



FUEL TANK DEMOLITION CHECKLIST

APPLICATION REQUIREMENTS

Submit the items below by uploading into Portal permit application.

Site Plan - Showing location of building, driveway, and tanks.

***Upload digital submittals after application has been submitted on the portal.**

****Application Expires in 180 Days from date shown above**

No person shall perform any work on any building or structure adjacent to a public way in general use by the public for pedestrian travel unless the pedestrians are protected as per Section 3303.2 of the International Building Code.

PROCESS FOR REMOVAL/ABANDONMENT IN PLACE

Residential Heating Oil Tanks

The Olympia Fire Department **does** require a permit for removal or abandonment of an underground heating oil tank.

Underground tanks shall be abandoned in accordance with the International Fire Code 2012 Edition, Flammable and Combustible Liquids, Section 5704.2.13.

Reporting of Unauthorized Releases are covered in the International Fire Code 2012 Edition, Section 5704.

The State standards are contained in the Model Toxics Control Act Cleanup Standards (Chapter 173-340 WAC). Home heating oil tanks are exempt from state and federal regulations, but there is no exemption from the cleanup regulations, nor is there an exemption from liability or responsibility for any future problems which might occur. The International Fire Code does not exempt residential heating oil tanks from proper decommissioning (removal or abandonment in place).

IN ALL CASES OF REMOVAL OF THE TANK OR ABANDONMENT IN PLACE, THE FOLLOWING SHALL APPLY:

1. A permit is required through the City of Olympia.
2. Plans shall be submitted to Community Planning & Development and will include:
 - a. The location of the fuel tank in respect to the house and property lines. Dimensions required.
 - b. Location of residence – site address & parcel number.
 - c. Location of utilities.
 - d. A Request to either remove or abandon the tank. All applications for abandonment will be inspected by the Fire Marshal's office to see if there will be structural damage by removal of the tank. **ONLY THE FIRE MARSHAL'S OFFICE CAN DETERMINE IF THE TANK CAN BE ABANDONED IN PLACE.**

3. Plans submitted are subject to approval with conditions.
4. A minimum of two soil samples taken from the bottom ends of the tank are required.
 - a. All project required test results to be forwarded to the Fire Marshal's office:

*Olympia Fire Department
100 Eastside St NE
Olympia, WA 98506*

- b. If the results of the test indicate that the soil samples are greater than 2000 parts per million, a letter is to be forwarded to the Department of Ecology informing them of the results of the unauthorized release. The letter is to be sent to:

*Department of Ecology
Southwest Regional Office
Toxic Cleanup Program
PO Box 47775
Olympia, WA 98504-7775*

5. Site Inspection(s) will be required on all projects.

ABANDONMENT IN PLACE -

6. If the request is for abandonment in place, an initial site inspection may be required prior to the start of any work.
7. A second site inspection will be required to see if the tank has been properly cleaned. The tank cannot be slurry filled until the site inspection has taken place.
8. Documentation of proper cleaning and disposal of tank contents required.
9. Once the tank has been filled, inspection will be required prior to backfilling or covering.
10. Submittal of proper documentation required **prior** to signing of permit card.

REMOVAL OF TANK -

6. Site inspection required when tank has been removed and prior to backfilling of hole.
7. Documentation of proper disposal of tank required.
8. Documentation of proper cleaning and disposal of tank contents required.
9. Submittal of proper documentation required **prior** to signing of permit card.

The above-mentioned permit process does not ensure the occupant/owner that the site is a decontaminated site. It only ensures that the site had the tank properly decommissioned which meets the International Fire Code requirements and that the reporting of the soil test results meet the Model Toxics Control Act.