



SMALL TANK PERMIT APPLICATION

FD 1328 (July 2024)



For tanks located within the City of Calgary, the Calgary Fire Department is the Authority Having Jurisdiction (AHJ). In accordance with Article 2.2.3.1. of Division “C” of the National Fire Code - Alberta Edition 2019 (NFC-AE 2019), Safety Codes Officers are permitted to review storage tank installation plans, drawings and specifications in a form acceptable to the AHJ in lieu of requiring the submission of 3 sets of engineered stamped drawings. This only applies to individual storage tanks located outdoors with a capacity not greater than 8,000 litres (including all compartments) and to tank installations with aggregate capacity not greater than 20,000 litres where all storage tanks and piping are aboveground and visible for inspection by the Safety Codes Officer. Plans, drawings and specifications for all storage tank system installations must include sufficient information to allow a Safety Codes officer to complete an examination that shows full compliance with the National Fire Code - Alberta Edition 2019. If the installation is deemed to be of a complex nature drawings may be required to bear the stamp and seal of a registered engineering professional authorized to practice in Alberta.

Applicant Information

Applicant Name		Email Address	
Company		Phone #	
Mailing Address			
City	Province	Postal Code	

Facility Information

Facility Name			
Facility Address			
	Postal Code		
Contact Person	Phone Number		
Type of Usage	Will tanks be taken out of service due to this installation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of existing above ground tanks	Number of existing underground tanks		

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Owner Information

Company	
Full Mailing Address	

Tank Installer Information (When equipment such as, but not limited to; piping, fittings, valves, or dispenser connections are made in the field an approved individual is required to supervise the installation).

Name of company performing tank installation			
Installer Phone Number		Name of Person Supervising the installation	

Installation Information

This installation is		Proposed Install Date (YY/MM/DD)	
Are all tank system components including piping above ground? (Note: Dike liners are usually not visible)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have a minimum of two 40 BC fire extinguishers been installed?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are there any overhead Power lines?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have all tanks been installed outdoors?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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For the following section, complete one column per tank. If your tank has more than one compartment, complete one column for each compartment.

	Column 1	Column 2	Column 3	Column 4
Tank Number (list each tank separately; place each compartment in a new column)				
Compartment				
Tank capacity (in litres)				
Name of product being stored				
Tank ULC Construction Standard (can be found on a placard mounted on the tank exterior or from its manufacturer's spec sheet)				
If other, indicate specification				
Is the tank single walled or double walled?	<input type="checkbox"/> Single <input type="checkbox"/> Double	<input type="checkbox"/> Single <input type="checkbox"/> Double	<input type="checkbox"/> Single <input type="checkbox"/> Double	<input type="checkbox"/> Single <input type="checkbox"/> Double
Is the tank supported more than 300mm off the ground? (Does not apply to tank saddles/legs mounted by tank manufacturers)				
Tank distance to nearest property line (meters)				
Will tank fill pipes and vents be outdoors?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe how your tanks will be protected from collision (type of barriers, spacing and distance to tank)				
Distance to any propane or natural gas tanks				
Distance to nearest tank (meters)				
Distance to nearest building (meters)				
Will the tank be grounded? (required)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all pipe openings above the normal tank product level? (required)				
Height of vent pipe discharge outlet above grade level				
If a used oil tank, does it have a fixed suction tube? (required)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Dispenser & Signage Information

Are there signs for emergency shutdown, no smoking & turn off ignition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there signage identifying tank contents posted on two sides of the tank?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is a dispenser connected to the tank?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Complete the following sections if you are dispensing product:	
Are there operating instructions for dispensing posted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Distance of dispenser to building openings in meters	
Is there a storm drain within 6 m of any dispenser?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Indicate the distance to emergency shutdown devices from dispensing equipment (required)	
Are there signs indicating location of an emergency shutdown button?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is all power buried for the fuel dispensing operation & emergency button?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If operating a self-serve retail facility, is there an intercom between the customer and inside employee?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there protection from spills when dispensing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a fuel mounted pump on top of the tank, or is piping used to connect it to a nearby dispenser?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Complete the following section if your pump is mounted on top of the tank:	
Provide the make and model of the dispensing equipment	
Complete the following section if your pump is connected to a nearby dispenser via piping:	
Will there be an anti-siphon valve between the tank and any dispenser?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there any buried pipe?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is aboveground piping made of steel?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the dispenser protected from collision or on an island higher than 100mm?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Site Diagram:

Prepare a diagram which clearly shows the location of storage tank(s) relative to streets, buildings, property lines, any dispensers, propane tanks, or any important features of the property. The diagram should be as close to scale as possible.



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<input type="checkbox"/> Submit as a separate attachment, the tank manufacturing specification sheet if available.
<input type="checkbox"/> Submit as a separate attachment, photographs of tank installation (including front & side views) once installed.

Verification:

My signature confirms the information provided is complete and accurate to the best of my knowledge. I understand I am making an application to install a storage tank without the Alberta Fire Code requirement for engineered drawings prepared by a Professional Engineer. Further, by not retaining the services of a Professional Engineer I am assuming responsibility for any necessary alterations if an inspection by a Safety Codes Officer finds the installation is not in conformance with any requirement of the National Fire Code - Alberta Edition 2019.

Name (print)		Phone Number	
Signature		Date (YY/MM/DD)	

The Permit Regulation for the province of Alberta came into effect April 1, 2008. The regulation mandates that a permit shall be applied for and issued for all petroleum storage tank installations, removals or alterations.

Small Aboveground Tank Installation Application Process:

1. Complete and submit the small tank permit application.
2. The application will be reviewed Fire Code compliance. If the application is complete a letter and permit will be issued. If it is not complete a deficiency letter will be issued requesting additional information prior to approval.
3. Once the application is complete and compliant with the Fire Code the applicant will be invoiced for the initial review and any subsequent reviews.
4. A permit to install shall also be issued to the applicant.
5. Contact 311 to have a Safety Codes Officer perform a physical inspection once the project is complete and prior to the tanks being filled or put into use. Any deficiencies will be forwarded to the applicant and subject to an additional inspection fee.
6. Once a final inspection has been completed and all deficiencies are cleared a letter of approval and certificate will be issued.

This personal information is being collected under the authority of Sec. 33(c) of the Freedom of Information and Protection of Privacy Act and will be used by the City of Calgary to use for processing permit applications, issuing permits, safety codes compliance monitoring, verification, and program evaluation. Personal information collected by The City of Calgary under the Freedom of Information & Protection of Privacy Act will be used only for the purpose for which it was obtained. For further information, contact a CFD Tanks Safety Codes Officer at 403-370-7593 or Tanks@calgary.ca or; Mail Code #8114. Calgary Fire Department, 4144 - 11 Street SE Calgary, AB. T2G 3H2.

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