

## UNDERGROUND TANK REMOVAL

- This handout is intended only as a guide. It shall not be considered a complete set of requirements.
- A permit is required for removal of underground tanks.
- It is the responsibility of the owner and/or contractor to comply with the requirements and rules of all authorities and government agencies having jurisdiction. The permit applicant shall be responsible for contacting all of the proper State, County and Local authorities prior to beginning tank demolition. All tank contents shall be removed and disposed of in accordance with the rules and regulations established by the Minnesota Pollution Control Agency. The Department of Natural Resources, County Environmental Services Department, County or Local Watershed, Municipality Utilities and Public Works Directors are examples of agencies and/or authorities that may be involved in any given project, and an underground tank demolition permit issued by the Building Inspections Department shall not be construed as permission to proceed without approval from all appropriate agencies.

### **BUILDING Permit Submittal shall include:**

- Building Permit Application**, completed in its entirety, including signature and valuation.
- CHECKLIST FOR TANK REMOVAL PERMIT** completed in its entirety (included in this handout).
- All documentation listed in the Checklist** that applies to your project MUST be included with the application.

### **PERMIT CARD AND APPROVED PLANS (throughout the project) shall be:**

**POSTED** prior to start of work - **VISIBLE** from street or driveway - **ACCESSIBLE** to the inspector

### **INSPECTION REQUIREMENTS:**

Inspections **MUST** be scheduled during office hours **AT LEAST** one business day prior to inspection. If a specific date and time is required, additional notice may be needed. Failure to cancel a scheduled inspection may result in a reinspection fee.

- **Office Hours:** Monday - Friday • 8:00 a.m. - 4:30 p.m.
- **Phone:** (952) 442-7520 or (888) 446-1801

### **Inspections:** (Refer to your permit card regarding project-specific inspections)

- **Certification that tank contents have been removed.**
- **Soil test results report submitted.**
- **Empty hole:** After the tank has been removed, the “empty hole” is inspected to verify removal of all material.
- **Final/SEC Final:** After the demolition is complete, the following items are checked:
  - Site is properly cleaned up and grade restored.
  - Street is clean
  - Vegetation is restored, soil is stabilized, or sediment/erosion control measures are still in place.

# **CHECKLIST FOR TANK REMOVAL PERMIT**

(This sheet **MUST** be included with your permit submittal)

Address: \_\_\_\_\_ Municipality: \_\_\_\_\_

Detailed explanation of work to be performed:

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## **Have the following been submitted or completed?**

- | <b>Yes</b>               | <b>No</b>                | <b>N/A</b>               |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completed permit application.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Underground Storage Tank (UST) Contractor/Supervisor Certificate (include copy with application).  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | MPCA Underground Storage Tanks Ten-day Advance Notice form submitted to MPCA (include copy of submitted form with permit application). The most up-to-date version of the form can be found at <a href="https://www.pca.state.mn.us/waste/underground-storage-tank-systems">https://www.pca.state.mn.us/waste/underground-storage-tank-systems</a> . |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A site plan verifying the location and size of tank(s) being removed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completed SEC Worksheet (attached).  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A written verification and/or site plan identifying the type of pedestrian protection being provided, including description of type, location and height of fencing to be used.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Tank contents emptied.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A performance bond, letter of credit, escrow or securities in accordance with the Municipality policy.   |

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# **SEC WORKSHEET**

(This sheet **MUST** be included with your permit submittal)

Site Address: \_\_\_\_\_

Contractor: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Office Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

How should we contact you? (check one)    **CELL**    **EMAIL**    **FAX**    **OFFICE PHONE**

Please use the space below to provide a DETAILED sketch of your erosion control plan.  
Please note where the street runs, as well as any lakes, ponds, or other important landmarks.  
Refer to your site map, which should clearly demonstrate what you are describing below.



Lot size: \_\_\_\_\_ Will more than 1 acre be disturbed for construction?    **Yes**    **No**

Signature of applicant: \_\_\_\_\_