



**City of Annapolis**  
**Department of Planning and Zoning**  
 145 Gorman Street Fl 3  
 Annapolis, MD 21401-2529

FOR CITY USE ONLY	
PERMIT #	_____
ISSUED	_____
EXPIRES	_____

[Permitting@annapolis.gov](mailto:Permitting@annapolis.gov) • 410-260-2200 • Fax 410-263-9158 • TDD use MD Relay or 711 • [www.annapolis.gov](http://www.annapolis.gov)

## Petroleum Storage Tank Application

**Type of Work**

Commercial      Residential      Installation      Removal      Emergency\*      Standard

**\*NOTE:** If found not to be an emergency, fines may be assessed.

Site Address \_\_\_\_\_  
 Owner's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Email address \_\_\_\_\_

**Tank Information**

List tank(s) on site that are being removed from service:

Underground, Above ground, or Basement	Size	Age	Fuel Stored	MD Certification No./ Individual	Notes/Comments
1.					
2.					
3.					

Contractor Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Email address \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Is any work or equipment in Public Right-of-Way?      Yes      No      If yes, amount of disturbance? \_\_\_\_\_ sq ft.

**Installation of New Tank(s).**

Attach a Site Drawing indicating location of all tanks, buildings and roads. **Cost of Labor and Materials** \_\_\_\_\_

Underground, Above ground, or Basement	Size	Material/ Gauge	Fuel Stored	MD Certification No./ Installer Name
1.				
2.				
3.				

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P&Z approval \_\_\_\_\_ Date \_\_\_\_\_ Fail \_\_\_\_\_ Date \_\_\_\_\_  
 Issued by \_\_\_\_\_ Date \_\_\_\_\_ Fee \_\_\_\_\_  
 PSI Reading \_\_\_\_\_ Time \_\_\_\_\_ Final Date \_\_\_\_\_ Initials \_\_\_\_\_

**\*\*\* UPON ISSUANCE, APPLICANT MUST REVIEW AND SIGN CONDITIONS. \*\*\***

## Petroleum Storage Tank Standard Conditions

### Standard Conditions

#### **THESE CONDITIONS MUST BE MET ON ANY TANK WORK IN THE CITY OF ANNAPOLIS.**

1. All work must be performed in accordance with the Fire Code of the State of Maryland NFPA 30, NFPA 31, ([Chapter 7](#)) and Annapolis [City Code Section 17.22](#).
2. All contractors must provide and maintain safe conditions for the workmen and the general public.
3. Permits must be present on the job site.
4. If you encounter problems in the field and inspections are going to be delayed, notification must be made to the Code Enforcement Office at 410-260-2200, **immediately!**
5. If electrical work is being done, an electrical permit is needed. Contact the Electrical Inspector at 410-260-2200.
6. If any work is being done in the street or sidewalk, you must contact the Public Works Inspector at 410-263-7949.
7. Schedule an inspection with the Code Enforcement Office at 410-260-2200, 48 hours prior to performing any work.
8. Soil samples will be obtained for all underground tanks and leaking above ground tanks.
9. Pictures may be taken of all work performed, depicting **before, during and after** site conditions.
10. A tank disposal and disposition verification shall be sent along with requirements #8 and #9 within ten days of completion of work to the Code Enforcement Office.
11. All work on the permit must be started and completed within one hundred and twenty days of permit issuance or permit is null and void.

### Specific Conditions

#### **1. Removal of the Underground Tank**

- a. Tank must be free of all liquid products and purged of all vapors. Depending on the condition of the tank, the Inspector may require the tank to be cleaned on the site and inspected.
- b. All piping must be removed. If some of the piping underground cannot be removed, it may be plugged and capped. Oil line must be blown back to tank before capping. Fill and vent can be concreted.
- c. Inspector will not final the job until address of tank is spray painted on the tank.
- d. Excavation must remain open and tank must remain on-site until inspected by the Code Enforcement Inspector.
- e. All contamination must be reported to MDE at 410-631-3442 and the City, immediately. If contamination is present, the equipment necessary to excavate soil must be on-site within 24 hours.

#### **2. Removal of Above Ground and/ or Basement Tank**

- a. Conditions (A),(B),(C), and (E) under Specific Conditions above must be met.
- b. Tank must remain on site until inspected by the Code Enforcement Inspector.

#### **3. Installation of All New Storage Tanks (Aboveground ,Underground and /or Basement)**

- a. Tanks must be secured to a concrete pad or lintels,(if applicable).
- b. If in traffic or parking area, traffic protection must be installed around tank.
- c. Install containment in accordance with the State of Maryland Code, NFPA 30, NFPA 31, and [Chapter 7](#). Containment shall be constructed of a non-permeable material of sufficient size to handle the contents of the tank(s). If outside, a drain shall be placed inside containment wall with a drain cock, so rain water can be released from containment area, otherwise the drain shall remain closed.
- d. All tanks must be field tested by applying internal air pressure of not less than 3 PSIG or not more than 5 PSIG. Soap all seams and welded areas. This test must be witnessed by the Code Enforcement Inspector.
- e. Upon installation, product may not be placed in tank until connected to the furnace and ready for use.
- f. Basement fill & vent must be in accordance with NFPA 30A, 30B, and [Chapter 17.48.090](#) of the City Code.
- g. Upon removal of or relocating the tank, any and all lines and piping left in place, must be capped and or plugged. Oil lines left in place must be blown back to the tank with CO2 or compressed air before abandoning.

**I, as contractor or signing authority, have read and will comply with all above listed conditions.**

Print name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_