

BUILDING INSPECTION DIVISION



September 18, 2008

**MEMORANDUM**

**Bulletin M-02-08**

To: All Permit Applicants

From: Thomas H. Goldsbury, P.E., C.B.O., LEED A.P.  
Chief, Building Inspection Division

**Subject: Permit Requirements for Above and Below Ground Tanks**

This bulletin is to clarify the permitting requirements for both above and below ground tank construction and installation.

**Below ground tanks:**

New below ground storage tanks (first time installation) will require both a Site Work Permit and a Mechanical Permit. If a canopy superstructure is being erected, a Building Permit will also be required, but the Mechanical Permit for the tank should not be associated to the Building Permit.

Below ground tank replacements or demolition will require only a Mechanical Permit.

For all below ground tanks, both new and replacements, the Mechanical Permit submission must include the completed permit application, two copies of the site plan showing the tank locations, and installation details. The Site Work Permit submission must include a permit application and three sets of site plans showing protected tree locations, mitigation and site access.

**Above ground tanks:**

Skid mounted above ground tanks will require a Fire Permit only as long as no protected trees are being removed. The Fire Marshal's office will require a Fire Permit application, and two copies of tank details and site plans showing the location of the tank, surrounding trees, and fire department access. If trees are shown the Fire Marshal will send the applicant to the Landscape Section to determine if a Tree Removal Permit is required.

All other above ground tanks regardless of the material stored will require as a minimum a Building Permit for the tank support structure, and a Site Work Permit. This Building Permit submission will be routed to both the Fire Marshal and Mechanical sections for review. Based on this review and the material stored, an additional Fire and/or Mechanical Permit may be required and shall be associated to the Building Permit.

The original Building Permit submission must include the completed permit application as well as all foundation and any other structural details, and tank locations and details. The Site Clearing Permit submission must include a permit application and three sets of site plans showing protected tree locations, mitigation, and site access.

**PLANNING and DEVELOPMENT DEPARTMENT**