



# Permit Application to Install / Remove / Alter Storage Tank Systems

**Department name**  
101-1101 5 St., Nisku, AB T9E 2X3  
p: 780-955-7099 f: 780-955-9401  
fireservices@leduc-county.com

Date \_\_\_\_\_

## Applicant information

Applicant name				Phone	
Applicant address				Fax	
Town/city		Province		Postal code	
Email					

## Owner/Occupant information (if different from applicant)

Name				Owner <input type="checkbox"/>	Occupant <input type="checkbox"/>
Applicant address				Fax	
Town/city		Province		Postal code	
Email				Phone #	

## Legal land description

Address							
Lot		Block		Plan		Roll #	

## Project information

<b>Part 1 (all projects)</b>				
Type of project	New installation <input type="checkbox"/>	Removal <input type="checkbox"/>	Piping replacement <input type="checkbox"/>	Existing installation <input type="checkbox"/>
Type of tank	Above ground <input type="checkbox"/>	Underground <input type="checkbox"/>		
Start date			Estimated completion date	
<b>Part 2 (Installations only) **Engineering firm and tank specifications are mandatory**</b>				
Engineering firm name (firm involved in site/facility layout design and not the tank manufacturer)				
Tank specifications (ULC or API# available from tank placard or tank specifications drawings)				
Will underground piping be installed				
Indicate capacity of individual tanks being installed. Identify any tanks with split compartments and the capacity of each compartment				
Type of products to be stored in the tank				
Type of facility operation (check all that apply)	Retail facility <input type="checkbox"/>		Bulk plant <input type="checkbox"/>	

	Full serve <input type="checkbox"/>	Commercial cardlock <input type="checkbox"/>
	Attended self serve <input type="checkbox"/>	Company fuel supply <input type="checkbox"/>
	Unattended self serve <input type="checkbox"/>	
<b>Part 3 (Contractor Details required for underground removals/alterations/installations)</b>		
Company name		Phone number

## Instructions

### ***Permits to install storage tank systems***

- Complete and submit the permit application.
  - A development permit is required if the tank(s) are larger than 10m<sup>2</sup> (107.6 sq.ft.) in area and 2m (6.5ft.) high.
  - If installing unattended self-serve facilities, please contact Leduc County Fire Services for additional information. Additional security features including but not limited to remote monitoring of video surveillance and intrusion alarm devices on dispenser cabinets, and limits on the quantities of fuel dispensed may be applicable.
- A Leduc County Fire Services (LCFS), Safety Codes Officer (SCO) will acknowledge receipt of application and contact the applicant if it is apparent the Fire Code is not being followed in the construction planning.
- Applicant to email [fireservices@leduc-county.com](mailto:fireservices@leduc-county.com) a set of PDF electronic drawings or mail to LCFS office two sets of construction drawings stamped by a Professional Engineer licensed to practice in the Province of Alberta.
- Engineered drawings will be reviewed and if the development is compliant with the National Fire Code (AE) a Plans Review Report will be issued to the applicant.
- Upon completion of the project a letter of Compliance (LoC) must be submitted to [fireservices@leduc-county.com](mailto:fireservices@leduc-county.com). A LoC is confirmation that the construction was completed as applied for.
- The SCO will sign and stamp the LoC and return a copy to the applicant. A final site inspection will be carried out by the SCO within 365 days of permit issuance.

### ***Permits to alter existing storage tank systems***

An alteration is a minor change to tank(s) and/or piping (usually in the form of repair) that do not require preparation of engineered drawings. Contact the SCO to see if the project is considered an alteration.

- Submit a permit application to [fireservices@leduc-county.com](mailto:fireservices@leduc-county.com), accompanied by a description of the scope of work.
- Application will be reviewed, and if compliant a plans review report will be issued to the applicant.
- Contractor to submit a letter of compliance (LoC) upon completion of the alteration.
- The SCO will sign and stamp the LoC and return a copy to the applicant.
- A SCO will conduct a site inspection within 365 days of permit issuance.

### ***Permits to remove underground storage tank systems***

Permits to remove storage tanks apply to underground storage tanks only.

- Submit a permit application to [fireservices@leduc-county.com](mailto:fireservices@leduc-county.com), accompanied by a description of the scope of work.
- Application will be reviewed, and if compliant a plans review report will be issued to the applicant.
- Contractor to submit a tank closure report upon approval.
- A SCO will conduct a site inspection within 365 days of permit issuance.

5. A permit services report will be issued to the applicant upon completion of the site inspection.

#### Comments

*Personal information provided is collected by Leduc County under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act (the FOIP Act) and we will protect it in accordance with Part 2 of that Act. We will use it to administer programs and services for which you have registered, and contact you if necessary. Should you require further information about collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-770-9251 or [foip@leduc-county.com](mailto:foip@leduc-county.com).*