

TANK REMOVAL/DECOMMISSIONING

Submittal Checklist



Tank Removal or Decommission (Abandon in Place) applications are required for any fuel or storage tank that are no longer in use. Underground tanks used to store flammable or combustible liquids that have been out of service for one year shall be decommissioned as required by State and Local Codes.

The following checklist sets the minimum requirements for a complete application. If you are not providing an item, specify the reason for omission at the end of this document. The submittal will be deemed incomplete if the submittal does not meet the minimum requirements of this checklist.

1	Building and Fire Prevention Application	☐
2	Site Plan	☐
3	Project Narrative	☐
4	Underground Storage Tank Decommissioner Certification	☐

** Additional materials may be requested during the review process.*

Upload PDF copies of the documents to the City's [Permit Portal](http://portal.cityofedgewood.org) (portal.cityofedgewood.org). Name each item exactly as identified in the table of documents. Include the name of the project and name and address of the applicant on every document. All documents must comply with our [Electronic Document Submittal Standards](#).

DOCUMENT COMPONENTS

1. Building and Fire Prevention Permit Application – A completed and signed [Building and Fire Prevention Application Form](#).
2. Site Plan – Provide a site plan drawn in conformance with our Site Plan Standards. Tank(s) location, size and proximity to building and/or property lines shall be clearly noted.
3. Project Narrative – Provide a project narrative to provide details of the tank removal. Details shall include but not limited to:
 - a. Identify if the tank is to be removed or decommissioned (abandoned in place)
 - b. Identify type of tank (above or underground)
 - c. Identify type of liquid the tank(s) held
4. Underground Storage Tank Decommissioner Certification – The decommissioning must be performed, or directly supervised, by an individual certified by the International Code Council (ICC)

as an Underground Storage Tank (UST) Decommissioner. A copy of the individual's current ICC certificate must be submitted with the application. The ICC-certified Decommissioner must be present at the tank site during the entire decommissioning operation, whether tank decommissioning is done by an independent contractor or by the property owner.

If any document is not provided with this application, please explain using the corresponding item number.

Item	Reason for Omission
1	
2	
3	
4	