

Small Tank Permit Application

In November 2011 Alberta Municipal Affairs issued Standata AFC 2.2.3.1. which permits Safety Codes Officers to review storage tank installation plans, drawings and specifications in a form acceptable to the Authority Having Jurisdiction (AHJ). This Variance applies to individual aboveground storage tanks of a capacity not greater than 8,000 litres (including all compartments) and to tank installations with aggregate capacity not greater than 20,000 litres. To qualify for the Variance the tank must be outdoors and all parts of the system must be visible for inspection by the Safety Codes Officer. Tank system drawings which use components that are buried, including the use of a secondary containment liner if the aboveground tank is not double-walled, continue to require preparation by a Professional Engineer licensed to practice in the Province of Alberta. For tanks located in municipalities where the PTMAA is the Authority Having Jurisdiction the following application must be submitted to qualify for the Variance.

1. APPLICANT INFORMATION

Applicant Name	<input type="text"/>	Purchase Order#	<input type="text"/>
Company	<input type="text"/>	Phone #	<input type="text"/>
		Fax #	<input type="text"/>
Mailing Address	<input type="text"/>	Email/Billing Address	<input type="text"/>
City	<input type="text"/>	Province	<input type="text"/>
		Postal Code	<input type="text"/>

2. FACILITY INFORMATION

Facility Name	<input type="text"/>	PTMAA Site Code (if tanks are currently registered at this location)	<input type="text"/>
Facility Address	<input type="text"/>	Town/Village/MD or County of	<input type="text"/>
Legal Land Description	<input type="text"/>	Lot/Block/Plan	<input type="text"/>
Contact Person	<input type="text"/>	Phone Number	<input type="text"/>
Type of Useage	<input type="text"/>	Will tanks be taken out of service due to this installation?	<input type="text"/>
Number of existing aboveground tanks:	<input type="text"/>	Number of existing underground tanks:	<input type="text"/>

3. OWNER INFORMATION

Company	<input type="text"/>
Full Mailing Address	<input type="text"/>

4. TANK INSTALLER INFORMATION (When equipment such as, but not limited to piping, fittings, valves, or dispenser connections are made in the field an approved individual is required to supervise the installation).

Name of company performing tank installation:	<input type="text"/>
Installer Phone Number	<input type="text"/>
Name of Person Supervising the installation	<input type="text"/>

5. INSTALLATION INFORMATION

This installation is:	<input type="text"/>	Proposed Install Date (YY/MM/DD)	<input type="text"/>
Are all tank system components including piping aboveground? (Note: Dike liners are usually not visible)	<input type="text"/>		
Have a minimum of two 40 BC fire extinguishers been installed?	<input type="text"/>		
Are there any overhead power lines?	<input type="text"/>	Have all tanks been installed outdoors	<input type="text"/>

For the following section, complete one column per tank. If your tank has more than one compartment, complete one column for each compartment.

Tank Number (list each tank separately; place each compartment in a new column)				
Compartment				
Tank capacity (in litres)				
Name of product being stored				
Tank ULC Construction Standard (can be found on a placard mounted on the tank exterior or from its manufacturer's spec sheet)				
- If other, indicate specification:				
Is the tank single walled or double walled?				
Is the tank supported more than 300mm off the ground? (Does not apply to tank saddles/ legs mounted by tank manufacturers)				
Tank distance to nearest property line (meters)				
Will tank fill pipes and vents be outdoors?				
Describe how your tanks will be protected from collision (type of barriers and distance to tank)				
Distance to any propane or natural gas tanks				
Distance to nearest tank (meters)				
Distance to nearest building (meters)				
Will the tank be grounded? (required)				
Are all pipe openings above the normal tank product level? (required)				
Height of vent pipe discharge outlet above grade level				
If a used oil tank, does it have a fixed suction tube? (required)				

6. DISPENSER AND SIGNAGE INFORMATION

1. Are there signs for emergency shutdown, no smoking and turn off ignition?		10. Is there protection from spills when dispensing?	
2. Is there signage identifying tank contents posted on two sides of the tank?		11. Is there a fuel mounted pump on top of the tank, or is piping used to connect it to a nearby dispenser?	
3. Is a dispenser connected to the tank?		Complete the following section if your pump is mounted on top of the tank:	
Complete the following sections if you are dispensing product:		12. Provide the make and model of the dispensing equipment:	
4. Are operating instructions for dispensing posted?		Complete the following section if your pump is connected to nearby dispenser via piping:	
5. Distance of dispenser to building openings in meters		13. Will there be an anti-siphon valve between the tank and any dispenser?	
6. Is there a storm drain within 6m of any dispenser?		14. Is there any buried pipe?	
7. Indicate the distance to emergency shutdown devices from dispensing equipment (required)		15. Is aboveground piping made of steel?	
8. Are there signs indicating location of an emergency shutdown button?		16. Is the dispenser protected for collision or on an island higher than 100mm?	
9. Is all power buried for the fuel dispensing operation and emergency button?			
10. If operating a self-serve retail facility, is there an intercom between the customer and inside employee?			

7. SITE DIAGRAM

Prepare a diagram which clearly shows the location of storage tank(s) relative to streets, buildings, property lines, any dispensers, propane tanks, or any important features of the property. The diagram should be as close to scale as possible.

- Submit, as a separate attachment, the tank manufacturing specification sheet if available.
- Submit, as a separate attachment, photographs of your tank installation (including front and side views) once installed.

8. VERIFICATION

My signature confirms that the information provided is complete and accurate to the best of my knowledge. I understand that I am making an application to install a storage tank without the Alberta Fire Code requirement for engineered drawings prepared by a Professional Engineer. Further, by not retaining the services of a Professional Engineer I am assuming responsibility for any necessary alterations if an inspection by a Safety Codes Officer finds that the installation is not in conformance with any requirement of the Alberta Fire Code.

Name (print)

Phone Number

Signature

Date

Small Tank Application Form

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.

Small Aboveground Tank Installation Application Process

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. The applicant will be invoiced \$275.00 for submission of this permit application.
4. The permit shall be issued to the applicant:
 - if the application review is complete and development is compliant with the Fire Code
 - payment for permit services is received
5. If project installation is proposed, a proposed construction date must be provided on this form.
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,
 - 3rd party inspection services,
 - PTMAA Safety Codes Officer
 - The tank owner
8. Submit a Petroleum Storage Tank Registration Application (available on the PTMAA website) if tanks are 2,500L or greater.
9. A PTMAA Safety Codes Officer will perform a physical inspection within one year of project completion. Any deficiencies will be noted on a Permit Services Report issued 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.)