



INSPECTIONS DIVISION – 8425 AIRPORT ROAD – BERKELEY, MISSOURI 63134-2098 – (314) 400-3705 FAX (314) 264-2072

# PERMIT No. EX- \_\_\_\_\_ - \_\_\_\_\_ EXCAVATION AND UNDERGROUND TANK - PERMIT APPLICATION

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

APPLICANT Name: (Please print) \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

CONTRACTOR ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

LIST TWO (2) PERSONS, ON CALL 24 HOURS PER DAY, WHO ARE RESPONSIBLE FOR THIS WORK.

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## LOCATION OF EXCAVATION/UNDERGROUND TANK

NAME OF BUSINESS: \_\_\_\_\_

STREET ADDRESS NUMBER: \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

### Location of work being done:

Street ☐

Alley ☐

Private Property ☐

Public sewer ☐

Private sewer ☐

Public water main ☐

Private water service ☐

Gas line ☐

Electric line ☐

Drainage ☐

Telephone ☐

Cable TV ☐

Underground Tank ☐

Other \_\_\_\_\_

### The work above is for the:

Removal ☐ or Installation ☐ (check one) New \_\_\_\_\_ Repair \_\_\_\_\_ Replacement \_\_\_\_\_ Abandonment/Destroy \_\_\_\_\_

Number of Tanks: ☐ One ☐ Two ☐ Three ☐ Four ☐ \_\_\_\_\_

Excavation to be \_\_\_\_\_ feet long & \_\_\_\_\_ feet wide

Requested working time for project is \_\_\_\_\_ days. Beginning on: \_\_\_\_\_

I certify that I have read, have understood and will comply with the requirements of the City of Berkeley Missouri standards for completions.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPROVED FOR THE CITY

\_\_\_\_\_  
DATE

**\*\* DO NOT DIG OR REMOVE TANK (S) WITHOUT PRESENCE OF FIRE MARSHAL**

[Applicant/Contractor Agrees to the following]

**Permit fee \$98.00 for each tank**

- Verify liquids will be removed from the tank and connecting piping.
- Verify piping at tank openings will be disconnected.
- Verify piping will be removed from the ground.
- Verify tank openings will be capped or plugged, leaving a 0.125-inch to 0.25-inch diameter opening for pressure equalization.
- Verify tank(s) will be purged of vapor and inerted prior to removal.
- Verify tank(s) will be disposed of in accordance with federal, state and local regulations.

# UNDERGROUND STORAGE TANK REMOVAL CHECKLIST

A permit is required to remove any underground storage tank. The following items shall be submitted to the Fire Department for review and approval prior to the issuance of a permit and prior to tank removal:

- ☐ A completed Permit Application
- ☐ Site plan including:
  - Distances from the tank to buildings, property lines, public and private roads, other tanks, utilities, and potential sources of ignition
  - Location of the nearest fire hydrant
- ☐ Tank information:
  - Material of tank
  - Age
  - Size (volume, diameter, length)
  - Product stored
- ☐ Copy of tank removal notification to the Missouri Department of Natural Resources
- ☐ Final disposal location shall be identified on Site plan

Submit the above information to the Inspections Division at 8425 Airport Rd, Berkeley, MO 63134.

Upon approval of the permit application, the tank removal permit may be picked up at the Building Inspection Division.

A Fire Department inspection is required *prior* to removing the tank from the site.

An appointment for this inspection shall be made at least two business days in advance.

Contact the following City personnel:

Debra Irvin  
Building Commissioner  
314-400-3705  
[Irvin@ci.berkeley.mo.us](mailto:Irvin@ci.berkeley.mo.us)

Jeff Collier  
Assistant Fire Chief  
314-400-3601  
[collier@ci.berkeley.mo.us](mailto:collier@ci.berkeley.mo.us)