

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



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). When performing work in the City of Columbus, the State of Ohio BUSTR permit fee does not apply. 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
- Piping details
- Method of spill and tank overfill protection
- 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, emergency stop button and emergency telephone (if applicable)
- 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

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



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 (OFC), 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 OFC and NFPA.
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 OFC Ch.57, NFPA 30 and NFPA 37.
3. The Ohio Building Code (OBC) 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.(OFC Ch.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. (OFC Ch.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. (OFC Ch.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. (OFC Ch.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.
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. (OFC Ch.57)
14. "No smoking" signs shall be posted within twenty five (25) feet of outdoor storage, dispensing, remote fill connections or open use areas. (OFC Ch.57)
15. The maximum allowable individual aboveground storage tank capacity is limited to the requirements of the OFC.
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. (OFC Ch.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. (OFC Ch.57)

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

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 OFC or the OBC.

Fire Prevention Bureau  
 3639 Parsons Ave  
 Columbus, Ohio 43207  
 (614)645-7641 x75660  
 CFDTanks@columbus.gov  
 www.columbus.gov



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

## Application for Aboveground/Underground Storage Tank Permit

DIVISION OF FIRE

Section A-Owner Information						
Owner Name:				Owner #:		
Contact Name:				Phone #:		
Address:			Email:			
City/State/Zip:						
Section B-Tank Site Location						
Facility/Site Name:				Facility #:		
Contact Name:				Phone #:		
Address:						
City/State/Zip:						
Section C-Applicant Information						
Contractor Name:				BUSTR #:		
Contact Name:				Phone #:		
Address:			Email:			
City/State/Zip:						
Section D-Tank Information and Work to be Performed					<input type="checkbox"/> Aboveground <input type="checkbox"/> Underground	
Tank ID						
Tank Capacity						
Substance stored						
Date Last Used						
Tank Type						
System Installation \$150 per system						
Change in Service \$175 per system						
Temporary OOS \$175 per system						
Leak Detect Upgrade \$75 per location						
Piping Abandon Only \$175 per location						
Piping Install Only \$75 per location						
Piping Removal Only \$175 per location						
See next page						

Shear Valve/Flex Line \$75 per location						
Piping Replace Only \$175 per location						
Piping Upgrade \$75 per location						
Tank Abandonment \$175 per tank						
Tank Removal \$175 per tank						
Tank Repair \$125 per tank						
Tank Replacement \$300 per tank						
Tank Upgrade \$150 per tank						
Tank Internal Lining \$125 per tank						

**Section E-Fees** Note: Fees are either per location, system, or item. See above.

Total Due: \$

Payment information: Note-When performing work in the City of Columbus, the State of Ohio BUSTR permit fee does not apply. *Electronically-* Payment can be made electronically at [FPB Permits Online](#), for assistance call (614)645-7641 Ext.75622. *Check-* Payment can also be made by check, make the check payable to: City of Columbus Treasurer/Fire, send to the Attention of **UST**. Attach check to the completed application and mail to Fire Prevention Bureau 3639 Parsons Ave. Columbus, Ohio 43207.

**Section F-Scope of Work**

Provide a brief description of the work to be performed:

**General Information**

By submitting this form and signature, the applicant affirms that: 1) the information contained in this form is correct and accurate to the best of my knowledge; 2) any deviations from the design standards have been properly documented and approved by the appropriate authority and copies of such documents and approvals shall be provided to the Fire Prevention Bureau; and 3) all inspections are subject to the inspection fee requirements listed in the Columbus City Code. Incomplete submittals will not be processed or scheduled for an inspection.

To schedule an inspection, contact this office at least one week in advance of the anticipated inspection date. Any inspection outside of regular inspection hours, Monday-Friday 8:00am-2:00pm, requires prior approval and the current After Hours Inspection rate may apply.

Signature:

Date:

**Fire Prevention Bureau Use**

Date Received:	Date Approved:	Approved By:	Date Fees Paid:
Permit #:	Date Issued:	Issued By:	Occupancy ID:

## Flammable and Combustible Liquid Tank/Piping Permit Application Completeness Review Checklist

General
<input type="checkbox"/> All sections completed and signed by appropriate individual <input type="checkbox"/> All questions answered; additional information provided when needed <input type="checkbox"/> Proper fee submitted
Removal and Abandonment
<input type="checkbox"/> Reasoning for abandonment <input type="checkbox"/> Sketch of the property showing: <input type="checkbox"/> Location of tank(s) <input type="checkbox"/> Location of any buildings <input type="checkbox"/> All property lines
Installation and Alteration
<input type="checkbox"/> Drawings and Specifications <input type="checkbox"/> Drawn to scale <input type="checkbox"/> Show property lines and public ways <input type="checkbox"/> Show buildings or structures on the site and indicate the nature of their use <input type="checkbox"/> Show location, use, capacity and piping arrangement of all existing underground and aboveground storage tanks <input type="checkbox"/> The tank system (including all components and equipment) shown to be approved for the intended use(i.e., listed and labeled) <input type="checkbox"/> Manufacturers cut sheets and drawings on tanks and all equipment indicating approval for its intended use (i.e., listing and labeling) <input type="checkbox"/> Tank, dimensions, capacity and spacing between adjacent tanks <input type="checkbox"/> Emergency tank vent(s) type, size and atmospheric tank vent size, height, location and vent cap <input type="checkbox"/> Tank and dispenser vehicle impact protection details <input type="checkbox"/> Piping details <input type="checkbox"/> Method of spill and tank overfill protection <input type="checkbox"/> Method of underground tank and piping corrosion protection <input type="checkbox"/> Pump, dispenser and other electrical equipment type and location
In addition, proposed dispensing installation plans shall provide the following information:
<input type="checkbox"/> The location of all fuel dispensers, emergency stop button and emergency telephone (if applicable) <input type="checkbox"/> Clarify what type of dispensing is to occur <input type="checkbox"/> Include a statement indicating the intent of the fueling operation and the type of vehicles intended to be fueled

### INSTRUCTIONS:

1. **Fill out form with pertinent information, sign and date**
2. **Print a copy off for your records**
3. **Press SUBMIT button below to email to [CFDTanks@columbus.gov](mailto:CFDTanks@columbus.gov)**