



Safety and Code Enforcement Department

Storage Tank Installation Permit Application Submittal Requirements

The Storage Tank Permit Application submission shall be in accordance with these requirements. The Storage Tank Permit Application submittal, design, and installation shall be in compliance with Pennsylvania Uniform Construction Code, International Fire Code, API, UL and NFPA standards and requirements. The following drawings, information and details must be submitted for review to firepermits@hatfield.org

The electronic (.PDF) permit application submittal must include:

- A fully completed and signed Storage Tank Permit Application.
- The permit fee by cash or check. (Hand delivered, USPS, or equivalent).
- A site plan including the facility, exterior tank locations and all paved areas and fire lanes.
- A floor plan and tank shop drawings, with title block, drawn to scale or with all dimensions indicated, and signed and sealed by a Design Professional registered in Pennsylvania. (Exception - residential fuel oil and LPG tanks).
- The drawings shall include a full description of the tank(s), location, capacity, construction details, anchoring details, fill, dispensing and venting details, overfill and secondary containment details, impact protection and warning signage.
- **A Hazardous Materials Permit Application MUST be provided for each hazardous material stored in the tank(s).**

Final storage tank approval and permit closure:

- All required inspections and testing approved by the AHJ.
- Submittal of the approved installation and, or testing inspection report from the special inspection agency in .PDF. (If applicable).
- Submission of as-built drawings in .PDF.



Safety and Code Enforcement Department

Storage Tank Removal / Abandon-In- Place Permit Application Submittal Requirements

The Storage Tank Permit Application submission shall be in accordance with these requirements. The Storage Tank Permit Application submittal for removal or abandoning a tank in place shall be in compliance with Pennsylvania Uniform Construction Code, International Fire Code, EPA, PA DEP and NFPA standards and requirements. The following drawings, information and details must be submitted for review to firepermits@hatfield.org

The electronic (.PDF) permit application submittal must include:

- A fully completed and signed Storage Tank Permit Application.
- The permit fee by cash or check. (Hand delivered, USPS, or equivalent).
- A site plan showing all significant structures, property lines and the location of the tank(s) and all ancillary equipment.
- A full narrative of the proposed work.
- A current copy of the applicant's certification for tank handling and inspection under the Pennsylvania Department of Environmental Protection's Storage Tank and Spill Prevention Act.
- A current copy of the applicant's certificate of liability insurance naming the municipality as the certificate holder (Minimum of \$1,000,000.00).

Final storage tank approval and permit closure:

- All required inspections approved by the AHJ.
- A copy of the complete Closure Report in .PDF.

HATFIELD TOWNSHIP

FIRE CODE STORAGE TANK PERMIT PROCEDURES

A storage tank permit is required for any oil, propane or other hazardous material storage tank being installed, or any oil or hazardous material tank being removed or abandoned-in-place, with the exception of fuel oil tanks in basements of 1 and 2 family dwellings. Please use a Mechanical Permit for fuel oil tank installations in 1 and 2 family dwelling basements.

PART I – Location of Property – Complete address including city, state and zip code must be provided on all applications.

PARTS II thru VIII – Complete every section.

PART IX – Sign and date application. If property resident is not the owner of the property, a notarized statement indicating the owner's approval of the proposed construction must be submitted with the application. Provide phone numbers where property owner/resident and contractor may be reached. Contractors making application must provide a Certificate of Insurance verifying coverage for Worker's Compensation and their Federal or State Employer Identification Number (EIN).

ADDITIONAL INFORMATION

FEES – Permit fees must be submitted with the permit application. If paying by check, please make check payable to "Hatfield Township".

REVIEW – The application will be reviewed by the Safety and Code Enforcement and Zoning Departments for compliance with all Hatfield Township codes and ordinances.

PERMIT GRANTED – **If approved, the permit will be processed and issued to you within thirty (30) business days. Work may not start until a permit has been approved and granted.** The permit cards are to be displayed so as to be visible from the street.

CONTRACTOR REGISTRATION – All contractors and/or their personnel performing commercial work must be registered and provide a Certificate of Insurance verifying Worker's Compensation coverage, and Federal or State Employer Identification Number (EIN). In addition, each contractor must obtain the appropriate permits for the work to be done.

INSPECTIONS – Call the Township office (215-855-0900) at least 24 hours in advance to schedule each inspection. Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. **If the appropriate inspections are not requested, uninspected work will not be granted final approval.**

Storage Tank Permit Application Submittal Requirements

Installation (A Hazardous Materials Permit Application submittal is also required).

- A completed and signed permit application.
- Drawings and details sufficient to determine compliance with all applicable Building Code, Fire Code and NFPA requirements.
- A full narrative of the proposed work.
- A site plan showing all significant structures, property lines and the location of the tank(s) and all ancillary equipment.
- A current copy of the applicant's certificate of liability insurance naming the municipality as the certificate holder (Minimum of \$1,000,000.00).
- The permit fee.

Removal or Abandoned-in-Place

- A completed and signed permit application;
- A current copy of the applicant's certification for tank handling and inspection under the Pennsylvania Department of Environmental Protection's Storage Tank and Spill Prevention Act.
- A full narrative of the proposed work.
- A site plan showing all significant structures, property lines and the location of the tank(s) and all ancillary equipment.
- A current copy of the applicant's certificate of liability insurance naming the municipality as the certificate holder (Minimum of \$1,000,000.00).
- The permit fee.

The tank(s) shall be completely emptied and cleaned prior to removal or abandoned-in-place. Tanks, which are to be abandoned-in-place, shall be completely filled with an approved inert material. The applicant is responsible for scheduling an inspection, and the Code Official shall be on site at the time that the tank(s) are to be removed or filled. Soil samples shall be taken for each and every removal or abandoned-in- place. The applicant/owner/operator shall be fully responsible for corrective actions meeting all DEP guidelines in the event of ground contamination.

A full closure report meeting DEP's closure requirements for underground storage tanks shall be provided to the Office of Code Enforcement as soon as available. **The permit will remain active until the Safety and Code Enforcement Department receives the closure report.**

HATFIELD TOWNSHIP

Storage Tank Permit Application

I - LOCATION OF PROPERTY

Address: _____ Suite #: _____ City: _____

State: _____ ZIP: _____

II - OWNERSHIP

☐ Private ☐ Public ☐ Tenant ☐ Other _____

III - IDENTIFICATION – To be completed by all applicants

APPLICANT Name: _____ Phone: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

OWNER Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

CONTRACTOR Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Builder's Twp. License No. _____ Expiration Date: _____

IV – PROPOSED WORK

☐ Installation ☐ Removal ☐ Abandoned-in-place

V - TANK TYPE

☐ Underground ☐ Above Ground ☐ Horizontal ☐ Vertical

VI - PROPOSED USE and PRODUCT

☐ Residential ☐ Industrial/Commercial

Product(s) to be stored: _____

Description of work: _____

VII - DIMENSIONS

Number of tanks: _____ Gallons per tank: _____ Total gallons: _____

Number of dispensing pumps: _____ Tank material: _____

PART VIII – FEE (see fee schedule below)

PERMIT FEE: \$ _____

IX - SIGNATURE

Deposit of Check Representing the Fee for this Application does not Constitute Approval of or Granting of Same by Hatfield Township. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent and we agree to conform to all applicable laws of Hatfield Township.

SIGNATURE OF APPLICANT

DATE

SCHEDULE OF FEES

(From Resolution 15-38)

Tank Permit Fees (EACH TANK).

Installation:

Installation - First 1,000 Gallons or Fraction Thereof	\$180.00
Each Additional 1,000 Gallons or Fraction Thereof	\$25.00
Dispensing Pump (Each Pump)	\$50.00

Removal / Abandoned-in-Place:

1 and 2 Family Dwellings	\$60.00
All Other Uses	\$120.00