

Application to Install / Remove / Alter Petroleum Storage Tank Systems

Owner Information	File Number: _____ (PTMAA use)
Contact Person _____	Phone () - _____
Company Name _____	Fax () - _____
Address _____	E-Mail _____
City/Province _____	Postal Code _____

Location of Facility (Applicable to Construction)	Development Permit Number: _____ (Some municipalities will also issue a D.P.)
Facility Name _____	
Municipality _____	Street Address _____
Legal Description _____	Lot _____ Block _____ Plan _____
Legal Subdivision _____	Prt _____ Section _____ TWP _____ Range _____ West of _____ Mer. _____

Project Information – Part 1			
• Type of Project	<input type="checkbox"/> New Installation	<input type="checkbox"/> Removal	<input type="checkbox"/> Alteration
• Type of Tank	<input type="checkbox"/> Aboveground	<input type="checkbox"/> Underground	
• Start Date _____	Estimated Completion Date _____		

Project Information – Part 2 (New Installations Only)	
• Engineering Firm Name _____	Phone () - _____
• Tank Specification _____	(ULC or API # - available from tank placard or tank specification drawings)
• Will Underground Piping be Installed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Indicate capacity of individual aboveground tanks being installed. Identify any tanks with split compartments and the capacity of each compartment. _____	
• If an aboveground tank is to be installed does the permit apply to? (check all that apply)	
<input type="checkbox"/> Retail Facility <input type="checkbox"/> Bulk Plant <input type="checkbox"/> Company Fuel Supply <input type="checkbox"/> Commercial Cardlock	
• Type of products to be stored in tanks _____	

Project Information – Part 3 Contractor Details (Removals/Installations/Alterations)	
Contractor Company Name _____	Phone () - _____

Applicant Information	
Applicant Name _____	Phone () - _____
Address _____	Fax () - _____
City/Province _____	Postal _____
Signature _____	

PTMAA Use Only	
Application Accepted By _____	Designation # _____
Application Accepted Date _____	Permit Fee: _____
Comments: _____	

Application to Install/Remove/Alter Storage Tank Systems

The Permit Regulation for the province of Alberta came into effect April 1, 2008. The regulation mandates that a permit shall be applied for and issued for all petroleum storage tank installations, removals or alterations. Guidance for applying and receiving a permit within municipalities falling in PTMAA jurisdiction follows. (See the PTMAA website – www.ptmaa.ab.ca for a list of municipalities). Contact the local fire department for construction in all other municipalities.

Permits to install storage tank systems

1. Complete and submit the permit application (available on the PTMAA website). The municipality may require a Development Permit be taken out in addition to the PTMAA's tank permit.
2. The PTMAA will acknowledge receipt of application and contact the applicant if it's apparent the Fire Code is not being followed in the construction planning.
3. Applicant to send PTMAA 3 sets of construction drawings stamped by a Professional Engineer licensed to practice in the province of Alberta. Drawings should include details as listed on the "Engineered Drawings for Petroleum Storage Tanks" document which is available on the PTMAA website.
4. Engineered drawings will be reviewed and if development is compliant with the Fire Code a permit will be issued.
5. An invoice for the applicable fees will be provided to the applicant (see schedule of fees below).
6. Unless by special request, construction must commence within 90 days of the Date of Issuance on the Permit.
7. Upon completion of the project a Verification of Compliance (VC) must be submitted to the PTMAA. A VC is confirmation that the construction was completed as applied for. Confirmation will be accepted from any of the following parties:
 - An inspection performed by the engineer involved in the project design,
 - Certified contractor assigned to the project,
 - Precision testing company that tested after final cover of underground systems,
 - 3rd party inspection services,
 - PTMAA Safety Codes Officer.
8. Submit a Petroleum Storage Tank Registration Application (available on the PTMAA website).
9. PTMAA will review information received for Verification of Compliance and any deficiencies will be noted on a Permit Services Report which is returned to the owner.
10. Deficiencies must be corrected within 30 days with evidence of correction submitted to the PTMAA. (Contractor invoice for work and/or digital photos sent to the PTMAA (ptmaa@ptmaa.ab.ca) will be accepted.)
11. A PTMAA Safety Codes Officer will perform a physical inspection within one year of project completion.

Permits to alter existing storage tank systems

An alteration is a minor change to tanks and/or piping (usually in the form of a repair) that do not require the preparation of engineered drawings. Contact the PTMAA to see if the project is considered an alteration.

1. Submit a permit application to the PTMAA, accompanied by a description of the scope of work.
2. Application will be reviewed, and if compliant, a permit issued.
3. An invoice for applicable fees will be provided to the applicant.
4. Contractor to submit a Verification of Compliance upon completion of the alteration.
5. A Permit Services Report will be issued to the applicant.
6. A PTMAA Safety Codes Officer may perform a physical inspection within one year of project completion.

Permits to remove underground storage tank systems

Permits to remove storage tanks apply to underground storage tanks only.

1. Submit a permit application to the PTMAA, accompanied by a description of the scope of work.
2. Application will be reviewed, and if compliant, a permit issued.
3. An invoice for applicable fees will be provided to the applicant.
4. Contractor to submit a Tank Closure Report upon removal (available on PTMAA website).
5. A Permit Services Report will be issued to the applicant.
6. A PTMAA Safety Codes Officer may perform a physical inspection within one year of project completion.

Services for the following permit fees include plan examination (for installations), all written communications and any necessary inspections:

Tank/piping installation project	\$200
Tank/piping removal/replacement project	200
Tank removal project	50
Tank alterations	50