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BUILDING DIVISION

HOW TO APPLY FOR REMOVAL OF AN UNDERGROUND STORAGE TANK ON A RESIDENTIAL PROPERTY

This guide has been prepared to assist the applicant in applying for a permit to remove an underground storage tank. All tanks, which have no further use, or tanks that have been out of commission for more than two years, should be removed.

This guide is for general guidance only and does not replace by-laws or other legal documents.

General Information

Removal of underground storage tanks should be undertaken by a professional with experience in removal so that proper procedures are followed and disposal of the tank is done to Ministry of Environment Standards.

A letter from an Environmental Professional indicating involvement and supervision in the removal of the tank, and assurance that the Ministry of Land, Water, and Air Protection will be notified if any leakage has occurred is required.

As per the BC Fire Code, the removal, abandonment in place, disposal or temporary taking out of service of an underground storage tank and its piping system shall be in conformance with good engineering practice. The following are examples of good engineering practice:

- Annex C of NFPA 30, “Flammable and Combustible Liquids Code,”
- API RP 1604, “Closure of Underground Petroleum Storage Tanks,”
- CCME PN 1326, “Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum Products and Allied Petroleum Products.”

What Will Be Needed When Applying For an Underground Storage Tank Removal?

- A completed Building Permit Application form.
- A current Title Search which may be obtained from the Land Title Office.
- Owner Authorization Form (if Applicant is not the registered Owner).
- Letter from an Environmental Consultant.
- If no heavy machinery will be used for removal, a letter from the Owner stating it will be removed by hand.
- A site plan accurately drawn to scale showing:
 - The entire lot, legal description of the property, property lines and identification and dimensions of setbacks of the main dwelling from the property line;
 - The approximate location of the tank to be removed;
 - The path of removal clearly indicated; and
 - Locations and size of all existing trees on the lot and also location of any nearby trees on the boulevards or neighbour's lot (Tree barriers may be required for by-law size/protected trees)

All plans and information submitted must be legible and suitable quality for scanning. Minimum size 11" x 17" sheets are required (24" x 36" preferred). Blueprint paper, vellum or graph paper will not be accepted. Drawings in colour ink or in pencil will not be accepted. Drawings should not be laminated. Reversed plans are not acceptable.

- Payment of the permit fee.
- Damage deposit may be required.

How to Apply

To apply for an underground storage tank removal, submit the documents listed above to the Building Division. Basic information about the property will also be requested at the time of application.

After an Application Has Been Submitted

The Trees and Landscape Department will also do a review of the application to determine if there are any tree protection requirements.

Once the Operations Clerk and Tree Department are satisfied that all the requirements have been met, the permit will be issued and the applicant will be notified.