

RESIDENTIAL UNDERGROUND OIL TANK DECOMMISSIONING *Permit Information*



3609 Market Place W, Suite 200
University Place, WA 98466-4488
PH: 253.566.5656

THE LAW

Section 5704.2.13.1.3 of the 2012 International Fire Code (IFC) requires that tanks and piping serving heating oil tanks (which have been out of service for a period of one year or more) be removed from the ground or abandoned in place.

Section 105.7.8 of the IFC further requires that a permit be obtained to remove, abandon, place temporarily out of service or otherwise dispose of a heating oil tank.

PROCESS

Application and permit for Residential Underground Oil Tank Decommissioning is a three step process.

STEP 1:

Applicant completes and signs top portion of "Residential Underground Oil Tank Decommissioning" application. Application, site plan, and \$55.00 check payable to City of University Place shall be mailed to:

City of University Place
Attn: Permits
3609 Market Place W, Suite 200
University Place, WA 98466-4488

Alternatively, a permit can be obtained over the counter by visiting University Place City Hall at the address above. Permit counter hours are Monday, Tuesday, Wednesday and Friday 9:00a.m. – 4:00p.m. or Thursday 9:00a.m. – 3:00p.m.

STEP 2:

Upon receipt of a complete application, site plan, and check, the City will issue a permit and email to applicant along with a receipt.

STEP 3:

Upon completion of decommissioning, applicant shall sign and date the permit in front of a notary public certifying that decommissioning has been completed. Original notarized permit shall be mailed to:

City of University Place
Attn: Permits
3609 Market Place W, Suite 200
University Place, WA 98466-4488

Please note: The permit will not be closed until original notary is received by the City. Notarized document shall be returned within 30 days of decommissioning. The property owner should also be provided a copy for their records. No final inspection is required.

REQUIREMENTS

Decommissioning work shall not start until a permit has been issued by the City. The decommissioning must be performed, or directly supervised, by an individual certified by the International Code Council (ICC) as an Underground Storage Tank (UST) Decommissioner. The ICC-certified Decommissioner must be present at the tank site during the entire decommissioning operation, whether done by an independent contractor or by the property owner. This requirement applies to both tank removal and abandonment in place.

Both removal and abandonment in place are acceptable methods of decommissioning, however removal is strongly recommended. ****If abandonment in place is selected, the tank is required to be filled with an inert solid material e.g. sand, concrete slurry, foam, etc. This is a requirement of the 2012 IFC Section 5704.2.13.1.4.***

When abandoning a tank in place, the interior of the tank must be triple rinsed and washed to remove as much residual product and bottom sludge as possible. The tank must be permanently capped below grade to prevent accidental refilling. Applicants should carefully review the merits of their options before choosing a method of decommissioning. Tanks suspected of leaking should be removed from the ground rather than abandoned in place. If a tank has leaked, the Washington State Department of Ecology has reporting requirements based on the extent of contamination found. Please contact the Department of Ecology at 360.407.6300 for these requirements.