

Application for Permit to Install or Remove Tanks, Cylinders and Related Equipment



Portland Fire & Rescue
Fire Marshal's Office
 1300 SE Gideon St.
 Portland, OR 97202-2419
 Ph: 503-823-3712
 Fax: 503-823-3925



Portland Fire & Rescue Use Only			
Total Cost of Permit: \$ _____	Date: _____	Permit #: _____	
Receipt #: _____	Reference #: _____	Bldg Permit #: _____	Appeal <input type="checkbox"/> Yes <input type="checkbox"/> No

Plans must be submitted to the Fire Prevention Division and approved before installation.

Valuation: \$ _____ Existing Building New Construction

Building Name: _____ Occupied as: _____

Address: _____

Suite # _____ Levels (#) _____

<p>Installation</p> <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair	<p>Product</p> <input type="checkbox"/> Liquids/Tank <input type="checkbox"/> L.P.G. <input type="checkbox"/> Gases <input type="checkbox"/> Cryogenics Other _____	<p>Decommission</p> <input type="checkbox"/> Removal <input type="checkbox"/> Abandon	<p>Location</p> 1. <input type="checkbox"/> Underground 2. <input type="checkbox"/> Aboveground a. <input type="checkbox"/> Inside b. <input type="checkbox"/> Outside
<p>LP Gases</p> <input type="checkbox"/> Vapor <input type="checkbox"/> Pump <input type="checkbox"/> Liquid <input type="checkbox"/> Gravity <input type="checkbox"/> Barricades	<p>Compressed Gases</p> Products _____ _____ No. of cylinders _____ Size 1. _____ 2. _____ 3. _____ 4. _____	<p>Tanks</p> Product stored in tank: _____ _____ Material _____ <input type="checkbox"/> Single wall <input type="checkbox"/> Double wall Capacity 1. _____ 2. _____ 3. _____ 4. _____	<p>Piping</p> Material _____ <input type="checkbox"/> Single wall <input type="checkbox"/> Double wall
<p>Description of Work:</p> 			

Installing Company Information

Applicant Name: _____
 Company Name: _____
 Address: _____
 City, State, Zip: _____
 Phone/Fax: _____
 Email: _____

Owner Information

Name: _____
 Phone/Fax: _____

Mail permit to

Address: _____
 City, state, zip: _____

Applicant: _____	_____	_____
Name	Signature	Date
Inspector: _____	_____	_____
Name	Signature	Date

TABLE 40–A

PERMIT FEE SCHEDULE FOR INSTALL & REMOVAL OF TANKS
(GAS, DIESEL, HEATING OIL, LP GAS, CRYOGENS, COMPRESSED GASES, ETC)
TABLE EFFECTIVE JULY 1, 2014

ACTIVITY	FEES
INSPECTION: Based on work valuation: the total value of all labor plus materials and equipment for the system. \$1 - \$500	\$50.00 minimum fee.
\$501 - \$2,000	\$50.00 for the first \$500, plus \$4.70 for each additional \$100 or fraction thereof, to and including \$2,000.
\$2,001 - \$25,000	\$120.50 for the first \$2,000, plus \$18.50 for each additional \$1,000 or fraction thereof, to and including \$25,000.
\$25,001 - \$50,000	\$546.00 for the first \$25,000, plus \$13.90 for each additional \$1,000 or fraction thereof, to and including \$50,000.
\$50,001 - \$100,000	\$893.00 for the first \$50,000, plus \$9.25 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 AND UP	\$1,356.85 for the first \$100,000, plus \$7.70 for each additional \$1,000 or fraction thereof.
PLAN REVIEW CHARGES	Calculated as 65% of the inspection fee.
SCANNING	\$5.00 (per permit) for plans up to 11 x 17 inches. \$10.00 (per permit) for plans greater than 11 x 17 inches.

TO CALCULATE TOTAL FEE (SEE BACK OF THIS PAGE FOR EXAMPLE):

- STEP 1: DETERMINE THE VALUE OF THE WORK
- STEP 2: CONVERT VALUE TO FEE USING TABLE 40–A (ABOVE)
- STEP 3: ADD PLAN REVIEW CHARGES BY MULTIPLYING FEE BY 1.65
- STEP 4: ADD MICROFILM CHARGES

*NOTE: On tank removal/abandonment – omit step 3, since plans are not submitted

TO CALCULATE TOTAL FEE

PERMIT FEE CALCULATION (REFER TO TABLE 40-A)

\$ _____ (base fee for first \$ _____ of valuation)
+ _____ (\$ _____ per \$ _____ beyond base fee)
= _____ (subtotal A)
x 1.65 \$1.65 (plan review charge)
= _____ (subtotal B)
+ _____ (add microfilm charges)
= _____ Total due for this permit

EXAMPLE

Install a 10,000 gallon above ground diesel tank and pumping system.

CONTRACT VALUE OF WORK (labor plus materials and equipment) **\$8,242**

PERMIT FEE CALCULATION (REFER TO TABLE 40-A)

\$ 120.50	(base fee for first \$ 2,000 of valuation)	
+ 129.50	(\$ 18.50 per \$ 1,000 beyond base fee)	8,242
		-2,000
= 250.00	(subtotal A)	6,242 =
x 1.65	1.65 (plan review charge)	7 units
= 412.50	(subtotal B)	
+ 5.00	(add microfilm charges)	
= 417.50	Total due for this permit	

Hazardous Materials Submittal Requirements

To better serve you and to expedite the permit application and review process please provide a ***complete permit package*** at the time of submittal. **Permits shall be applied for prior to any work starting on the project. If the work begins before a permit is issued an investigation fee will be charged as per Portland City Code Title 31.**

Permits without the following will be returned:

1. **A fully completed permit application with payment including the “Description of Work” field.**
2. **Include a copy of your bid sheet provided to your customer**
3. A minimum of two sets of plans and any necessary specification sheets shall be supplied with the permit application. A plot plan with project address should be located on the first page. Plans need to be of a quality clear enough to scan. Name of project, job address, the installing company’s name and/or the engineers/architect’s name who designed the system must be on all plan sheets. Location of buildings or structures, storage tanks and relationships to other premises giving pertinent distances including adjacent properties if necessary.
4. Distances to piping and valves.
5. Diking volumes and dimensions.
6. Construction design of storage areas.
7. Fire protection criteria shall include: Extinguishing systems (if required) fire separation from other buildings uses, storage methods and separation from other storage areas and products.
8. Types of products to be stored. (Material Safety Data Sheets may be required.)
9. Description of tanks, piping and associated equipment such as:
 - A. Tank and piping specifications and listings such as UL or ANSI listing numbers.
 - B. Venting: normal and emergency
 - C. Fill practices and dispensing methods.
 - D. Containment, if required.
 - E. Emergency shut-off switches.
 - F. Fuel fill and pump valve break-aways.
 - G. Overfill protection.
 - H. Safety devices required, such as exhaust scrubbers, explosion venting, treatment systems and vehicle protection.
10. Please include relevant appeal information.
11. When additions or addendums replace original plans, an additional plan review fee will be charged. Additions or addendums that increase the valuation of the job will also require additional permit fees.

Suggested resources include International Fire Code, International Mechanical Code, International Building Code, 2006 Editions with Oregon Amendments, appropriate NFPA pamphlets that relate to specific types of products and processes.

Make sure to obtain all necessary signatures for each step of installation, a final inspection must be called for and permit signed to make the permit complete. **A twenty-four (24) hour notice is required for all inspections. Call between 8:00 am – 3:30 pm, Monday – Friday at 503-823-1199.**

Submit plans to: Portland Fire & Rescue
Attn: Permit Center
1300 SE Gideon St.
Portland, OR 97202