

Application to Install / Remove / Alter Storage Tank Systems

Applicant Information		File Number (PTMAA use only)	<input style="width: 100%;" type="text"/>
Applicant Name	<input style="width: 45%;" type="text"/>	Phone Number	<input style="width: 25%;" type="text"/>
Company Name	<input style="width: 45%;" type="text"/>	Fax Number	<input style="width: 25%;" type="text"/>
Address	<input style="width: 100%;" type="text"/>		
City	<input style="width: 25%;" type="text"/>	Province	<input style="width: 10%;" type="text"/>
		Postal Code	<input style="width: 15%;" type="text"/>
Signature	<input style="width: 20%;" type="text"/>	Purchase Order	<input style="width: 15%;" type="text"/>
		Date	<input style="width: 15%;" type="text"/>

Owner Information (if different from applicant)			
Company Name	<input style="width: 45%;" type="text"/>	Phone Number	<input style="width: 25%;" type="text"/>
Address	<input style="width: 100%;" type="text"/>		
City	<input style="width: 25%;" type="text"/>	Province	<input style="width: 10%;" type="text"/>
		E-mail	<input style="width: 25%;" type="text"/>
Contact Person	<input style="width: 45%;" type="text"/>	Postal Code	<input style="width: 10%;" type="text"/>

Location of Facility Applicable to Construction		Development Permit Number (If Applicable)	<input style="width: 100%;" type="text"/>
Facility Name	<input style="width: 100%;" type="text"/>		
Town/Village/County or MD of	<input style="width: 25%;" type="text"/>	Street Address	<input style="width: 40%;" type="text"/>
Legal Description:	Lot <input style="width: 15%;" type="text"/>	Block <input style="width: 15%;" type="text"/>	Plan <input style="width: 15%;" type="text"/>
Legal Subdivision:	Prt <input style="width: 5%;" type="text"/>	Section <input style="width: 5%;" type="text"/>	TWP <input style="width: 5%;" type="text"/>
		Range <input style="width: 5%;" type="text"/>	West Of <input style="width: 5%;" type="text"/>
			M <input style="width: 5%;" type="text"/>

Project Information - Part 1 (All Projects)			
Type of Project:	<input type="checkbox"/> New Installation	<input type="checkbox"/> Removal	<input type="checkbox"/> Piping Replacement <input type="checkbox"/> Existing Installation
Type of Tank	<input type="checkbox"/> Aboveground	<input type="checkbox"/> Underground	
Start Date	<input style="width: 25%;" type="text"/>	Estimated Completion Date	<input style="width: 25%;" type="text"/>

Project Information - Part 2 (Installations Only) (Engineering Firm & Tank Specification are Mandatory)

Engineering Company refers to engineering firm involved in the site/facility layout design and not the tank manufacturer

- Engineering Firm Name Phone Number - Tank Specification ULC or API # - available from tank placard or tank specifications drawings- Will Underground Piping Be Installed? Yes No

- Indicate capacity of individual tanks being installed. Identify any tanks with split compartments and the capacity of each compartment.

- Type of Facility Operation (check all that apply)

- Retail Facility Bulk Plant
- Full Serve Commercial Cardlock
- Attended Self Serve Company Fuel Supply
- Unattended Self Serve*

*If installing unattended self-serve facilities, please contact the PTMAA for additional information. Additional security features including but not limited to remote monitoring of video surveillance and intrusion alarm devices on dispenser cabinets, and limits on the quantities of fuel dispersed may be applicable.

- Type of Products to be Stored in the Tank **Project Information - Part 3 (Contractor Details) (Required for Underground Removals / Alterations / Installations)**Contractor Company Name Phone Number **PTMAA Use Only**Application Accepted By Date Designation Permit Fee Comments

Application to Install / Remove / Alter Storage Tank Systems Instructions

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 email PTMAA a set of PDF electronic drawings or mail to PTMAA office 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. An invoice for the applicable fees will be provided to the applicant (see schedule of fees below).
5. Engineered drawings will be reviewed and if development is compliant with the Fire Code and permit fees are paid, a permit will be issued.
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 (VoC) must be submitted to the PTMAA. A VoC 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.
10. 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.
11. 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.)

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. An invoice for applicable fees will be provided to the applicant.
3. Application will be reviewed, and if compliant and permit fees paid, a permit will be issued.
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 and permit fees paid, a permit will be issued.
3. Contractor to submit a Tank Closure Report upon removal (available on PTMAA website).
4. 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	\$275.00
- Tank/piping removal/replacement project	\$275.00
- Tank removal project	\$ 50.00
- Tank alterations	\$ 50.00