



Building Department
CHECKLIST FOR LP TANK PERMITS

Pre-Approval required by:
Planning Department

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number, pin number, and DPCR#
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Note if commercial/Residential
- Note if above or underground tank
- Valuation
- Notarized Contractor/owner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- LP Tank specs.
- Tie down information, if property is located in a special flood hazard area, the tie down information shall be signed and sealed by a licensed Architect/Engineer and must comply with section 9.7 of ASCE14.
- Site plan or survey showing the proposed location of the LP tank.
- Recorded Notice of Commencement for work valued at \$2500 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- ****If applying for the permit as an owner builder, a copy of the recorded warranty deed or property card showing owners name from the property appraiser's website must be submitted, along with the Owner Builder Affidavit.**
- Debris Affidavit.

NOTES:

- If the structure is located in a special flood hazard area (SFHA), the application is subject to substantial damage/improvement review.

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.