FIRE PREVENTION AND
COMMUNITY RISK REDUCTION
102 Remington St
Fort Collins, CO 80524
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FUEL STORAGE AND TANK INSTALLATION/REMOVAL
PERMIT SUBMITTAL CHECKLIST

Submittal Process: The following items are required for fuel storage and tank installation plan review submittal. Failure to provide the following may result in a Review Denial or Resubmittal. Not all listed below will be required for every project, please provide all that apply per project. *

Drawings Requirements:
Electronic plans in .pdf format. Please submit files in an unlocked and unsecured state for plan review.
Fuel storage of 60 gallons requires a permit; generator, cell tower, temp heat or construction fueling on-site.

CONTRACTOR INFO
- ✓ Installing contractor's contact information needs to be included in the submittal.

CODE ANALYSIS
- ✓ 2024 International Fire Code (IFC)
- ✓ 2024 IFC Section 5706 for construction sites
- ✓ National Fire Protection Association (NFPA) 30 2024 edition
- ✓ National Electrical Code (NEC) 70 2023 edition
- ✓ Written job description-scope of work
- ✓ Type of fuel – Classification
- ✓ Amount of fuel
- ✓ Type of container – tank listing

PLANS
- ✓ Project name
- ✓ Site address
- ✓ Point of compass
- ✓ Graphic representation of scale
- ✓ Site plans – location of container relevant to property lines, public way, other tanks, buildings, and combustible materials.
- ✓ Location of emergency disconnect switches
- ✓ Fire extinguishers
- ✓ Vehicle impact protection
- ✓ 704 placard
- ✓ Warning signs
- ✓ Signage details and location; operating instructions, emergency fuel shut off, and emergency procedures.
- ✓ Pipe details and layouts – documentation compliance with ASME B31.3 criteria if piping is welded, site bent, flanged or fabricated (IFC Table 5703.6.2)
- ✓ Anchoring details
- ✓ Vent piping
- ✓ Diking and/or second containment

- ✓ Overfill prevention devices – spill container
- ✓ Dispensing devices, fuel delivery nozzles, emergency breakaway device, fuel pump, and supplemental valves
- ✓ Pressure vacuum vents or flame arrestors

SAFE WORK PREPARATION

- ✓ Follow NFPA 30 C4.4 for safe work preparation

TANK REMOVAL

- ✓ Flammable and combustible liquids shall be removed from the tank and connected piping.
- ✓ Piping at tank openings that is not to be used further shall be disconnected.
- ✓ 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.
- ✓ Tank openings shall be capped or plugged, leaving a 1/8-inch to 1/4-inch-diameter (3.2 mm to 6.4 mm) opening for pressure equalization.
- ✓ Tanks shall be purged of vapor and inerted prior to removal.
- ✓ All exterior above-grade fill and vent piping shall be permanently removed.
  Exception: Piping associated with bulk plants, terminal facilities and refineries.
- ✓ Follow requirements for removal NFPA 30 Section 21.7.4.3.4

MATERIAL SUBMITTALS

- ✓ Cut sheets and manufacturer's information is provided for all the system components and tank specifications.
- ✓ Material used shall be highlighted
- ✓ All tanks with capacity of 660 gallons or more require a permit from Colorado Division of Oil and Public Safety and must be included with your submission documentation. OPS Installation Permitting and Registration

*The above list is not intended to be inclusive of all requirements for fuel storage and installation, but rather a guide to indicate the minimum requirements. Refer to 2024 IFC Chapter 50 and 57 as well 2024 NFPA 30 – Flammable and Combustible Liquids Code