

**PROCEDURE FOR OBTAINING
A
FUEL STORAGE TANK PERMIT**

1. Complete the attached APPLICATION FOR FUEL STORAGE TANK (S) PERMIT.
2. The application must be signed by the owner of the land and notarized. Agents doing business for the owner will also be required to sign the application form. Notary Publics are available at the Town of Plattsburgh offices for your convenience.
3. Attach a plot plan showing **IN DETAIL AND TO SCALE** the full dimensions of the lot, locating the tanks, lot lines, existing buildings and other important factors on the land.
4. Tank location will be shown in detail by actual location to scale showing all separations between tanks, other fuel containers on the property and containment areas for fuel spillage.
5. Above ground tanks will show protection from vehicle traffic.
6. Buried tanks will show the depth and method of burial with full indications as to material above and below tanks.
7. A full schedule of piping will be included as to the type of piping noting such things as swing joints and venting fixtures between plastic and metal.
8. Foundations and/or cement pads will show the thickness and reinforcement (if applicable) in detail.
9. All electrical work will be detailed and shown on a separate drawing.
10. A listing of the tank by manufacturer and a brief description of the tank, i.e., single walled, double walled, fiberglass tank and whether the tank has been listed by an approved agency such as UL.
11. Any other details such as pumps and extinguishing systems should also be included in a scaled drawing.
12. Deliver completed form, with appropriate fee, to the Town of Plattsburgh Code Office.
13. When all requirements are met, a permit will be issued by the Code Enforcement Officer. There may be a delay if the application requires review by the Town Board and Town Planning Board.
14. **IF THE APPLICATION IS NOT COMPLETE, NO PERMIT WILL BE ISSUED.**

These regulations are a protection, not only for you, but all residents of the area in the Town of Plattsburgh. We thank you for your cooperation and invite you to take part in all our Town meetings.

If you should have any questions concerning the requirements for this permit, please call (518) 562-6840 and speak with the Code Enforcement Officer.

**TOWN OF PLATTSBURGH
CODES DEPARTMENT
151 BANKER ROAD
PLATTSBURGH, NY 12901
PHONE: (518) 562-6840
FAX: (518) 563-8396**

Application Fee: _____ Application No. _____

Date Paid: _____ Zone: _____

APPLICATION FOR FUEL STORAGE TANK(S) PERMIT

Name: _____ Telephone No. _____

Address: _____ Date: _____

_____ Parcel NO. _____

DIRECTIONS FOR COMPLETING THIS APPLICATION:

1. Deliver this completed application with the appropriate fee to:
Town of Plattsburgh, Codes Department
151 Banker Road
Plattsburgh, NY 12901
2. Owner of property **AND** Agent for owner must sign application and have signatures notarized. Notary Publics are available at the Town of Plattsburgh offices for your convenience.
3. Application is hereby made to place fuel storage tank (s) at: _____

4. Tanks are for storage of:
 Liquefied Petroleum Gases (LPG)
 Gasoline
 Kerosene
 Number 2 Fuel
 Other _____

5. Size of tank (s) in liquid gallons: _____

6. Tanks will be:
 Above Ground
 Buried
 Bermed
7. How will tanks be mounted: _____

8. List all drawings included with this application: _____

APPLICATION FOR FUEL STORAGE TANK (S) PERMIT, Cont'd

9. List applicable NFPA Standards or other Codes: _____

10. Total amount of tanks in both size and total capacity on the lot:

a. Above Ground: _____

b. Below Ground: _____

STATE OF NEW YORK }

SS

COUNTY OF CLINTON }

Deponent, being duly sworn, says that he (she) is the owner of said land for which the foregoing work is proposed to be done upon, and that he (she) is duly authorized to perform such work, and that all workmen employed at this location are covered by contract or compensation insurance, and that this location are covered by contract or compensation insurance, and that all work will be performed in accordance with all existing laws and all other codes. I further state that all information is true and correct to the best of my knowledge.

Signature of Applicant

Sworn to this _____ day of _____, 20____

Notary Public

I am authorizing _____ to act as agent with regard to the above matter. This agent has been contracted by me to perform the work for which the application is being submitted. The agent, _____, being duly authorized to perform such work, has insured that all workmen employed at this site will be covered by contract or compensation insurance and that all work will be performed in accordance with all existing State Laws, Local Ordinances and all other Codes applicable to the installation of these tanks. Further, I state that all submitted information is true and correct to the best of my knowledge.

Signature of Applicant

Signature of Agent

Notary Public