Roseville Fire Department

Fire & Life Safety Division

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UNDERGROUND STORAGE TANK PERMIT

Electronic Submittal Checklist

Please initiate a pre-application in the Online Permitting Services (OPS) Portal and select the following scope of work descriptions from the drop downs.

- Commercial
- Add or Remodel a Fire System
- Underground Storage Tank

Enter your project information and attach the following items. Be sure to select the document type as identified below. All attachments must comply with the following:

Document Submittal Requirements

Roseville Fire Standards and Ordinances

DOCUMENTS

- ☐ Fire Plan Submittal Application Form

PLANS

- ☐ Complete plan set, stamped and signed by the preparer, with the appropriate stamp and/or license number on all sheets, when applicable. (Electronic Signatures Accepted)
- ☐ Scope of Work.
- ☐ Overhead site plan to include the following: north arrow, scale of drawing, property lines, dispenser islands, guard-posts or bollards, tanks, product piping, vent piping, vent termination, emergency shutoff(s), monitoring equipment, location of monitoring panel, pumps, dispensers, shear valves and overfill prevention devices.
- ☐ Site plan to include the location of existing and proposed structures.
- ☐ Piping plan to include the following: type of piping, piping trench locations showing distances between pipes and pipes to surface with backfill material listed. Existing tanks and piping systems shall be outlined.
- ☐ Cross-sectional drawing of tank and piping systems detailing secondary containment if applicable. The drawing shall identify all pipes and ancillary equipment to finish grade.
- ☐ Copies of current manufacturer installation training certificates for: tank(s), piping and monitoring equipment.

TECHNICAL DOCUMENTS

- ☐ Continuous monitoring table or depicting what UST component will be monitored by which method; either vacuum, pressure or by hydrostatic means.
- ☐ Manufacturers' data sheets indicating model numbers and listing information for equipment, devices and materials.
- ☐ Tank restraint calculations and methodology.

Once your pre-application has been processed, you will receive a request for payment of your plan review fees. Please note, your submittal will not be distributed to applicable City departments and the plan review period will not begin until payment has been received.

We encourage all applicants to utilize the OPS Portal to submit, but applicants may also submit in person at the Permit Center. To submit at the Permit Center, please provide the items listed above on a USB drive or similar data storage device.