### Instructions on Filling Out an Tank Permit Application

At the top right hand corner of the application is a capital T. This is the space where your permit number will be written after you have paid for the permit. There is also a capital B, this is where you will write any building permit number that is associated with the tank permit application.

**Box #1** - Fill in the number & street address where the work is being done.

**Box #2** - This is to be used on multi-story commercial and multi-family residential projects. It can be left blank on single family and duplex permit applications.

**Box #3** - Fill in the name of the contractor doing the work or your name if you are the owner/tenant and are applying for the permit as the owner/tenant.

**Box #4** - Fill in the classification that is on your contractor’s license such as H/H.

**Box #5** - Check the class of license located on your contractor’s license.

**Box #6** - Fill in state board of contractor’s license number. It will always begin with 2701 or 2705 and be followed by six digits. Do NOT use a license number that begins with 2710 as this is a tradesman card number and does not allow you to apply for a permit.

**Box #7** - Fill in the contractor’s street address.

**Box #8** - Fill in the contractor’s telephone number.

**Box #9** - Fill in the contractor’s city, state and zip code.

**Box #10** - Fill in the contractor’s fax number.

**Box #11** - Fill in the name of the property owner.

**Box #12** - Fill in the property owner’s address.

**Box #13** - Fill in the property owner’s daytime phone number.

**Box #14** - Fill in the current use of the property such as restaurant, single family dwelling, duplex, etc.

**Box #15** - Fill in the proposed use of the property such as restaurant, office, duplex, etc.

**Boxes #16 through #20** - Office use only.

**Box #20** - Fill in when dealing with single family houses and duplexes. Note the detached and attached designation. If the house stands alone and does not touch the house on either side, it is detached.

**Box #21** - Fill in the number of apartment units in the building.

**Box #22** - Check the appropriate box, if applicable.

**Box #23** - COST INFORMATION - Fill in the cost of all labor, materials, overhead, subcontracts and profit. This may be used to determine how much you pay in permit fees.

**Box #24** - Give a brief description of the work to be done.

**Box #25** - Fill in the name of the person to contact if there are questions about the application or drawings.

**Box #26** - Fill in the contact person’s phone number.

**Box #27** - Fill in the contact person’s fax number.

**Box #28** - Fill in the contact person’s complete address.

**Box #29** - Fill in the contact person’s e-mail, if available.

**Box #30** - Check whether or not you would like to be called to pick up the permit. If you check “yes”, fill in your name and phone number.

**Box #31** - If submitting drawings done by an engineer please fill in their name here.

**Box #32** - Fill in the Engineer’s phone number.

**Box #33** - Fill in the Engineer’s fax number.

**Box #34** - Fill in the Engineer’s e-mail address.

**Under: TYPE OF WORK TO BE DONE** - Please list each tank that is to be installed separately on form.

**Quantity** - Is the total number of tanks that will be placed on a property.

**Tank Material** - Is the construction of the tank. Fill in the appropriate abbreviation for the tank material from the list on the back of the form.

**Capacity** - Is the volume in gallons that the tank can hold.

**Aboveground** - Aboveground Storage Tank (A.S.T.) is how the tank will be installed on the property.

**Underground** - Underground Storage Tank (U.S.T.) is how the tank will be installed on the property.

**Height** - Is how tall the tank will be from finished grade.

**Length** - Is how long the tank is from end to end.

**Width** - Is how wide the tank is from side to side.

**What will be stored in the tank?** - Is the substance that will be contained within the tank. (Gasoline, Kerosene, Diesel, Oil, Propane, Etc.)

**Box #45** - ADDITIONAL INFORMATION - Is information that may indicate various situations for a particular job.

**Box #46** - Check whether or not a survey or site plan is attached.

**Box A, B & C** - Fill out the asbestos certification with the Applicant’s name, property address and signature, if renovating an existing commercial structure. (This section is not applicable to residential structures of 4 units or less.)

**OFFICE USE ONLY - DO NOT WRITE IN THIS AREA**