

Underground Oil/Fuel Tank Removal and Decommissioning



Community Planning and Development
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The following items must be provided to apply for an Underground Oil/Fuel Storage Tank Removal or Decommissioning Permit. Contact an engineer in the City of Issaquah Community Planning and Development (CPD) Department at CPDEngineers@issaquahwa.gov if you have questions.

Plans are reviewed as PDF documents. See the [Electronic Plan Requirements](#) document for more info.

Apply online via www.MyBuildingPermit.com (MBP). Select the following options in MBP when applying:

- **Fire – Any Project Type – Alteration – Storage Tanks**

I. Application Checklist

This is an overview of the City's submittal requirements for all written documentation. For a comprehensive list of requirements, please see the subsequent sections.

	Application via www.MyBuildingPermit.com
	Plan Set (see Section II below for requirements)
	Environmental Checklist (for tanks over 10,000 gallons or if decommissioning displaces more than 30 cubic yards of material)
	Application fees are invoiced to the Applicant after the submittal is deemed sufficient for review. Payable online by credit card up to \$5,000. Check and cash accepted.

II. Plan Set

1. Format

All drawings submitted shall conform to the following requirements:

- a. **Sheet size:** 8½" x 11" or 24" x 36"

2. Components

Include the following components on your site plan, TESC plan, and other sheets in the plan set, as applicable:

- a. Title Block
 - Locate on right hand margin
 - Project name
 - Drawing title and drawing number
 - Revision block
 - Project address
- b. Name and address of firm or contact responsible for the drawing
- c. Scale:
 - Unless site size dictates a different scale, site (civil) drawings: 1' = 10'
 - Architectural plans: 1/4" = 1'-0" unless impractical
- d. Details: All construction details and TESC details must be referenced and included in the full-size plan set. Please do not submit details in a separate document packet. Please reference details from [Issaquah Standards](#), as applicable.
- e. The tank and piping relative to the property lines
- f. Tank size in gallons
- g. Last known contents of the tank
- h. Building locations

- i. Address of the property
- j. Nearby trees that may be impacted by the removal process
- k. North Arrow
- l. Existing utilities
- m. TESC elements
- n. Volume (cubic yards) of material to be displaced
- o. Provide area of pavement (or other impervious surface) to be removed/replaced, along with construction information for pavement removal/replacement

III. Additional Guidelines

1. When removing a tank:

- a. [Site Work \(SW\) permit](#) required.
- b. Contents of the tank must be removed.
- c. Tank must be rinsed clean.
- d. Waste from cleaning must be disposed of properly.
- e. All piping must be capped.
- f. Remove the tank.
- g. Look and smell for the presence of fuel or waste in the soil.
- h. If, during the process of tank removal, a spill or contaminated soil is discovered, the applicant shall be responsible for removal and proper disposal of contaminated soils as well as obtaining an inspection from a certified testing lab verifying removal of contaminated soils. A report of findings shall be provided by the applicant (through [MBP](#)) to CPD for review. Contact the [WA Department of Ecology](#) for guidelines for proper disposal of contaminated soil.
- i. Deliver the tank to an approved site and retain a receipt.
- j. If contamination is suspected, secure the site and contact the [WA Department of Ecology](#).
- k. Request an inspection from the City of Issaquah through [MBP](#).
- l. Fill and compact the hole with clean fill material.
- m. Photograph the process.

2. When decommissioning a tank:

- a. SW permit not required.
- b. Contents of the tank must be removed.
- c. Tank must be rinsed clean.
- d. Waste from cleaning must be disposed of properly.
- e. All piping must be capped.
- f. Only approved fill materials shall be used: an inert solid material such as cement slurry or foam.
- g. Cap all openings to the tank, including piping.
- h. Look and smell for the presence of fuel or waste in the soil.
- i. If, during the process of tank decommissioning, a spill or contaminated soil is discovered, the applicant shall be responsible for removal and proper disposal of contaminated soils as well as obtaining an inspection from a certified testing lab verifying removal of contaminated soils. A report of findings shall be provided by the applicant (through [MBP](#)) to CPD for review. Contact the [WA Department of Ecology](#) for guidelines for proper disposal of contaminated soil.
- j. Once the tank is decommissioned, provide CPD (through [MBP](#)) with a certificate of completion from the contractor.