



**OBERLIN FIRE DEPARTMENT**

430 South Main Street  
Oberlin OH 44074

**FLAMMABLE AND COMBUSTIBLE LIQUIDS TANK/BULK PLANT  
PERMIT APPLICATION**

Permit Application is for:  Install  Remove  Alter  Temporary Out of Service  Abandonment

<b>Ownership of Tanks</b>		<b>Location of Tanks</b>	
Owner/Operator Name		Facility Name	
Address		Address	
City/State/Zip Code		City/State/Zip Code	
Contact Person	Phone	Phone	
E-Mail Address			
<b>Contractor Information</b>			
Contractor's Name		Address	
City/State/Zip Code		Phone	
E-Mail Address			
Signature of Applicant		Date:	
<b>Fee Calculation</b> (Make check payable to: City of Oberlin)			
Number of tank systems being installed/constructed/altered: ____		@ \$75.00 per tank	\$
<input type="checkbox"/> Aboveground <input type="checkbox"/> Underground			
Number of tank systems being removed/abandoned/out of service: ____		@ \$75.00 per tank	\$
<input type="checkbox"/> Aboveground <input type="checkbox"/> Underground			
Construct a Use/Dispensing or Mixing Room, liquid storage room, or liquid storage warehouse		@ \$155.00 per room	\$
Temporary closure of tanks (limited to 12 month period)		@ \$50.00 per tank	\$
Fees will be calculated in accordance with Oberlin Fire Prevention Code section 1501.25			<b>Total Amount Due</b>
			\$
<b>For Fire Department Use Only – Do not write below</b>			
Date Received		Plan Review No.	
Facility ID		Plans sent for review	
Fee Amount	Check No.	Inspector Name	
Installation approved per plans and addendum:			
Inspector signature: _____		Date: _____	

OBERLIN FIRE DEPARTMENT  
PERMIT APPLICATION GUIDELINES

**Aboveground/Underground Storage Tank Removals/Abandonments**

Application shall be accompanied by a sketch of property showing location of tanks, any buildings and all property lines.

- Indicate aboveground or underground storage tank system
- Indicate tank capacity in gallons
- Indicate product that was stored

A record of tank size, location, date of removal, method utilized to render the removed tank in a safe condition and actions taken in the event of soil contamination will be provided to owner.

- Tank and associated piping will be emptied of liquid, rendered vapor-free and all product and sludge will be disposed of in an approved manner in accordance with Ohio EPA Hazardous Waste Regulations.
- Sources of ignition will be controlled during the removal of the tank.
- Tank abandonments will only be approved when the abandonment application is accompanied by a structural engineer's report indicating that the tank is located under a roadway, or under or near a structure where the removal would cause substantial damage to the structure or roadway.
- A state certified inspector shall be notified and on site during the removal to monitor procedures and to confirm the tank removal has been completed in an approved manner.

**Aboveground/Underground Storage Tank Installations**

Application shall be accompanied by at least two (2) sets of drawings and specifications no larger than 11" x 17" that clearly show compliance with distances and applicable requirements of the Oberlin Fire Prevention Code, NFPA 30, NFPA 31, as incorporated therein or other referenced standards as follows:

- A general description of all proposed work
- Drawn to scale or dimension
- Show property lines, public ways, fire lanes and fire hydrants
- Show buildings and structures on this 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:
  - Location of nearest important building on same property
  - Location of all fuel dispensers
  - Location of any public way
  - Location of all property lines that are or may be built upon, including opposite side of public ways
- Clarify what type of dispensing will occur
  - Include statement indicating the intent of fueling operation and type of vehicles to be fueled
- Indicate tank capacity in gallons for all proposed tanks
  
- Indicate product that will be stored in each tank
- Manufacturer's specifications and drawings on tanks and all equipment indicating approval for its intended use (i.e., listing and labeling)
  - Tank size, dimensions, capacity and spacing between adjacent tanks
  - Normal tank vent size, height, location and vent cap type
  - Emergency tank vent cap 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
  - Electrical schematics, hazardous location classifications and locations of emergency shut off switches;
  - Method of tank inventory control (leak control)
  - Type of dispenser operating instructions and warning signs
- Tank system (including all components and equipment) must be shown to be approved for intended use (i.e., labeled and listed)
- Secure necessary permits from the building official having jurisdiction.
  - Provide a copy of approved documentation from the building official having jurisdiction.
- When the installation, addition or replacement is complete, the owner shall notify the fire department and an inspection will be made to determine that the installation, addition or replacement conforms with the Oberlin Fire Prevention Code.
- A permit shall be obtained PRIOR to commencement of any work