



Underground Fuel Storage Tank (UST) Installation Plan Submittal Checklist

The following items must be submitted at a minimum for UST installation reviews to obtain permit. Once all items have been submitted, the application will be checked in for review.

Upload these items individually and named accordingly, through the ePlan portal located at <https://web1.coloradosprings.gov/ePlan>

| Permit Application (Permit required to install all fuel storage tanks and fuel dispensing locations) | |
|---|---|
| Ensure the following items are completed/addressed in the initial submittal. Please note that each permit includes two plan reviews. Additional fees are implemented at the third review and for all subsequent reviews thereafter. | |
| Sections 1-3 | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| Section 6 | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| Section 8 | |
| Approved application from Department of Oil and Public Safety attached (required prior to permit) | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |

| Site Plans | |
|--|---|
| Ensure the following items are provided/shown. | |
| Original PDF, not scanned/copied | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| Dimensioned or to scale | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| Lot/property lines | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| Building location | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| Canopy location | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| All tank locations | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| All piping runs to/from the underground tank to dispensers | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| All emergency disconnects | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| All fuel dispensers | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| Vehicle impact protection | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| Fire extinguisher locations | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| Communication with attendant | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |

| Excavation | |
|---|---|
| Ensure the following information regarding excavation is submitted. | |
| Excavation Depth | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| Fill material | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| Spacing in-between tanks | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| Anchor installation | |

| Specifications | |
|---|---|
| Ensure the following cut sheets are provided. All must show listings for use. | |
| Tanks | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| Piping | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| Relief valves | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| Dispensers | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| Dispensing hose | |
| Fittings | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| Fill connections | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| Sumps | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |

Disclaimer CSFD checklists are not intended to be all inclusive or stand-alone submittal documents. The items listed include the minimum technical information required to conduct an initial plan review. Please call-out and provide code study for any deviations/exceptions to prescriptive code. The current Fire Code is the 2015 International Fire Code (IFC) with local amendments.

