n/a	<b>X</b>	<b>\$75.00 per Location</b>	<b>=</b>	
<b>Piping Replacement Only</b>	n/a	<b>X</b>	<b>\$175.00 per Location</b>	<b>=</b>	
<b>Piping Upgrade (Shear Valve-Flex line)</b>	n/a	<b>X</b>	<b>\$75.00 per Location</b>	<b>=</b>	
<b>Tank Abandonment</b>		<b>X</b>	<b>\$175.00 per Tank</b>	<b>=</b>	
<b>Tank Removal</b>		<b>X</b>	<b>\$175.00 per Tank</b>	<b>=</b>	
<b>Tank Repair</b>		<b>X</b>	<b>\$125.00 per Tank</b>	<b>=</b>	
<b>Tank Replacement</b>		<b>X</b>	<b>\$300.00 per Tank</b>	<b>=</b>	
<b>Tank Upgrade</b>		<b>X</b>	<b>\$150.00 per Tank</b>	<b>=</b>	
<b>Tank Internal Lining</b>		<b>X</b>	<b>\$125.00 per Tank</b>	<b>=</b>	
<b>Total Fee:</b>					

<b>Signature of Applicant:</b> _____	<b>Date:</b> _____
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Press **SUBMIT** or email completed form to **CFDtanks@columbus.gov** To Pay Online click here **LINK**  
 You can also mail in the completed form to address listed above and attach fees in the form of a check, made payable to: **City of Columbus Treasurer / Fire**. Send to the Attention of UST.

# **Guidelines for Flammable and Combustible Aboveground/Underground Storage Tanks and Piping Activities**



THE CITY OF  
**COLUMBUS**  
ANDREW J. GINTHER, MAYOR

DIVISION OF FIRE

Any Installation, upgrade, repair, removal, abandonment, replacement, temporary out of service or change in service of an AST/UST system must be performed under the supervision of a State Fire Marshal certified underground storage tank installer.

The following items are provided for your reference in order that the work shall be in accordance with all applicable code requirements including but not limited to Columbus Fire Code, Ohio Fire Code, and NFPA.

1. The tank shall be listed for containing flammable and combustible liquids, be designed and constructed in accordance with recognized standards or approved equivalents and be installed in accordance with the Ohio Fire Code Chapter 57, NFPA 30, NFPA 30A, NFPA 110, and NFPA 37.
2. Depending on the size of the tank and tank type, minimum distances to buildings, property lines and public ways shall be met in accordance with Ohio Fire Code Chapter 57, NFPA 30 and NFPA 37.
3. The Ohio Building Code shall be complied with for the tank foundation and electrical work, if associated with the tank. Contact the appropriate authorized building department for approval of these issues.
4. The public shall be safeguarded from access to or unauthorized entry to the storage area. The tank is required to be enclosed in a fence, no less than six (6) feet in height and no less than three (3) feet out (non-combustible fence) or six (6) feet out (fire retardant coated, combustible fence) from the tank on all sides unless the property has a perimeter security fence to prohibit public access to the storage tank area.(Ohio Fire Code Chapter 57)
5. Vehicular barrier protection shall be located on all sides of the tank subject to vehicle damage. These are required to be no less than three (3) feet from the tank and no more than four (4) foot on center. Minimum height is required to be no less than thirty six (36) inches. (Ohio Fire Code Chapter 57)
6. Any underground piping shall be listed and labeled for its use and shall be installed in accordance with the manufacturer's instructions and protected from corrosion. Any aboveground piping shall be listed and labeled for its use and shall be protected from vehicles and corrosion and supported properly. (NFPA 30)
7. Tanks and piping shall be tested per NFPA 30, this test shall be witnessed by the fire safety inspector. (NFPA 30)
8. A spill container having a capacity of not less than five (5) gallons shall be provided for each fill connection, including remote fill connections. (Ohio Fire Code Chapter 57)
9. Overfill prevention shall be provided. An alarm shall sound at 90% tank capacity when filling and an overfill prevention device shall be capable of stopping the flow of product into the tank at 95% capacity. EXCEPTION: Tanks of 1,320 gallons or less. (Ohio Fire Code Chapter 57)
10. Secondary containment shall be provided for the tank, and piping where applicable (double wall, diking).
11. Atmospheric vent lines are required to be located not less than twelve (12) feet above the adjacent ground level, per code for class of liquids and installation. (NFPA 30, NFPA 37)

12. Emergency venting is required for both the primary and secondary tank, per code for class of liquids and installation. (NFPA 30, NFPA 37)
13. Placards shall be in accordance with NFPA 704. Tanks of one hundred (100) gallons in capacity or more of class I, II, or III liquids and remote fill connections shall bear a label and placard identifying the material therein. (Ohio Fire Code Chapter 57)
14. "No smoking" signs shall be posted within twenty five (25) feet of outdoor storage, dispensing, remote fill connections or open use areas. (Ohio Fire Code Chapter 57)
15. The maximum allowable individual aboveground storage tank capacity is limited to the requirements of the Ohio Fire Code Chapter 23.
16. The emergency power shut off switch shall be located no less than twenty (20) feet and no more than one hundred (100) feet from the dispenser. (Ohio Fire Code Chapter 23)
17. At least one portable fire extinguisher with a minimum 2-A: 20-B: C rating shall be located within seventy five (75) feet of the travel distance in all service stations. (Ohio Fire Code Chapter 57)

These items are not necessarily the only, nor all of the provisions with which compliance is required. Omission of reference to any provisions will not nullify any requirement, nor provide any exemption from the requirements of the Ohio Fire Code or the Ohio Building Code.

**DO NOT PUT FUEL IN TANKS UNTIL AFTER PASSING THE FINAL INSPECTION**