Safety Codes Council
Alberta Safety Codes Authority

STORAGE TANK SYSTEM PERMIT APPLICATION

STORAGE TANK SYSTEM PERMIT APPLICATION INSTRUCTIONS

Storage tanks regulated under the National Fire Code – 2019 Alberta Edition require a permit to be installed, altered or removed as per Alberta Regulation 204/2007 (Permit Regulation). Areas that are not accredited to administer Storage Tank Systems under the fire code must apply to the Alberta Safety Codes Authority (ASCA) for a permit. No work shall be started on a storage tank system until a valid permit has been issued by the authority having jurisdiction.

To determine if your project location is in an ASCA jurisdiction or in a municipality that provides its own permit and inspection services for storage tank systems, please go to www.safetycodes.ab.ca and use the 'Where to Get a Permit' tool to locate the municipality. Please note that other permits are often required by the local municipality such as a development permit and electrical permit.

Applications submitted must contain all required information and supporting documentation. Applications that are incomplete or missing supporting documentation will not be processed and will be returned to the applicant with a request for more information or cancelled.

APPLICANT & OWNER INFORMATION

Application Date (mmm/dd/yyyy):

Applicant Name: **Company Name:**

Address: **Municipality:** **Province:** **Postal Code:**

Email: **Phone:** **Fax:**

Owner Name (if different than applicant): **Company Name:**

Address: **Municipality:** **Province:** **Postal Code:**

Email: **Phone:** **Fax:**

PROJECT LOCATION

Municipality: **Subdivision / Hamlet:** **Tax Roll No.:**

Street / Rural Address: **Unit:**

Lot: **Block:** **Plan:**

LSD: **Quarter:** **Section:** **Township:** **Range:** **West of:**

Directions:

PROJECT INFORMATION

Development Permit (if applicable): **Estimated Start Date:** **Estimated Completion Date:**

☐ **New Installation** ☐ **Alteration** ☐ **Removal** ☐ **Piping Replacement**

Installer Name: **PTMAA ID#:** **CPCA/TSSA ID#:**

Phone Number: **Company Name:**

Engineering Firm: **Engineer Name:** **Reg. Number:**

Project Description: (please provide a complete and detailed description of the work to be completed including all applicable drawings/documents):

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SYSTEM DETAILS

Number of Tanks: ____ *(If more than 3 please provide details on a separate attachment or in the 'Project Description' on the previous page.)*

Tank #1

Tank Type: ○ Aboveground ○ Underground | **Split Tank:** ○ Yes ○ No **ULC:**

Tank Capacity (if split, fill out the capacity of each compartment)**:** **API:**

Tank Serial #:

Type of Product to be Stored: | **Underground Piping:** ○ Yes ○ No

Tank #2

Tank Type: ○ Aboveground ○ Underground | **Split Tank:** ○ Yes ○ No **ULC:**

Tank Capacity (if split, fill out the capacity of each compartment)**:** **API:**

Tank Serial #:

Type of Product to be Stored: | **Underground Piping:** ○ Yes ○ No

Tank #3

Tank Type: ○ Aboveground ○ Underground | **Split Tank:** ○ Yes ○ No **ULC:**

Tank Capacity (if split, fill out the capacity of each compartment)**:** **API:**

Tank Serial #:

Type of Product to be Stored: | **Underground Piping:** ○ Yes ○ No

Permit Applicant's Name (please print): **Permit Applicant's Signature:**

FOIP Notification: Personal information collected on this form is collected under the authority of section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act. It is used for processing permit applications, issuing permits, safety codes compliance monitoring, verification and program evaluation. The name of the permit holder and nature of the permit may be included on reports provided to a municipality or made available to the public as required or allowed by legislation. Questions about this collection may be directed to ASCA Coordinators at 1-888-413-0099 or at Suite 500, 10405 Jasper Avenue, Edmonton, AB T5J 3N4.

Supporting Documentation (new installation):

1. Construction plans, drawings and specifications must be provided and bear the stamp and seal of a licensed engineering professional registered to practice in Alberta for:
   - **a.** All underground tanks and/or piping and associated components
   - **b.** All aboveground tanks where the capacity of a single tank is greater than 8,000 litres, or the aggregate capacity on-site is greater than 20,000 litres

   Note: Work not referred to in (a) and/or (b) such as a small aboveground tank under 8,000 litres with minimal piping that will not pass through separations or be installed underground, may not require engineered drawings depending on the complexity of the installation as determined by the reviewing safety codes officer.

2. Tank(s) detail: manufacturer's specification sheet(s) & instructions, shop drawing(s), (tank) data plate information, etc.

3. Site/plot plan that includes:
   - **a.** roadways and access points
   - **b.** distance to property lines
   - **c.** distance to buildings, structures, walls or other obstructions
   - **d.** clearance to other storage tanks (including liquefied petroleum gas cylinders/tanks)
   - **e.** location of emergency shutoff(s)

   (Please indicate 'North'. Plot plan does not have to be exactly to scale.)

4. Site drainage information (storm/sanitary openings, waterways, grade, etc.)

5. Normal and emergency venting details (discharge height & location, piping material, etc.)

6. Collision protection details around tank(s) and dispenser(s)

7. Piping details (material, valves, fill points, etc.)

8. Leak detection details (secondary containment monitoring, inventory control/product level monitoring)

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SITE DETAILS		ADDITIONAL INFORMATION (IF REQUIRED):
Distance to property line greater than 3 m:	○ Yes ○ No ○ N/A	
Clearance between any 2 tanks greater than 1 m:	○ Yes ○ No ○ N/A	
Clearance to structure(s): 0 m, 1.5 m or greater, 3 m or greater	○ Yes ○ No ○ N/A	
Vent discharge above grade at least: 2 m for combustible liquids, or 3.5 m for flammable liquids	○ Yes ○ No ○ N/A	
Vent discharge at least 1.5 m from any building opening:	○ Yes ○ No ○ N/A	
Tank Contents posted on at least 2 sides:	○ Yes ○ No ○ N/A	
'No Smoking', 'Ignition Off' signs posted:	○ Yes ○ No ○ N/A	
Emergency Shut-off device(s) 6-10 m away:	○ Yes ○ No ○ N/A	
Minimum 2 x 40-B:C (80-B:C - Bulk facilities) fire extinguishers installed where they can been easily seen and accessed:	○ Yes ○ No ○ N/A	
Spill kit accessible:	○ Yes ○ No ○ N/A	
Fire Department access within 60 m of any tank:	○ Yes ○ No ○ N/A	
Foundation details – firm level ground, concrete, masonry or steel (greater than 8,000 L requires engineered drawings):	○ Yes ○ No ○ N/A	
Tank supports greater than 300 mm (12") have minimum 2 hour fire resistance rating:	○ Yes ○ No ○ N/A	
Separation to LPG cylinders, tanks or other dangerous goods greater than 6 m:	○ Yes ○ No ○ N/A	
Tanks(s), piping, dispenser(s) have collision protection:	○ Yes ○ No ○ N/A	
Overfill protection device installed:	○ Yes ○ No ○ N/A	
Owner, operator and/or staff trained in fueling operations and emergency procedures including spill control plan:	○ Yes ○ No ○ N/A	
Operating Instructions posted at each dispenser:	○ Yes ○ No ○ N/A	
Dispenser hose(s) length not greater than 4.5 m, (6 m with retractor) and off the ground:	○ Yes ○ No ○ N/A	
Nozzles with hold open device have breakaway couplings:	○ Yes ○ No ○ N/A	
Electrical equipment conforms to the Canadian Electrical Code for Hazardous Locations (pumps, lighting, grounding/bonding):	○ Yes ○ No ○ N/A	

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