



OFFICE OF THE ILLINOIS STATE FIRE MARSHAL
Division of Petroleum and Chemical Safety
 1035 Stevenson Drive
 Springfield, Illinois 62703-4259
 (217) 785-1020 or (217) 785-5878

<u>FOR OFFICE USE ONLY</u>
Facility # _____
Permit # _____

APPLICATION for Permit for **UPGRADE OR REPAIR** of Underground Storage Tanks at existing site. Complete in triplicate (one original and two copies) and file with site plans at the above address.

(1) **OWNER OF TANKS** - Corporation, partnership, or other business entity: (Must be mailing address)

(2) **FACILITY** - Facility ID # _____
 (Name and address where tanks are located:)

Name

Street Address

City State Zip

Contact Person Phone

Name

Street Address

City State Zip County

Contact Person Phone

(3) **CONTRACTOR:** I certify under penalty of law that I have personally examined and am familiar with the information submitted in this and all attached documents, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that all information submitted is true, accurate and complete.

Company Name _____ Address _____

City _____ State _____ Zip _____

Telephone # _____ Fax # _____ Contractor License # IL _____ Expiration Date _____

Name of Authorized Representative _____ Title or Position _____

Signature _____ Date _____

(4) **SITE STATUS** - Check one: Existing Site Emergency repair previously requested

(5) **TYPE OF SYSTEM** - Check whichever applies - Separate information is required for each type of system:

Motor Fuel Waste Oil Stand-by Generator Heating Oil Marina Hazardous Substance

Other (explain) _____

(6) Provide a **SUMMARY OF WORK** to be performed and explain any unusual circumstances on a separate sheet.

(7) **GENERAL INFORMATION** - Check whichever applies and fill in the appropriate blanks for the UST system(s) that will be installed. Attach additional sheet(s) if more space is needed.

(a) **TANK(S):** Existing to remain Installing new

Tank ID #	Capacity in Gallons	Product	Single Wall	Double Wall	FRP	STI P3 Steel	Composite	Other

(b) **ISLANDS:** Existing to remain Installing new Reconstructing (explain below) None

(c) **CANOPY:** Existing to remain Installing new Replacing (explain below) None

The OSFM **REQUIRES** the disclosure of the requested information to issue this permit, pursuant to 430 ILCS, ACT 15, Gasoline Storage Act. Failure to provide the requested information will result in this permit application not being processed. Such failure will result in the application being returned - it will be returned to the applicant only once (without being denied) and if resubmitted, is **REQUIRED** to be done so within **14 days** from the date of return. This form has been approved by the Forms Management Center.

(Complete the back side)

Use this space for explanation for (b) & (c) above: _____

(8) TANK(S) COMPLIANCE INFORMATION - (New tanks must be U.L. approved. Used tanks must have OSFM approved recertification). Check whichever applies and use the space provided to describe the work to be performed or the methods to be used and give the manufacturer and model of any equipment, consoles, probes, sensors, etc. to be installed (do not give catalog numbers). Attach additional sheet(s) if more space is needed.

- (a) **RELEASE DETECTION:** New Existing
Inventory Control Manual Tank Gauging Automatic Tank Gauging Interstitial Monitoring
Groundwater Monitoring Vapor Monitoring SIR Other (explain below)

Equipment and/or explanation: _____

- (b) **CORROSION PROTECTION:** : New Existing
STI-P3 Composite Fiberglass Other (explain below)
(Cathodic Protection must be designed by a corrosion expert or corrosion engineer)

Equipment and/or explanation: _____

- (c) **SPILL PREVENTION:** : New Existing
Spill Containment Manhole Field Constructed Containment Other (explain below)

Equipment and/or explanation: _____

- (d) **OVERFILL PREVENTION:** : New Existing
Drop Tube Valve Float Vent Valve Alarm and/or shutoff Other (explain below)

Equipment and/or explanation: _____

(9) PIPING COMPLIANCE INFORMATION - Check whichever applies and use the space provided to describe the work to be performed or the methods to be used and give the manufacturer and model of any equipment, consoles, probes, sensors, etc. to be installed (do not give catalog numbers). Attach additional sheet(s) if more space is needed. Indicate manufacturer of product piping, vent piping, and remote fills.

- (a) **PIPING:** Single Wall Double Wall Fiberglass Steel Other _____
Existing to remain Installing new Installing partial _____

(b) **RELEASE DETECTION:**

1. **Pressurized Piping:** : New Existing
Line Leak Detector with Annual Line Test Continuous Line Pressure Monitor Interstitial Monitoring
Groundwater Monitoring Vapor Monitoring Other (explain below)

2. **Suction Piping:** : New Existing
Interstitial Monitoring Groundwater Monitoring Vapor Monitoring Line Test Every Three Years
European (Safe) Suction Other (explain below)

Equipment and/or explanation: _____

- (c) **CORROSION PROTECTION:** New Existing
Dielectric Coating Sacrificial Anode(s) Impressed Current Fiberglass Other (explain below)
(Cathodic Protection must be designed by a corrosion expert or corrosion engineer) Note: all metal risers, vents, and fills in contact with backfill or water must have dielectric coating.

Equipment and/or explanation: _____

(10) SITE PLANS - Drawings of the site must accompany the application forms. They must show the entire UST system (tanks, piping, vents, islands, dispensers or other appurtenances) in relation to all buildings, structures and objects with specified setback distances. All objects on the site plans must be named and must be labeled as existing or as proposed. Site plans are not required if only installing equipment for leak detection (except monitoring wells), or spill & overfill prevention. The maximum site plans size allowed is 11" x 17". Blueprints are not acceptable.

(11) MINIMUM SETBACKS - Clearance distances must be given on the site plans in dimensions from the UST system to all buildings, structures and objects with a setback requirement. The minimum setback requirements for all tanks and all piping are at least:

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	20 feet to property lines or right of way lines
<input type="checkbox"/>	<input type="checkbox"/>	20 feet to storm sewers lines, sanitary sewer lines or similar underground drainage systems
<input type="checkbox"/>	<input type="checkbox"/>	20 feet to basements or similar underground structures
<input type="checkbox"/>	<input type="checkbox"/>	300 feet to any mine shaft, air or escape shaft to a mine
<input type="checkbox"/>	<input type="checkbox"/>	85 feet to any school, institution, public assembly or theater occupancy as defined in 41 Ill. Adm. Code 100.30
<input type="checkbox"/>	<input type="checkbox"/>	400 feet to any potable wells on or near this facility. If no, contact IEPA Groundwater section at (217)785-4787 for well setbacks.

It must be noted on the site plans if none of the above apply to this site! There may be provisions to alter these requirements if certain conditions exist under 41 Ill. Adm. Code 170 or if conditions are to remain existing.

(12) AUXILIARY INFORMATION - Other supplemental information, detail drawings or supporting documents may be necessary depending on the type and complexity of the project.

(13) APPLICATION REJECTION - Insufficient information or illegibility can be cause for return or denial.

(14) PERMIT TO WORK - No work can proceed without a granted permit in hand and must be available upon request of the Storage Tank Safety Specialist.

(15) APPLICANT - The **RESPONSIBLE CONTRACTOR** must complete this application. A fee of **\$200.00** for each site must accompany this application. (Checks or money orders are to be made payable to the Office of the State Fire Marshal. Do not send cash.)



OFFICE OF THE ILLINOIS STATE FIRE MARSHAL

Division of Petroleum & Chemical Safety

1035 Stevenson Drive
Springfield, Illinois 62703-4259
(217) 785-1020 or (217) 785-5878
Fax (217) 524-9284

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REQUIRED JOB SCHEDULE FOR UNDERGROUND PIPING UPGRADE, LEAK DETECTION, SPILL AND OVERVILL PREVENTION

All time certain activities must be performed between 10:00 a.m. and 3:30 p.m. on scheduled working days

(1) FACILITY - name and address where tanks are located:

(2) CONTRACTOR - person firm or company performing work:

Name

Name

Street Address

Street Address

City County Zip

City State Zip

Permit Number Facility Number

Contact Phone Fax

Permit Approval Date

Job Schedule Submission Date

[] First allowable Job Schedule Revision

[] Last allowable Job Schedule Revision

If upgrading leak detection, spill and overfill prevention, complete items 3 & 7 only!

(3) Excavation Start:

Date Mo./Day/Year
(Excavation Start will be no less than 5 working days from Permit Approval or no less than 2 working days from Submission Date)

(4) Air Test Primary:

Date Mo./Day/Year Time Begin Test - End Test AM/PM
(Air test for primary pipe performed from Begin Test time and to stay on at least two hours to End Test time.)

(5) Test Secondary:

Date Mo./Day/Year
(Test Secondary if necessary to be performed after Air Test Primary)

(6) Containment Test Final:

Date Mo./Day/Year Time Begin Final - End Final AM/PM

(7) Final:

Date Mo./Day/Year Time Begin Final - End Final AM/PM
(Representative of Contractor to be present for two hours between the Begin Final and End Final)

No permitted and scheduled Time Certain or Date Certain activity is to be performed outside of the schedule without the prior notice to the Office of the State Fire Marshal, Department of Petroleum and Chemical Safety. Changes made to Time Certain and Date Certain schedules will occur a maximum of two times. These changes must be received, using the appropriate form (by mail, express mail or package service, fax, or e-mail) a minimum of one working day, or eight working hours before the event is scheduled. A new Time Certain or Date Certain cannot be scheduled prior to three working days or twenty-four working hours from the submission date of the revised Job Schedule. The DPCS will transmit a stamped acknowledgement receipt of the revised Job Schedule back to the contractor within one working day. Time or Date Certain activities will not resume until the contractor obtains this receipt. A copy of the revised Job Schedule Receipt will be kept along with the original Job Schedule Receipt and copy of the permit on site during all permitted activities.

REQUIRED JOB SCHEDULE FOR UNDERGROUND PIPING UPGRADE, LEAK DETECTION, SPILL AND OVERFILL PREVENTION

(INSTRUCTION SHEET)

If upgrading leak detection, spill and overfill prevention, complete items 1, 2, 3 & 7 only. Complete all sections for piping upgrade.

(1)	FACILITY	Copy exactly from the approved Upgrade or Repair Permit the information included under (2) Facility including Name of the facility, Street Address, City, County, and Zip. Permit Number, Facility Number and Approval Date should be copied directly from the FOR OFFICE USE ONLY section of the approved Upgrade or Repair Permit. The box in front of First allowable Job Schedule Revision should be checked only, if this is, in fact, the first revision of an existing Job Schedule.
(2)	CONTRACTOR	Copy exactly from the approved Upgrade or Repair Permit the information included under (6) PERSON, FIRM OR COMPANY PERFORMING WORK: including Name of the Contractor, Street Address, City, State, Zip, Contact Person, and Phone Number. Important: include the phone number of an available Fax machine so that the Approved Job Schedule can be returned to you immediately! Job Schedule Submission Date is the date that this document is submitted by Fax, Mail, or Express Mail, to the Office of the State Fire Marshal, Division of Petroleum and Chemical Safety (DO NOT PRE-DATE OR POST-DATE THIS FORM). The box in front of Last allowable Job Schedule Revision should be checked only if this is, in fact, the second and last revision of an existing Job Schedule.
(3)	EXCAVATION START	Enter the date (Month / Day / Year) that excavation is to start in preparation for Repair or Upgrade of the underground piping. (Date Certain - Excavation for the piping may commence anytime between 7:00 AM and 5:00 PM on the specified date, but not before.) Please Note: Excavation Start will be scheduled no less than 5 working days from the Permit Approval Date or no less than 3 working days from Job Schedule Submission Date which ever is longer . Violation of this rule will be cause for rejection of this application!
(4)	AIR TEST PRIMARY	Enter the date (Month / Day / Year) and time (Begin Test AM/PM) as well as (End Test AM/PM). The earliest time permissible to Begin Test would be 10:00 AM the latest time to Begin Test on a given working day would be 1:30 PM. The earliest time permissible for an End Test would be 12:00 PM the latest time for an End Test would be 3:30 PM. The air test must remain on the lines for the entire two hours required on the schedule. Please Note: Air Test Primary must be complete prior to any backfill being placed over completed pipe. Violation would be cause for a C.N.O.V. and would result in the backfill being removed and the rescheduling of the Air Test Primary .
(5)	TEST SECONDARY	If the piping listed in (3) (c) of the approved Upgrade or Repair Permit indicates that double wall pipe is being used, enter the date (Month/Day/Year) that the integrity of the secondary pipe will be tested. Though the type of integrity test may vary, backfill may not be placed prior to this test being performed.
(7)	CONTAINMENT TEST	Enter the date (Month/Day/Year) and time (Begin AM/PM and End AM/PM). A hydrostatic test will be performed on all containment installations prior to backfilling.
(8)	FINAL	Enter the date (Month / Day / Year) and time (Begin Final AM/PM) as well as (End Final AM/PM). The earliest time permissible to Begin Final would be 10:00 AM the latest time to Begin Final on a given working day would be 1:30 PM. The earliest time permissible for an End Final would be 12:00 PM the latest time for an End Final would be 3:30 PM. The contractor's representative must remain on site for the entire two hours required on the schedule. The tank notification form should be on site and filled out so that the Green Tag may be issued for the site. <u>The contractor's representative must have the capability to operate and open the pumps or dispensers, demonstrate working condition of tank monitor or other leak detection system, as well as being capable of opening the manholes for inspection.</u>



OFFICE OF THE STATE FIRE MARSHAL
DIVISION OF PETROLEUM AND CHEMICAL SAFETY
1035 STEVENSON DRIVE
SPRINGFIELD, ILLINOIS 62703-4259

REQUIRED CHECKLIST FOR UNDERGROUND STORAGE TANK SYSTEM UPGRADE

UST upgrade shall follow 41 Ill. Adm. Code Part 170 and any referenced material. The following checklist shall be adhered to as prescribed by the Office of the State Fire Marshal (OSFM) regulations, including adopted standards. These requirements do not exempt anyone from any other State or federal laws or regulations. Underground storage tank or "UST" includes underground pipes and cathodic protection connected thereto.

- ___A. Secure proper permitting and provide Required Job Schedule for Piping Upgrade or Cathodic Protection Upgrade to OSFM and obtain the stamped acknowledgement receipt. **Copies of stamped Job Schedule Receipt and Permit must be kept on site.**
- ___B. Conduct on-site inspection to ensure accuracy of approved site plans, drawings and actual equipment being installed.
- ___C. Upon discovery of any damage to piping, repairs shall be in accordance with manufacturer's instructions or supervision.
- ___D. Prepare excavations to ensure safe movement of equipment and materials. Excavations shall provide adequate space for the installation of piping and ancillary equipment. Special attention shall be given to sloping or shoring the sides of the trench to make it stable.
- ___E. Pipe trenches shall meet manufacturer specifications and API 1615, Section 10.3.1, for depth, width, slope, spacing and placement of pipe within.
- ___F. Pipe installation shall meet manufacturer's specifications and API 1615 Section 9.3 and 9.4. Joint adhesive and thread sealant shall meet manufacturer's requirements for petroleum products, including ethanol or methanol blended gasoline.

TIME CERTAIN INSPECTION!

Conduct two hour Time Certain air test of pipe installation or examine any corrosion protection installation before backfilling of pipe trenches.

- ___G. Wiring of electric pumps and all electrical equipment in connection therewith shall conform to Chapter 5 of NFPA 70.
- ___H. Backfill trenches per PEI RP 100 and manufacturers instructions. **Backfilling will not commence until Time Certain inspection or air test has concluded.**

TIME CERTAIN INSPECTION!

After all work has been completed and the system has been put into service, a two hour Time Certain final inspection will be made on leak detection equipment, spill and overfill equipment and the electrical system.

- ___I. The Completed Notification of Underground Storage Tank form will be ready to present to the OSFM Storage Tank Safety Specialist during the final inspection.

Contractors shall complete the manufacturer's installation checklist for USTs and piping and submit it to the manufacturer or owner, as applicable. The contractor shall maintain a copy of such checklist.

The OSFM REQUIRES compliance when tank system is upgraded with this Required Checklist for Underground Storage Tank System Upgrade. This is pursuant to 430 ILCS, Act 15, Gasoline Storage Act. Failure to do so may result in the issuance of Contractor Notice of Violation (CNOV) for violations of 41 Ill. Adm. Code 170, potentially resulting in fines.

(Job Schedule for piping upgrade, leak detection, spill & overfill 10/03)