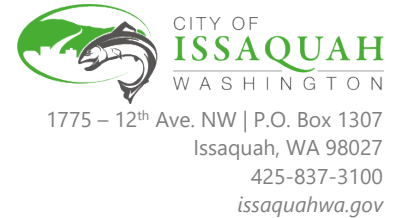


Underground Fuel Tank Removal & Decommissioning



The following items must be provided in order to properly apply for an underground fuel storage tank removal or decommissioning. Please contact the City of Issaquah Development Services Department to discuss what items should be included within your plan set. Plans and application will not be reviewed if information is incomplete. The applicable department director may require additional information or materials when necessary to augment a permit application.

How to Apply

Electronically Online

1. Gather your plans and supporting documents per the application checklist and plan set requirements
2. Save the documents in PDF file format per our [PDF File Format Requirements](#)
3. Apply and upload your plans to www.MyBuildingPermit.com.
Select the following options when applying:
Fire – Any Project Type – Alteration – Storage Tanks
4. Plans are reviewed, commented and approved electronically as PDF documents.
5. You print your approved set upon permit issuance.

I. Application Checklist

Single Family Submittal Checklist

This checklist has been designed to provide a brief overview of the City's submittal requirements for all written documentation. For a comprehensive list of requirements, please see remainder of this guide.

✓	
	Site Plan (see Section II for requirements)
	Temporary Erosion and Sediment Control Plan (TESC) (for tanks over 10,000 gallons)
	Environmental Checklist (for tanks over 10,000 gallons and more than 30 cubic yards of material displaced. Contact Development Services before applying to verify requirement)
	Intake Fee
	An invoice will be sent via MyBuildingPermit.com once application is accepted. Credit card accepted on-line only. Cash or check accepted in person at City Hall NW Permit Center. (other permit fees will apply and be assessed at permit issuance)

II. Site Plan

1. Format

All drawings submitted shall conform to the following requirements:

- a. **Sheet size:** 8.5" x 11" or 18"x24" or 24"x36" or 30"x42"
- b. **Title Block:** Locate on right hand margin and provide:
 - Project name
 - Drawing title and drawing number
 - Revision block
 - Project address
 - 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 **must** be referenced and included in the full size plan set. Do not submit details in a separate document packet.
- e. Show **North Arrow:** All drawings must include a north arrow.

2. Components

Include the following components on your site plan

- a. The tank and piping relative to the property lines
- b. Tank size in gallons
- c. Last known contents of the tank
- d. Building locations
- e. Address of the property
- f. Nearby trees that may be impacted by the removal process
- g. North Arrow

III. Other Information

1. When decommissioning a tank:

- a. Contents of the tank must be removed.
- b. Tank must be rinsed clean.
- c. Waste from cleaning must be disposed of properly.
- d. All piping must be capped.
- e. Only approved fill materials shall be used - an inert solid material such as cement slurry or foam
- f. Cap all openings to the tank, including piping.
- g. If, during the process of tank removal, a spill or contaminated soil is discovered, the applicant shall be responsible for removal and proper disposing 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 sent to the Development Services Department for review. Contact the Department of Ecology for guidelines for proper disposal of contaminated soil.
- h. Once these steps are complete, submit a certificate of completion from the contractor.

2. When removing a tank:

- a. Contents of the tank must be removed.
- b. Tank must be rinsed clean.
- c. Waste from cleaning must be disposed of properly.
- d. All piping must be capped.

- e. Remove the tank.
- f. Deliver the tank to an approved site and retain a receipt.
- g. Look and smell for the presence of fuel or waste in the soil.
- h. If contamination is suspected, secure the site and contact the Department of Ecology.
- i. Request an inspection from the City of Issaquah.
- j. Fill the hole with clean fill material.
- k. For your own records, photograph the process.