



CHARLOTTE FIRE DEPARTMENT

Fire Marshal's Office
500 Dalton Avenue
Charlotte, North Carolina 28206



Permitting Process and Safety Requirements for Safeguarding Tanks

These guidelines have been established in an effort to ensure that the appropriate permits have been obtained and to minimize the risk of fire or explosion while safeguarding the removal of above or below ground tanks from service. The person(s) in charge of the safeguarding shall be fully responsible for ensuring that these guidelines are adhered to.

Permitting Process:

1. Per NCFC 2018 edition Section 105, a construction permit is required:
 - a. To install, repair or modify a pipeline for the transportation of flammable or combustible liquids.
 - b. To install, construct or alter tank vehicles, equipment, tanks, plants, terminals, wells,
 - c. Fuel-dispensing stations, refineries, distilleries and similar facilities where flammable and combustible liquids are produced, processed, transported, stored, dispensed or used.
 - d. To install, alter, remove, abandon or otherwise dispose of a flammable or combustible liquid tank.
2. Contact the Fire Marshal's Office of the Charlotte Fire Department by emailing FMHazmat@charlottenc.gov no less than 7 workdays prior to the scheduled removal date so that a Fire Inspector can schedule the initial site visit in order to complete the Tank Removal and Safeguarding Permit application.
3. The completed permit application shall have a copy of a Certificate of Liability Insurance for a minimum of \$1,000,000.00 attached as well as a map and scope of work statement.
4. Upon receipt of the application and payment received the assigned Fire Inspector will visit the site and issue the tank removal permit during the site inspection. Once the permit is issued the work can begin.
5. Each permit issued will be valid for the location noted on the permit and will only be valid for the tanks listed on the permit application. The permit will



CHARLOTTE FIRE DEPARTMENT

Fire Marshal's Office
500 Dalton Avenue
Charlotte, North Carolina 28206



expire after 30 days from date of issue. Discovery of additional tanks at the same location after 30 days will require a separate permit.

Safety Guidelines:

1. The Fire Inspector assigned to the removal shall make an initial site visit and then be present when the tanks are ready for removal.
2. There shall be a minimum of 2 dry chemical fire extinguishers with a minimum rating of 20-B:C with-in 50 feet of the removal site.
3. Smoking shall be strictly prohibited at the removal site. No Smoking signs shall be conspicuously posted.
4. All residual liquid, solids and sludge shall be removed from the tank(s) using approved pumping methods as noted in API Recommended Practices 1604 Section 4.2.3.
5. Tank(s) shall be properly and adequately purged of all vapors to reach a level of 10% or less of the product's LEL. Purging shall be accomplished by API Recommended Practices 1604 Section 4.3. The Fire Inspector will monitor the LEL and determine the safe level.
6. If tanks are remaining in place, tanks shall be filled with sand or gravel, or other approved inert material per API Recommended Practices 1604 Section 4.5.
7. All tank openings shall be capped or plugged, leaving a 1/8-inch diameter opening, to allow for pressure equalization per API Recommended Practices 1604 Section 4.6.
8. Tank(s) shall be lifted and removed by utilizing the lifting lugs, or by threaded caps with pre- engineered lifting lugs.



CHARLOTTE FIRE DEPARTMENT

Fire Marshal's Office
500 Dalton Avenue
Charlotte, North Carolina 28206



-
9. Tank(s) shall be removed from the site as promptly as possible, preferably on the day of tank excavation. The on-site cutting of tanks shall be **STRICTLY PROHIBITED!**

Note:

If the tanks have been disturbed or moved in any way prior to approval by the fire inspector the permit will be voided, and citations may be issued.

If while preparing the tank(s) for removal the tank(s) are punctured then work shall cease and the fire inspector must be notified immediately.