

RESIDENTIAL

**OIL TANK INSTALL AND REMOVAL/ABANDONMENT
PROCESS**

IF THE SAME CONTRACTOR DOING BOTH

- SUBMIT A MECHANICAL PERMIT FOR THE INSTALL AND REMOVAL/ABANDONMENT DURING NORMAL PERMITTING HOURS
- INCLUDE A SKETCH ON THE LOCATION OF THE OUTSIDE TANK TO BE REMOVED/ABANDONED
- INCLUDE THE APPROPRIATE FEE
- ONCE TESTING IS DONE EMAIL OR MAIL THE FULL ANALYTICAL REPORT AND SCHEDULE A FINAL INSPECTION FOR THE INSTALL AND REMOVAL/ABANDONMENT

IF DIFFERENT CONTRACTORS

- EACH CONTRACTOR MUST SUBMIT A SEPARATE MECHANICAL PERMIT WITH APPLICABLE FEES DURING NORMAL PERMITTING HOURS
- INSTALL MUST INDICATE WHERE THE NEW TANK WILL BE LOCATED
- REMOVAL/ABANDONMENT MUST INCLUDE A SKETCH ON THE LOCATION OF THE OUTSIDE TANK
- FINAL INSPECTION ON THE INSTALL OF THE NEW TANK MUST BE SCHEDULED
- FINAL INSPECTION ON REMOVAL/ABANDONMENT TO BE SCHEDULED ONCE YOU HAVE EMAILED OR MAILED THE FULL ANALYTICAL REPORT AND SCHEDULE A FINAL INSPECTION

COMMERICAL

- PERMIT TO INSTALL IS REQUIRED BY THE BUILDING DEPARTMENT
- THE REMOVAL/ABANDONMENT IS HANDLED THROUGH THE FIRE MARSHAL'S OFFICE AND ALL REPORTS RELATED TO THAT ARE TO BE SUBMITTED TO THEIR OFFICE