

SANTA ROSA FIRE DEPARTMENT

FIRE PREVENTION BUREAU

PLAN REVIEW CHECKLIST

July 1, 2010



ABOVEGROUND STORAGE TANK MODIFICATION

Address:		Permit #:
Inspector:	Date:	Status:
Inspector:	Date:	Status:

A-Approved; AC-Approved w/comments; I-Incomplete; D-Denied

This Checklist outlines general requirements. Information contained herein applies to typical instances and may not address all circumstances.

GENERAL INFORMATION

This checklist is applicable to installation of hazardous material aboveground storage tank systems (tanks and piping) within the boundaries of the City of Santa Rosa.

APPLICATION

Santa Rosa Fire Department plan review application

A current State Contractor's License is on file

- | | Y | N | |
|----|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Workmen's Compensation Insurance is on file |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | A business license is on file |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Title 29CFR for each worker |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Underground Service Alert has been contacted and is marked |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | Scope of work and timeline |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | Electrical Permit |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Mechanical Permit |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | Building Permit |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | FEES – Permit fees entered in Permits Plus. |

FILE REVIEW

10. HISTORICAL SITE CONDITIONS – Review site specific conditions and history.

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11. **Y** **N** ENVIRONMENTAL SITE ASSESSMENT –If required, a Phase I Environmental Site Assessment shall be approved prior to issuance of any grading, demolition or construction permits.

SUBMITTAL REVIEW

12. Minimum 2 sets scaled site plan. Including site map, property lines, structures with openings noted.
13. Property use identified (Gas, bulk storage, government, utility, residential, school, emergency generator)
14. Project scope (“Scope of Work”): The project scope is a general description of the project, installation time lines, procedures and should include a description of associated areas where equipment, tanks, piping, hazardous materials storage will be located. Also include a description of operations, hazardous materials handling procedures and safety systems.
15. Tank Contents are identified. (Gas diesel, kerosene waste, fuel oil, aviation, other)
16. Property use clearly identified (Gas, bulk storage, government, utility, residential, school, emergency generator)
17. Manufacturers’ cut sheets for tanks, piping, and equipment. Examples include (but are not limited to): Tanks, piping, dispenser pans, overfill and over spill protection devices, alarm systems, monitoring system, sensors, dispensers, hoses, fittings, penetration boots, manways, sumps, collars, etc. Additionally provide compatibilities with material to be contained.
18. All listings or certifications for proposed equipment (i.e., UL, SEMI-S2, Third Party Evaluations, Process Hazard Analysis, etc.)
19. Tank spacing is appropriate.
20. Materials specifications for any system that will or may come into contact with hazardous materials.
21. Secondary containment volume calculations are included.
22. Monitoring method (Electronic, vapor/pressure, stick/visual) includes equipment used for monitoring secondary containment.
23. Acknowledgement of retesting expectation.
24. Verification tank is constructed and designed in accordance with nationally recognized standards.
25. Seismic considerations are noted
26. Tank has vents installed for Class I, II, III product
27. Crash protection is noted
28. No smoking is noted
29. NFPA diamond is noted
30. Secondary Containment is identified
31. Emergency Shutoff is noted.

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- | | Y | N | |
|-----|--------------------------|--------------------------|--|
| 32. | <input type="checkbox"/> | <input type="checkbox"/> | Spill containment is provided |
| 33. | <input type="checkbox"/> | <input type="checkbox"/> | Overfill prevention is noted (Ball float valves, automatic shutoff devices, overfill alarms) |
| 34. | <input type="checkbox"/> | <input type="checkbox"/> | Fill port, pipe tank labeling is noted |
| 35. | <input type="checkbox"/> | <input type="checkbox"/> | Piping support is provided |
| 36. | <input type="checkbox"/> | <input type="checkbox"/> | Special materials have been identified |
| 37. | <input type="checkbox"/> | <input type="checkbox"/> | Locations of all connections are noted |
| 38. | <input type="checkbox"/> | <input type="checkbox"/> | Tank venting is identified |
| 39. | <input type="checkbox"/> | <input type="checkbox"/> | Flame arrestors are noted |
| 40. | <input type="checkbox"/> | <input type="checkbox"/> | Anti siphon devices are in place |
| 41. | <input type="checkbox"/> | <input type="checkbox"/> | Fire Protection is in place (extinguishers, chemical system) |
| 42. | <input type="checkbox"/> | <input type="checkbox"/> | Leak detection is identified |
| 43. | <input type="checkbox"/> | <input type="checkbox"/> | SPCC plan is attached |
| 44. | <input type="checkbox"/> | <input type="checkbox"/> | Hazardous Materials Business Plan is required prior to final signoff and fuel delivery. |