



B214 - SUBMITTAL CHECKLIST

ABANDONMENT OF UNDERGROUND

AND OUT OF SERVICE TANKS

A permit is required to decommission and abandon any above ground or underground tank.

Removal - IFC Section 5704.2.14.1

Removal of above-ground and underground tanks shall be in accordance with all of the following:

1. *Flammable and combustible liquids shall be removed from the tank and connecting piping.*
2. *Piping at tank openings which is not to be used further shall be disconnected.*
3. *Piping shall be removed from the ground.*
Exception: Piping is allowed to be abandoned in place where the fire code official determines that removal is not practical. Abandoned piping shall be capped and safeguarded as required by the fire code official.
4. *Tank openings shall be capped or plugged, leaving a 0.125-inch to 0.25-inch-diameter (3.2 mm to 6.4 mm) opening for pressure equalization.*
5. *Tanks shall be purged of vapor and inserted prior to removal.*

Abandoned in Place – IFC Section 5704.2.13.1.4

Tanks abandoned in place shall be abandoned as follows:

1. *Flammable and combustible liquids shall be removed from the tank and connected piping.*
2. *The suction, inlet, gauge, vapor return and vapor lines shall be disconnected.*
3. *The tank shall be filled completely with an approved, inert solid material.*
Exception: Residential heating oil tanks of 1,100 gallons (4164 L) or less, provided the fill line is permanently capped or plugged, below grade, to prevent refilling of the tank.
4. *Remaining underground piping shall be capped or plugged.*
5. *A record of tank size, location and date of abandonment shall be retained.*

Submittal Requirements

Use the column to the left to check off items included with your application.

✓	Form #	Required Applications
✓	B101	1. Building Permit Application - 1 original
✓		Required Submittal Items
		2. Site plan - 2 copies (showing location of tank)
		3. A letter of intent from the contractor which contains the following: <ul style="list-style-type: none"> <input type="checkbox"/> Date of Removal <input type="checkbox"/> Description of the extent of the work to be done <input type="checkbox"/> Size and contents of the tank
		4. A signed report by the contractor stating what action was taken and where the tank was disposed.
		5. Site assement by the Department of Ecology (if required)
		6. Fee - \$50.00

Fees are due at the time of submittal. Accepted forms of payment:

- Cash
- Check/Cashier's Check - Make checks payable to City of Bainbridge Island (COBI)
- Credit Cards: Discover, Visa, or MasterCard. A convenience fee will be assessed to each credit/debit card transaction.