

SANTA ROSA FIRE DEPARTMENT

FIRE PREVENTION BUREAU

PLAN REVIEW CHECKLIST

July 1, 2010



ABOVEGROUND STORAGE TANK INSTALLATION

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

- | | Y | N | |
|-----|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Santa Rosa Fire Department plan review application |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | A current State Contractor's License is on file |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Workmen's Compensation Insurance is on file |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | A business license is on file |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | Title 29CFR for each worker |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | Underground Service Alert has been contacted and is marked |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Scope of work and timeline |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | Electrical Permit |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | Mechanical Permit |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Building Permit |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | FEES – Permit fees entered in Permits Plus. |

FILE REVIEW

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

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- | | Y | N | |
|----|--------------------------|--------------------------|---|
| 13 | <input type="checkbox"/> | <input type="checkbox"/> | 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

UL 2085 (Standard for Insulated Aboveground Tanks for Flammable Liquids),
CFC 22 Motor Vehicle Fuel Dispensing
CFC 34 Flammable and Combustible Liquids
CFC 27 Hazardous Materials

- | | | | |
|-----|--------------------------|--------------------------|--|
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | Minimum 2 sets scaled site plan. Including site map, property lines, structures with openings noted |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | Property use identified (Gas, bulk storage, government, utility, residential, school, emergency generator) |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 3404 The design, fabrication and construction of tanks shall be in accordance with recognized good engineering practice and nationally recognized standards. Each tank shall bear a permanent nameplate or marking indicating the standard used as the basis for design. |
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 3404 Provide manufacturer’s specifications, listing information and cut sheets for the tank(s). |
| 19. | <input type="checkbox"/> | <input type="checkbox"/> | Tank Contents are identified. (Gas diesel, kerosene waste, fuel oil, aviation, other) |
| 20. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 2206 Property use clearly identified. Verify location of tank(s) with respect to property lines, public ways and buildings. |
| 21. | <input type="checkbox"/> | <input type="checkbox"/> | CFF 3404 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, man ways, sumps, collars, etc. Additionally provide compatibilities with material to be contained. |
| 22. | <input type="checkbox"/> | <input type="checkbox"/> | All listings or certifications for proposed equipment (i.e., UL, SEMI-S2, Third Party Evaluations, Process Hazard Analysis, etc.) |
| 23. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 3404 Tank spacing is appropriate. |
| 24. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 3404 Materials specifications for any system that will or may come into contact with hazardous materials. |
| 25. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 2206 Secondary containment volume calculations are included. |
| 26. | <input type="checkbox"/> | <input type="checkbox"/> | Monitoring method (Electronic, vapor/pressure, stick/visual) includes equipment used for monitoring secondary containment. |
| 27. | <input type="checkbox"/> | <input type="checkbox"/> | Tank is constructed and designed in accordance with nationally recognized standards. |
| 28. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 3403 Class I electrical equipment locations are identified and protected. |
| 29. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 503 Fire apparatus access is provided. |
| 30. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 3404 Drainage control and diking is detailed. |
| 31. | <input type="checkbox"/> | <input type="checkbox"/> | CBC 1634 Seismic considerations are noted |

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- | | Y | N | |
|-----|--------------------------|--------------------------|---|
| 32. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 3402 Tank has vents installed for Class I, II, III product |
| 33. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 2206 Crash protection is noted |
| 34. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 2208 No smoking is noted |
| 35. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 3403 NFPA diamond is noted |
| 36. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 2205 Secondary Containment is identified |
| 37. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 2205 Emergency Shutoff is noted. |
| 38. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 2205 Spill containment is provided |
| 39. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 2206 Overfill prevention is noted (Ball float valves, automatic shutoff devices, overfill alarms) |
| 40. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 2206 Fill port, pipe tank labeling is noted |
| 41. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 2206 Piping support is provided |
| 42. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 2206 Locations of all connections are noted |
| 43. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 3402 Tank venting is identified |
| 44. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 2206 Anti siphon devices are in place |
| 45. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 3403 Fire Protection is in place (extinguishers, chemical system) |
| 46. | <input type="checkbox"/> | <input type="checkbox"/> | CFC 3404 Leak detection is identified |
| 47. | <input type="checkbox"/> | <input type="checkbox"/> | 27 CCR SPCC plan is attached |
| 48. | <input type="checkbox"/> | <input type="checkbox"/> | T-19 CCR Hazardous Materials Business Plan is required prior to final signoff and fuel delivery. |