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# Permitting for Engineers

by

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Course Outline:

Steps in Permit Process:

- Permit Assessment
- Agency Coordination
- Document Preparations
- Signing and Sealing
- Permit Submittals & Reviews
- Permit Issuance
- Oversight of Permit Conditions
- Permit Closure

Common Permits:

- Zoning Approval / Land Use Permit
- Site Plan Approval
- Fire Protection Plan Review / Fire Marshall Approval
- Building / Construction Permit
- Deferred Submittal Approval
- Air Permit / Air Pollution Control Permit
- Stormwater Permit
- Utility Connection Permit
- Right-of-Way / Encroachment Permit
- Tree Removal Permit
- Wetlands Permit
- Floodplain Development Permit
- Wastewater Discharge Permit
- Industrial Pretreatment Permit
- Storage Tank Permit

Other Permits

Helpful References

Examination

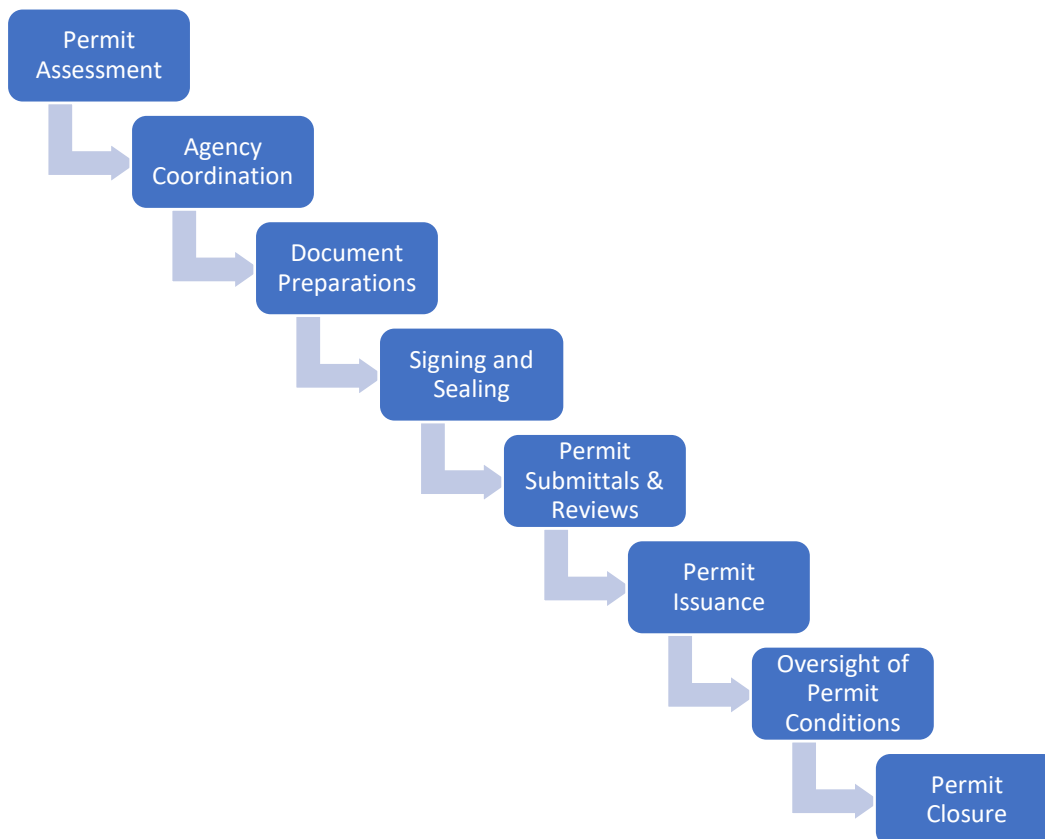


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**Steps in Permit Process**

Engineers are trusted to ensure each design complies with regulatory requirements. And engineers help secure necessary regulatory approvals and permits, collectively referred to as "permitting". Permit requirements vary greatly by application. This course covers general approaches to permitting and gives an overview of common permits.

Typical steps in the permitting process:





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**Permit Assessment**

Permit assessments are done early in the project, such as in the planning or conceptual design stage. The goals are as follows:

- Identify potential permits required
- Identify regulatory agencies for each potential permit
- Identify any significant design impacts
- Identify any significant schedule impacts
- Start a permit tracking log (or a simple list of permits)

A summary of the permit assessment findings is typically written up at this stage, often as a section in the preliminary design report, feasibility study, alternatives analysis, or similar document. The section usually includes at least one paragraph for each potential permit with a focus on the impact to the planned improvements and schedule.



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## **Agency Coordination**

Regulatory agencies are often contacted by the owner and/or engineer for the following reasons:

- Determine if a permit is required
- Determine permit conditions and design impact
- Determine submittal requirements such as forms, drawings, specifications, calculations, signature type, hardcopy or digital, file size limits, formats, etc.
- Obtain reference information
- Confirm status of current permits
- Inquire about potential future changes in regulations or submittal requirements
- Accelerate review time

Prior to contacting an agency, a consulting engineer should confirm with owner if it is acceptable to discuss project details with the agency and if the owner wants to be invited to any meetings or phone discussions. If the client wants to keep the project confidential at this time, a general inquiry can be made without divulging the project location or client/owner name.

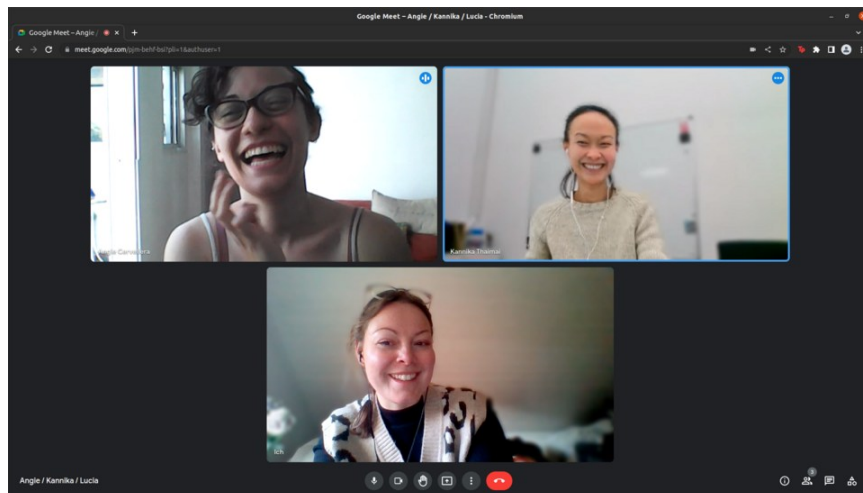


Figure 1: Virtual conference call, which is common for agency coordination.

Source: [https://commons.wikimedia.org/wiki/File:Virtual\\_Meeting.png](https://commons.wikimedia.org/wiki/File:Virtual_Meeting.png)

The permit tracking log should be updated. See the example in Figure 2 and the excel file provided with the course. The log should be updated regularly and in each step of the permit process.



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Permit Name	Agency	Submittal Date		Resubmittal Date		Approval Date		Status and Notes
		Projected	Actual	Projected	Actual	Projected	Actual	
Zoning Permit	City Dept of Community Development	-	3/11/2025	-	4/18/2025	-	6/14/2025	Height restriction variance
Site Plan Approval	City Dept of Community Development	-	4/18/2025	-	5/21/2025	-	6/14/2025	Sidewalk added
County Planning Approval	County Planning Dept	-	4/3/2025	-	4/18/2025	-	6/6/2025	Sidewalk added, road widening, survey submitted
Road Opening Permit	County Dept of Highways	-	4/18/2025	-	N/A	-	5/22/2025	Driveway and sidewalk improvements
Soil Erosion Control Approval	City Dept of Community Development	-	4/18/2025	-	N/A	-	6/1/2025	
Tree Removal Permit	City Dept of Community Development	-	3/11/2025	-	5/21/2025	6/21/2025	-	Comments received on 5/02/2025
Industrial Pretreatment Modification	County Utility Authority	-	2/5/2025	-	4/4/2025	-	5/14/2025	Sent request letter with description of system and changes
Building Permit "Dry Run"	City Building Dept	-	2/12/2025	-	N/A	-	3/11/2025	Preliminary review of draft plans, comments received and addressed
Building Permit & Trade Permits	City Building Dept	-	3/18/2025	-	5/29/2025	7/2/2025	-	Includes trade permits: Mechanical, Electrical, Plumbing, Fire Protection

Figure 2: Example Permit Tracking Log with all but two permits obtained (tree removal and building permits)

Source: Author



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**Document Preparations**

Often this step requires the most engineering effort. Each permit requires a unique set of forms and engineering documents to be submitted. Some permits are simple forms while others require multiple signed and sealed documents. Sometimes what seems like a simple question on a form can take hours of investigation and discussion, since providing inaccurate information can trigger additional permit submittals and impact final permit conditions.

Prior to preparing the documents, the anticipated effort should be reviewed with the engineers involved, especially if they have relevant experience. It is very difficult to estimate the number of hours and timeframe required to complete permit document preparation activities. Often consultant contracts will include a time-and-materials not-to-exceed budget for permitting (rather than lump sum), to account for potential unknowns that are discovered in the process of completing the forms and documents.



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## **Signing and Sealing**

Usually permit submittals require one or more signatures and some require a responsible engineer to sign and seal. Some, but not all, permit applications require a licensed professional engineer to sign and seal an application form or the attached documents (reports, plans, specifications, calculations, etc.).

Most applications require a signature from the owner, such as a principal officer of a company (president, vice-president, secretary, or treasurer). Some require a signature from the installation contractor (principal officer). If there are multiple people signing the same document, the signing process should be coordinated in advance. It is important to decide on an acceptable form of signature, such as the following:

- Ink signature
- Scan of ink signature
- Cursive text in a digital document
- Inserted image of signature in a digital document
- Digital signatures (e-signature that is backed by a digital certificate, such as in Adobe or Bluebeam Revu), see Figure 3

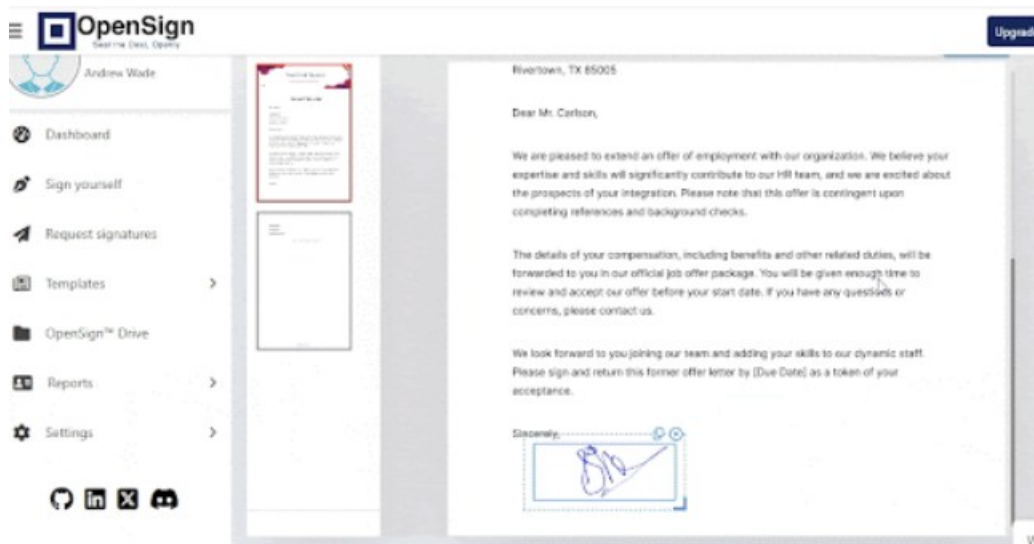


Figure 3: Example digital signature being added.

Source: [https://upload.wikimedia.org/wikipedia/commons/7/71/OpenSign\\_Digital\\_Signature.gif](https://upload.wikimedia.org/wikipedia/commons/7/71/OpenSign_Digital_Signature.gif)

For many permits, the owner (principal officer) can sign a statement allowing an engineer to be an authorized agent to sign on behalf of the owner. See Figure 4.



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**SAMPLE AGENT AUTHORIZATION FORM**

PROPERTY LEGAL DESCRIPTION:

LOT NO. \_\_\_\_\_ PLAN NO. \_\_\_\_\_ PARCEL ID: \_\_\_\_\_

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

Please print:  
Property Owner: \_\_\_\_\_  
Property Owner: \_\_\_\_\_

The undersigned, registered property owners of the above noted property, do hereby authorize  
\_\_\_\_\_, of \_\_\_\_\_  
(Contractor / Agent) (Name of consulting firm)

to act on my behalf and take all actions necessary for the processing, issuance and acceptance of this permit or certification and any and all standard and special conditions attached.

Property Owner's Address (if different than property above):  
\_\_\_\_\_

Telephone: \_\_\_\_\_

We hereby certify the above information submitted in this application is true and accurate to the best of our knowledge.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

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

Figure 4: Example agent authorization form allowing an engineer to sign permit applications on behalf of the owner.

Source: Author



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### **Permit Submittals & Reviews**

This step involves the actual submittal to the regulatory agency. The documents may be sent via email, uploaded, mailed hardcopy, in person hardcopy, or some combination. Digital submittals via upload to an agency site are becoming more common. See Figure 5 for an example.

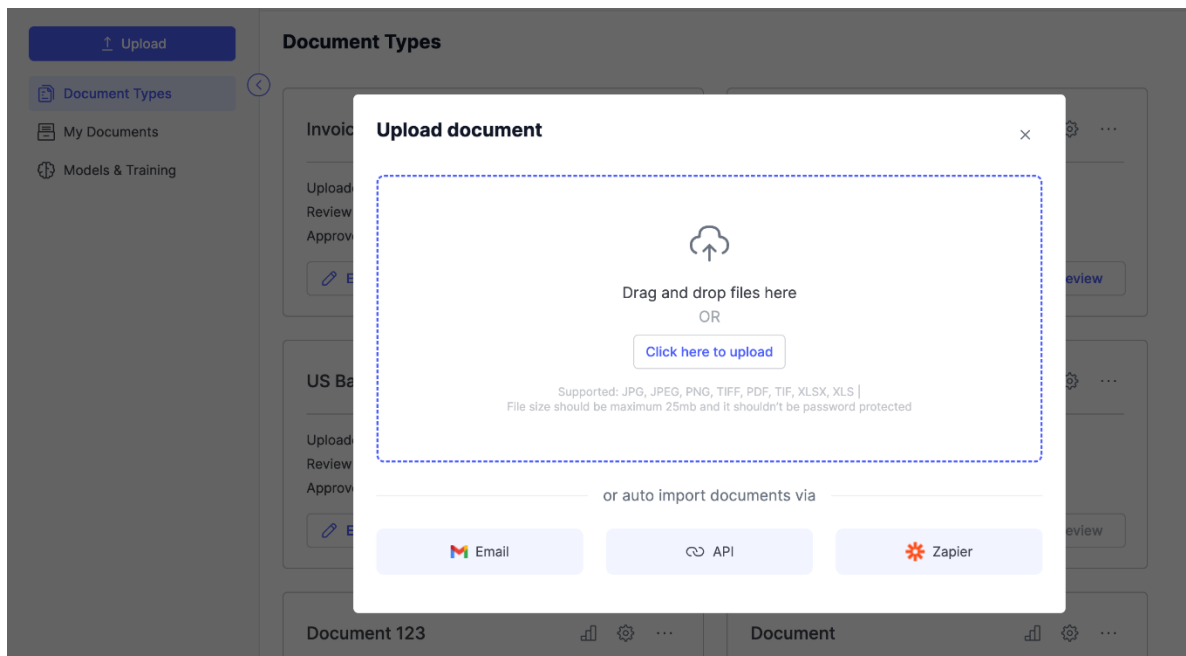


Figure 5: Example upload site similar to many agency sites for permit submittals.

Source: [support.docsumo.com/docs/uploading-documents](https://support.docsumo.com/docs/uploading-documents)

When submitting multiple documents, it is helpful to create a cover letter or letter of transmittal with a list of the documents being submitted and the date of the submittal. See Figure 6 for an example cover letter.



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June 30, 2025

Department of Health  
Environmental Engineering Section  
Address

Subject: Request for clearance to place into service  
I.D. Number: XXXX  
Permit Number: XXXX  
Project Name: Pipeline Improvements  
Project Location: Address

To whom it concerns:

ACME Consulting is hereby requesting to place into service the 24" Water Main at Address. Disinfection activities were witnessed by XXX XXXXX, P.E. of ACME Consulting. Disinfection and bacteriological testing were performed in accordance with State Code XXX, and AWWA C651. The following documents are hereby submitted:

1. Form XXX (Request for Clearance to Place Water Component into Service) (2 copies)
2. Pressure Test Reports
3. Disinfection Plan and Materials
4. Disinfection Test Reports
5. Microbial Laboratory Test Reports (Day 1 and Day 2)
6. Record drawings

Please review this submitted information and confirm with us at your first available opportunity that we may place these components into service. If you have any further questions or comments, please contact me at (XXX) XXX-XXXX.

Sincerely,

XXX XXXXX, P.E.

cc: Client

Figure 6: Example cover letter to regulatory agency with list of documents being submitted to obtain approval to place a water main into service.

Source: Author



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Regulatory agencies typically have published “review times”, which are the maximum number of days the agency has to complete each review. Some agencies will also list a “projected review time” based on current workload or historical time frames. If the agency finds significant deficiencies, a resubmittal is normally required, which can restart the clock on the review time. The unknown number of resubmittals makes it difficult to estimate when the final approval will be obtained. Coordinating with the agency prior to each submittal, including talking through all the documents planned for submittal, can minimize the number of resubmittals.

A public hearing or public notices (signs or newspaper ads) are sometimes required to inform and gain input from the public for the planned improvements, potential community impacts, and potential environmental impacts. Specialty consultants are often brought in to manage the public interface for the project.



	<b>NOTICE OF PUBLIC HEARING AND INTENT TO ADOPT A MITIGATED NEGATIVE DECLARATION</b>
<b>Project Description:</b> [wording to match agenda title and mailed public hearing notice]	
<b>Location:</b> <b>Applicant:</b> <b>File No.:</b>	
<p>A [Mitigated / Negative] Declaration has been prepared for the project to reduce potentially significant adverse impacts on the environment. Prior to the hearing, the project details and environmental documents may be reviewed at, or written comments submitted to, the Permit and Resource Management Department, 2550 Ventura Ave., Santa Rosa, CA 95403-2829.</p>	
<b>For further information contact:</b> [Planner name] at 565-[ ] Or [email address]@sonoma-county.org	
<b>PUBLIC HEARING BODY:</b> [ ] <b>DATE:</b> [ ] <b>TIME:</b> At or after [ ] p.m. <b>LOCATION:</b> Permit and Resource Management Department Hearing Room 2550 Ventura Avenue. Santa Rosa, CA 95403	
	

Figure 7: Example public hearing sign required for City/County General Plan Amendments, Zone Changes, Major Subdivisions, and Use Permits for sites within designated urban service areas.

Source: [permitsonoma.org/instructionsandforms/pjr-097publichearingsign](http://permitsonoma.org/instructionsandforms/pjr-097publichearingsign)



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### **Permit Issuance**

At last, the permit is issued or written approval is obtained. This is a cause for celebration and often a major milestone for the project. However, don't forget the following tasks:

- Respond to the agency that the permit has been received
- Distribute the permit to all relevant parties
- Save a digital copy of the permit in a folder where others have access
- Review the entire permit for accuracy
- Inform the owner/client that you have reviewed the permit and any comments
- Send review comments back to the agency and request a revision, if needed

It is not uncommon for a permit to be issued with spelling mistakes, the wrong project name, or wrong address. Also, permits may include conditions that shouldn't apply for the project and could create an unnecessary burden for the owner. The engineer is expected to identify such issues, which may require a review of regulations to help determine if the conditions apply to the planned improvements. This is all part of an engineer's review of the issued permit.

Some permits will be issued as "draft" with a "public review and comment period". This is typically a 30-day time window to receive any review comments. After this window, if there are no comments, the permit is reissued as final.



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### **Oversight of Permit Conditions**

Engineers are often tasked with helping ensure that permit conditions are being met. Depending on the permit, this could apply during construction, commissioning, or initial operations. Examples are as follows.

#### During Construction:

- NDPEs permit for stormwater discharges from construction activities
- Dewatering permit
- Disinfection of drinking water components
- Special inspections and testing
- Elevation certificates
- Deferred submittals
- Building permit modification/review for any drawing revisions

#### Commissioning:

- Final report of special inspections
- Baseline monitoring report
- Record drawing submittals
- Permit close-outs (see next section)

#### Initial Operations:

- Monthly compliance monitoring reports
- Annual compliance report
- Permit renewals
- Permit modifications, if changes are needed



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**Permit Closure**

Some permits require the submittal of a “request for permit closure” when the associated work is done or conditions no longer apply. See Figure 8 for an example.

Many permits don't require a permit closure submittal since the permit expires after a set time period or the permits ceases based on certain conditions, like when the work is complete.

Often a final inspection and/or record drawings are needed to close a permit. Sometimes a fee needs to be paid.

If a permit is not closed out (and it requires being closed), there are possible repercussions, such as:

- Fines
- Demolition of unpermitted work
- Complications with insurance
- Reduction in revenue from a future property transaction
- Restriction from obtaining future permits



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**Erosion and Sediment Control Permit Closure Checklist**

ESC Permit Number: 45 ESC Supervisor: \_\_\_\_\_

ESC Permit Address: \_\_\_\_\_ Date Inspected: \_\_\_\_\_

*Closure requests must include this checklist plus a site plan marked up by the inspector indicating all the areas/structures that were inspected before the closure will be processed.*

ESC Permit type must meet the below closure criteria before requesting closure	Verified	N/A
Land Development related works (Off-site)		
<p><i>* Completion of <u>all</u> works on public lands under the Servicing Agreement, including the final buildout of 90% of the lots created under the subdivision. Excludes newly created lots that are 2000 sq. or larger.</i></p> <p><i>When the number of lots is less than 10, 90% will be deemed achieved when all the lots are fully landscaped except for one (1) lot. When 90% results in a fraction of a lot, round up/down.</i></p> <p><i>*All adjacent areas impacted by the works have been remediated.</i></p>		
On-site ESC Permit (i.e. Building permits, Soil Permits, etc.)		
<p><i>* 100% stabilization<sup>†</sup> of all erodible soils and the land is being used for the intended purpose.</i></p> <p><i>*All adjacent areas impacted by the works have been remediated.</i></p>		

	Checked	N/A
Roads and Lanes		
<p><i>* Paved surfaces are swept</i></p> <p><i>* Gutter lines are swept and free of debris</i></p> <p><i>* Road shoulders are stabilized</i></p> <p><i>* Areas around drainage inlets are free of sediment accumulation</i></p>		
Park Areas		
<p><i>*All loose gravel removed - mower hazard</i></p> <p><i>* Areas remediated</i></p> <p><i>*No products remaining that could pose a nuisance to park operations and use i.e. mono-filament netting.</i></p>		

*I, the ESC Supervisor, certify that I have physically check the above items and that the ESC Permit is hereby ready for the City to undertake it's Closure inspection.*

Signature:  Date:

Figure 8: Example Permit Closure Form

Source: [www.scribd.com/document/483909540/ESC-Permit-Closure-Checklist-Sept-2020](http://www.scribd.com/document/483909540/ESC-Permit-Closure-Checklist-Sept-2020)



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**Common Permits**

The following tables provide a general summary of common permits encountered by engineers of all disciplines.

Zoning Approval / Land Use Permit			
When to Submit	Example Applications	Documents to Submit	Agency
<ul style="list-style-type: none"> <li>• Preliminary Design</li> <li>• Before Site Plan Review</li> </ul>	<ul style="list-style-type: none"> <li>• New Building</li> <li>• Building Expansion</li> <li>• New Structure</li> <li>• Zoning or conditional use change</li> <li>• Non-conformities with zoning ordinance</li> <li>• Variance requested</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Checklist</li> <li>• Site plans with setbacks, areas, and other dimensions</li> <li>• Landscape plan</li> <li>• Building elevations</li> <li>• Easements identified</li> <li>• Other attachments</li> </ul>	<ul style="list-style-type: none"> <li>• Municipality (City, Town)</li> <li>• County (unincorp.)</li> </ul>

Submittal Requirement Checklist	
<i>Submit digital copies of all required documents. Hard copies of some documents may be required.</i>	
<b>A. GENERAL INFORMATION</b>	
<input type="checkbox"/>	Zoning Permit Application completely filled out
<input type="checkbox"/>	Copy of an approved Certificate of Appropriateness (COA) if located within the DD Overlay District or within a Historic District
<input type="checkbox"/>	Any additional information determined to be necessary by the Planning Department staff
<input type="checkbox"/>	Details required in Use-Specific Standards City Code Section 40.2-217
<input type="checkbox"/>	Floor plan of building or structure
<input type="checkbox"/>	Proposed square footage of the use
<b>B. PARKING PLAN</b>	
<input type="checkbox"/>	Uses with four (4) or more parking spaces must submit a parking plan. Submit drawing of parking layout on separate sheet. For details, see City Code Section 40.2-301.
<b>C. FOR NEW CONSTRUCTION</b>	
<i>All of the following information must be provided on a physical survey. Submit survey on separate sheet.</i>	
<input type="checkbox"/>	Acreage and square footage of the site
<input type="checkbox"/>	Front yard, side yard, and rear yard setbacks (corner/end side yard setbacks if applicable)
<input type="checkbox"/>	All easements with dimensions and designation as to type
<input type="checkbox"/>	Footprints of all existing and proposed buildings, elevated decks, and covered porches, and accessory structures
<input type="checkbox"/>	Location and description of all existing man-made structures and site features (including utilities, monuments, etc.) both above and below ground
<input type="checkbox"/>	Existing and proposed locations, types, and sizes of all water, sanitary sewer, storm sewer, gas, telephone, power and other utility lines and meters, easements and any other utilities associated with a new building (includes above ground utilities and grades and computations where appropriate)
<input type="checkbox"/>	Proposed building height(s) in feet and number of floors (if applicable)
<input type="checkbox"/>	Amount of fenestration on the ground floor and upper floor front façade areas of a commercial building (if applicable) See City Code Section 40.2-217(2)(g) for details.
<input type="checkbox"/>	Location of vehicular site access and off-street parking areas including number of spaces (if applicable) See City Code Section 40.2-301 for details.
<input type="checkbox"/>	Location of all trash collection areas, including dumpster pads and screening features (if applicable) See City Code Section 40.2-304(F) for details.
<input type="checkbox"/>	Location, size, and species of any required landscaping and screening (if applicable) See City Code Section 40.2-304 for details.
<input type="checkbox"/>	Location, height, and materials of proposed fences or walls (if applicable) See City Code Section 40.2-305 for details.

**Figure 9: Example Zoning Permit Application Checklist**

Source: [www.portsmouthva.gov/DocumentCenter/View/113/Zoning-Permit-Form-NEW-FILLABLE-PDF?bidId=](http://www.portsmouthva.gov/DocumentCenter/View/113/Zoning-Permit-Form-NEW-FILLABLE-PDF?bidId=)



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Site Plan Approval			
When to Submit	Example Applications	Documents to Submit	Agency
<ul style="list-style-type: none"> <li>Preliminary or Detailed Design</li> <li>After survey and site layout established</li> <li>Often before detailed design of non-civil disciplines</li> </ul>	<ul style="list-style-type: none"> <li>New Building</li> <li>Building Expansion</li> <li>New Structure</li> <li>Significant aboveground features</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Checklist</li> <li>Drawings for Site Plan, Demo, Paving, Grading, Drainage, Erosion Control, Landscaping, &amp; Lighting</li> <li>Boundary &amp; Topo Survey</li> <li>Easements</li> <li>Setbacks and areas</li> <li>Drainage calculations</li> <li>Other attachments</li> </ul>	<ul style="list-style-type: none"> <li>Municipality (City, Town)</li> <li>County (unincorp.)</li> </ul>

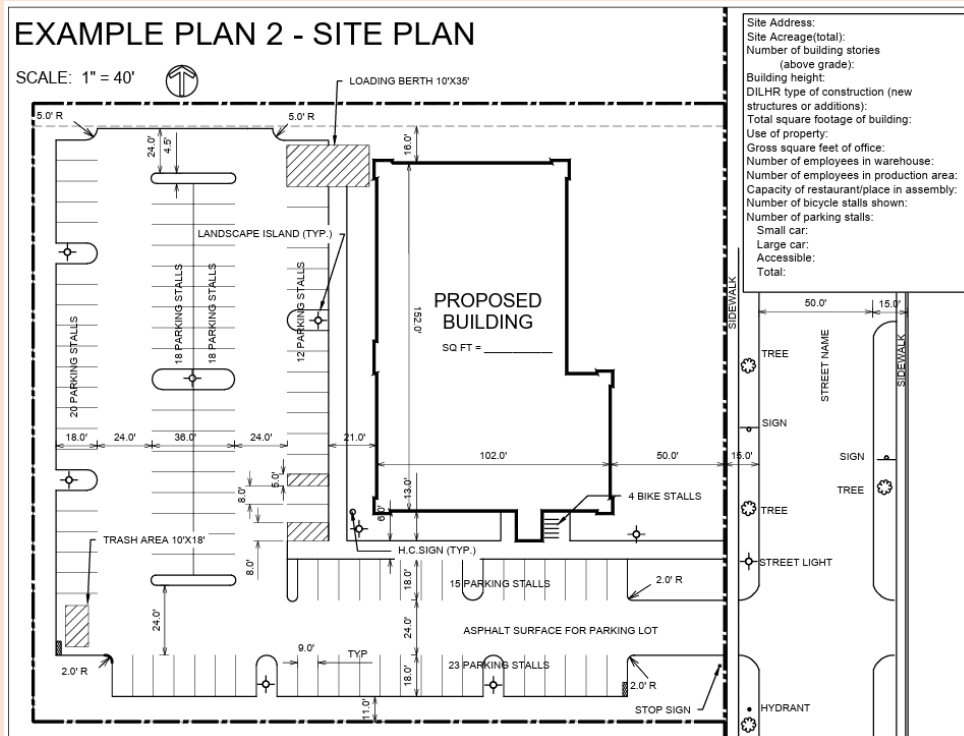


Figure 10: Example Site Plan Drawing

Source: [www.cityofmadison.com/development-services-center/other-residential/site-plan-review](http://www.cityofmadison.com/development-services-center/other-residential/site-plan-review)



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Fire Protection Plan Review / Fire Marshal Approval			
When to Submit	Example Applications	Documents to Submit	Agency
<ul style="list-style-type: none"> <li>• Preliminary or Detailed Design</li> <li>• Often part of the Building Permit review process</li> </ul>	<ul style="list-style-type: none"> <li>• Fire suppression system design (sprinklers, foam, clean agent, dry-chemical, etc.)</li> <li>• Fire main or piping modifications</li> <li>• Fire alarm design</li> <li>• New building or structure</li> <li>• Significant renovations</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Drawings with fire mains, risers, fire pumps, valves, backflow, suppression system, fire alarm &amp; controls</li> <li>• Other attachments</li> </ul>	<ul style="list-style-type: none"> <li>• Municipality (City, Town)</li> <li>• County (unincorp.)</li> <li>• State (if central authority)</li> </ul>



Checklist for Fire Suppression and Fire Alarm Plan Review  
 Summary Sheet

**Section 1. Electronic plan reviews can be submitted online at: <https://esla.wi.gov/PortalCommunityLogin>. Paper plan submittals are no longer accepted by the Department.**

*This form shall be included in the "Additional Supporting Documentation" attachment of the online application.*

**Project name and/or DIS-xxx #:** \_\_\_\_\_

Check all that are applicable: Plan Type:  New  Addition/Alteration  Alteration  
 Revision to Previously Approved plan where approved construction has not been completed – Previous ID # (CB-xxx, DIS-xxx, etc.): \_\_\_\_\_  
 Extension to an approved plan  Follow-up of a denial within 8 months

**Complete set of plans and full payment are required at time of application submittal.**

**Requesting plan review for:** (Check all that are applicable)

Fire Suppression Review  Fire Alarm / Detection Review  Underground Private Fire Service Main Review

**Section 2. PLAN SUBMITTAL REQUIREMENTS.**

**PLAN SUBMITTAL SHALL INCLUDE THE FOLLOWING IN ACCORDANCE WITH CODE SECTION SPS 361.31.**

A complete set of fire suppression or fire alarm plans and supporting documents. Incomplete submittals will be rejected. **Please check the boxes below to ensure your plan submittal is complete.** Plans shall be legible and to scale. Plans are required to be submitted in accordance with the submitter instructions requirements. For more information, refer to the [Fire Suppression](#) or the [Fire Alarm](#) plan submittal guidelines.

**FIRE SUPPRESSION PLANS**

- N/A
- Required Supervising Professional signature if entire building exceeds 50,000 **cubic** feet of volume. This signature is required for Stand-Alone Plan Submittals with no previous related building transaction ID. Please follow the link to this document to be signed: [Third Party Signature Page](#). Have a properly credentialed individual sign as the Supervising Professional and include this signature page with your submittal.
  - Properly signed/sealed Title Sheet with a plan sheet Index.
  - Complete fire suppression plans.
  - Hydraulic calculations. Include if applicable.
  - Material product data sheets.  
  High-piled combustible storage [SPS 362.0202(1)] or High-hazard Group H occupancies [IBC 307], detailed information shall be provided to clearly depict the parameters used for establishing the design criteria. Our agency offers a worksheet here: [Fire Suppression Storage & High Hazard Worksheet](#) to assist in preparing your submittal. Include if applicable.

Figure 11: Example fire protection plan review application.

Source: [dspd.wi.gov/Documents/Programs/FireSuppressionAlarm/ChecklistFireSuppressionFireAlarmPlanReviewChecklist.pdf](https://dspd.wi.gov/Documents/Programs/FireSuppressionAlarm/ChecklistFireSuppressionFireAlarmPlanReviewChecklist.pdf)



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Building / Construction Permit			
When to Submit	Example Applications	Documents to Submit	Agency
<ul style="list-style-type: none"> <li>Preliminary or Detailed Design</li> <li>Often part of the Building Permit review process</li> </ul>	<ul style="list-style-type: none"> <li>Any planned construction</li> <li>Common Exceptions:               <ul style="list-style-type: none"> <li>Minor residential renovations</li> <li>Accessory structures below 150 sq ft (sheds)</li> <li>Temporary tents &amp; signs</li> <li>Some agricultural and recreational structures</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Drawings</li> <li>Specifications</li> <li>Structural calculations</li> <li>Energy calculations</li> <li>Geotechnical report</li> <li>Special inspection form</li> <li>Other attachments</li> </ul>	<ul style="list-style-type: none"> <li>Municipality (City, Town)</li> <li>County (unincorp.)</li> <li>State (if central authority)</li> </ul>

		Applicant Use	<b>Project Intake Completeness Checklist</b>		Staff Use Only		
		Included	N/A			Included	Missing
PDF # 1 - Application	<b>PDF #1 - All city applications and checklists combined into one (1) single PDF by applicant.</b> File to be named: Address_Permit#_PC1_CityApp						
			Commercial Project Building Permit Submittal Checklist		This Form		
			<a href="#">Permit Application</a>				
PDF #2 - Plans	<b>PDF #2 - All plan sheets combined and in order on one (1) single PDF by applicant</b> File to be named: Address_Permit#_PC1_Plans						
			100% Complete Construction Drawings and Specifications, cross-referenced and coordinated among all disciplines				
PDF #3 - Supporting Documents	<b>PDF #3 - Supporting documents on one (1) single PDF with cover page by applicant</b> File to be named: Address_Permit#_PC1_SupDocs						
			Cover Sheet for Supporting Documents (filled out by applicant)		<a href="#">Click here for link</a>		
			Geotechnical Investigations - Reporting CBC 1803.6 TBD by EOR				
			Structural/Engineering Calculations (if applicable)				
			T24's - Energy Code Compliance Documentation (if applicable)				
			Truss Calculations and Shop Drawings (if applicable)				
			Hazardous material declaration: List type & quantities of chemicals stored on site.				
			South Tahoe Public Utility District (STPUD) Letter of Approval		<a href="#">Click here for sample</a>		
			Liberty Letter of Approval or stamps on plans (if applicable)				
			Food equipment cut sheets (for food service facilities)				
PDF #4 - Planning Documents	<b>PDF #4 - Planning supporting documentation (such as conditions) on one (1) single PDF by applicant</b> File to be named: Address_Permit#_PC1_PLNG						
			Copy of Acknowledged Planning Approval (if applicable)				
			MWELo forms (projects proposing to rehabilitate landscaping)		<a href="#">Click here for link</a>		
			Proof of Commodity Transfer Completion				

Figure 12: Example Building Permit Application Checklist

Source: <https://www.cityofslt.us/DocumentCenter/View/7727/Commercial-Checklist-Fillable-Form?bidId=>



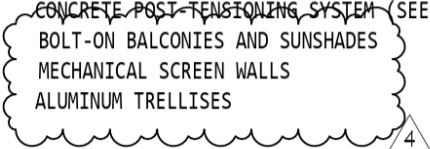
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Deferred Submittal Approval			
When to Submit	Example Applications	Documents to Submit	Agency
<ul style="list-style-type: none"> <li>• After Initial Building Permit Submittal</li> <li>• Design elements incomplete at the time of permit application</li> <li>• Per IBC, list deferred submittals on plans or specs</li> </ul>	<ul style="list-style-type: none"> <li>• Prefabricated structural items (stairs, handrails, guarding, grating, canopies, awnings, etc.)</li> <li>• Precast concrete items</li> <li>• Pre-engineered buildings</li> <li>• Fire suppression systems</li> <li>• Specialty roof designs</li> <li>• Storage racks</li> <li>• Tanks and vessels</li> </ul>	<ul style="list-style-type: none"> <li>• Shop drawing submittal approved by design Engineer</li> <li>• Drawings</li> <li>• Specifications</li> <li>• Structural calculations</li> </ul>	<ul style="list-style-type: none"> <li>• Submit to same agency as Building Permit</li> </ul>

13. DEFERRED SUBMITTALS SHALL BE DESIGNED BY AN ENGINEER REGISTERED IN THE STATE OF WASHINGTON. THE COMPONENT DESIGNER SHALL BE A REGISTERED STRUCTURAL ENGINEER IF REQUIRED BY THE BUILDING OFFICIAL OF THE LOCAL JURISDICTION. BUILDING COMPONENT SUBMITTALS SHALL INCLUDE THE DESIGNING PROFESSIONAL ENGINEER'S STAMP AND SHALL BE APPROVED BY THE COMPONENT DESIGNER PRIOR TO CURSORY REVIEW BY THE ENGINEER OF RECORD FOR LOADS IMPOSED ON THE BASIC STRUCTURE. THE COMPONENT DESIGNER IS RESPONSIBLE FOR CODE CONFORMANCE INCLUDING ACCOMMODATION FOR STRUCTURAL DISPLACEMENT PER ASCE 7-10 SECTION 13.3.2. AND ALL NECESSARY CONNECTIONS NOT SPECIFICALLY CALLED OUT ON ARCHITECTURAL OR STRUCTURAL DRAWINGS. DEFERRED SUBMITTALS SHALL INDICATE MAGNITUDE AND DIRECTION OF ALL LOADS IMPOSED ON BASIC STRUCTURE. DESIGN CALCULATIONS SHALL BE INCLUDED IN THE SUBMITTAL. THE CONTRACTOR SHALL FORWARD DEFERRED SUBMITTALS TO THE BUILDING OFFICIAL WHERE REQUIRED.

THE FOLLOWING BUILDING COMPONENTS SHALL BE DEFERRED SUBMITTALS FOR THIS PROJECT:

- PREFABRICATED METAL STAIR SYSTEMS
- SEISMIC HOLD-DOWN SYSTEM (SEE NOTE 52)
- ~~CONCRETE POST-TENSIONING SYSTEM (SEE POST-TENSIONING NOTES 22/S340)~~
- BOLT-ON BALCONIES AND SUNSHADES
- MECHANICAL SCREEN WALLS
- ALUMINUM TRELLISES



**Figure 13: Example Deferred Submittals List on a Structural Notes Drawing**

Source: <https://permits.kirklandwa.gov/WebDocs/2018062519/f3ce1051-85f8-4058-b5d0-d759d607f1c2.pdf>



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Air Permit / Air Pollution Control Permit			
When to Submit	Example Applications	Documents to Submit	Agency
<ul style="list-style-type: none"> <li>Preliminary or Detailed Design</li> </ul> <p>Title V = Major Source Permit, &gt;100 tons/yr</p> <p>Non-Title V = Minor Source Permit</p>	<ul style="list-style-type: none"> <li>Construction Air Permits</li> <li>Operating Air Permits (existing facilities)</li> <li>Industrial facilities, chemical plants, oil refineries, metal manufacturing, asphalt plants, dry cleaners, paint booths, ovens, dryers, engines, standby generators, and incinerators</li> <li>&gt;10 tons/yr of an air pollutant</li> <li>&gt;25 tons/yr total air pollutants</li> </ul>	<ul style="list-style-type: none"> <li>Application &amp; Forms</li> <li>Emissions data, calculations, and/or modeling results</li> <li>Equipment data sheets w/ emissions</li> <li>Drawings</li> <li>Specifications</li> <li>Maintenance and Monitoring Plan</li> </ul>	<ul style="list-style-type: none"> <li>State or local environmental agency</li> <li>EPA for Title V, if no state/local authority granted</li> </ul>

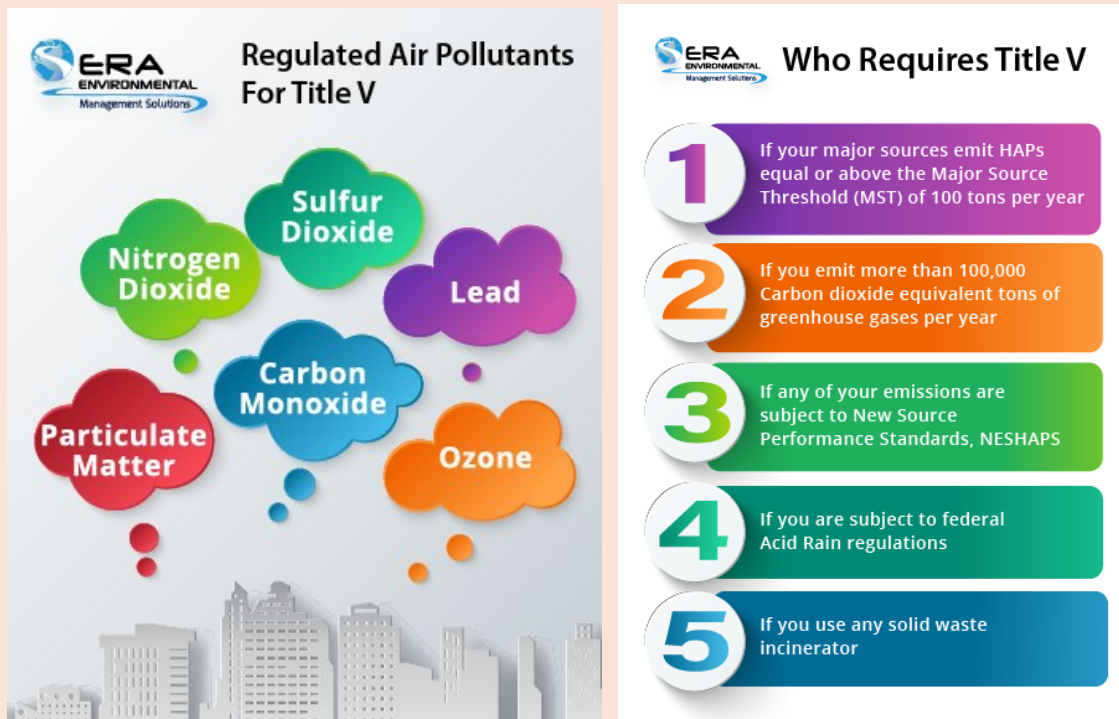


Figure 14: Overview of when a Title V (major) air permit is needed

Source: <https://www.era-environmental.com/blog/title-v-air-permit>



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Stormwater Permit			
When to Submit	Example Permit Types	Documents to Submit	Agency
<ul style="list-style-type: none"> <li>Preliminary or Detailed Design</li> </ul>	<ul style="list-style-type: none"> <li>NPDES General Permits:               <ul style="list-style-type: none"> <li>Multi-Sector General Permits (MSGP) for industrial sectors</li> <li>Construction General Permits (CGP) for construction sites</li> <li>Municipal Separate Storm Sewer Systems (MS4), small, Phase II</li> </ul> </li> <li>NPDES Individual Permits:               <ul style="list-style-type: none"> <li>Industrial Activities</li> <li>Construction Activities, Phase II (&gt;1 acre)</li> <li>MS4 (Traditional or Transportation), Phase I (population &gt;100,000)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Application &amp; Forms (Notice of Intent)</li> <li>Stormwater Pollution Prevention Plan (SWPPP)</li> <li>Stormwater management plan (SWMP)</li> <li>Civil Drawings with drainage details</li> <li>Erosion and Sediment Control Plan</li> <li>Proposed BMPs</li> <li>Drainage calculations</li> <li>Estimated flow and pollutant concentrations and/or loads</li> </ul>	<ul style="list-style-type: none"> <li>State environmental agency</li> <li>EPA if state does not have NPDES program authorization</li> </ul>

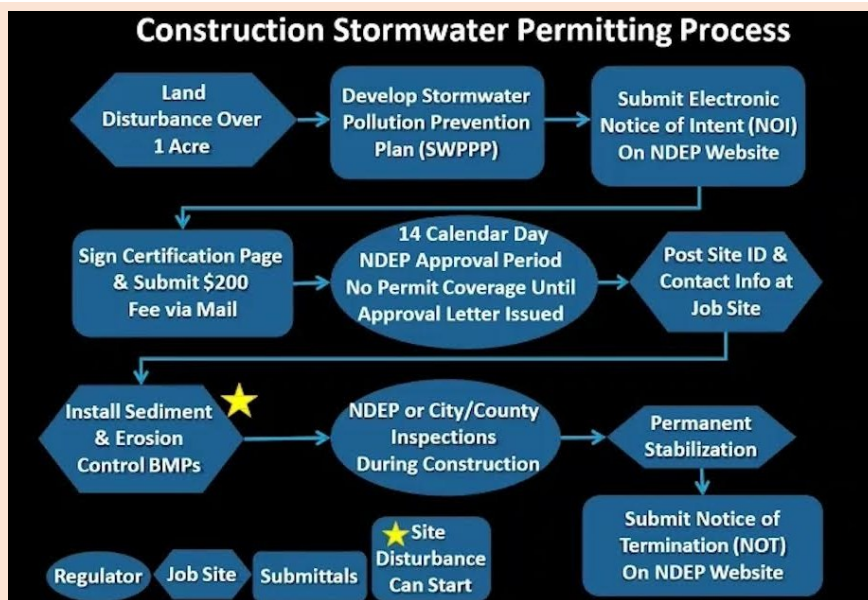


Figure 15: Example permit process for an NPDES individual construction permit, Phase II.

Source: <https://tmstormwater.com/>



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Utility Connection Permit			
When to Submit	Example Applications	Documents to Submit	Agency
<ul style="list-style-type: none"> <li>• During Design</li> <li>• Same time as Building Permit Application</li> <li>• Early During Construction</li> </ul>	<ul style="list-style-type: none"> <li>• Electricity, Natural Gas, Potable Water, Fire Water, Reclaim Water, Sewer, Phone, Internet</li> <li>• Meter setting</li> <li>• Connection in right-of-way</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Account number</li> <li>• Drawings</li> <li>• Demand requirements (flow, pressure, amps, etc.)</li> <li>• Excavation permit</li> <li>• Encroachment permit</li> </ul>	<ul style="list-style-type: none"> <li>• Municipal Utility Department</li> <li>• County Utility Department</li> <li>• Utility Cooperative</li> <li>• Utility Company</li> </ul>

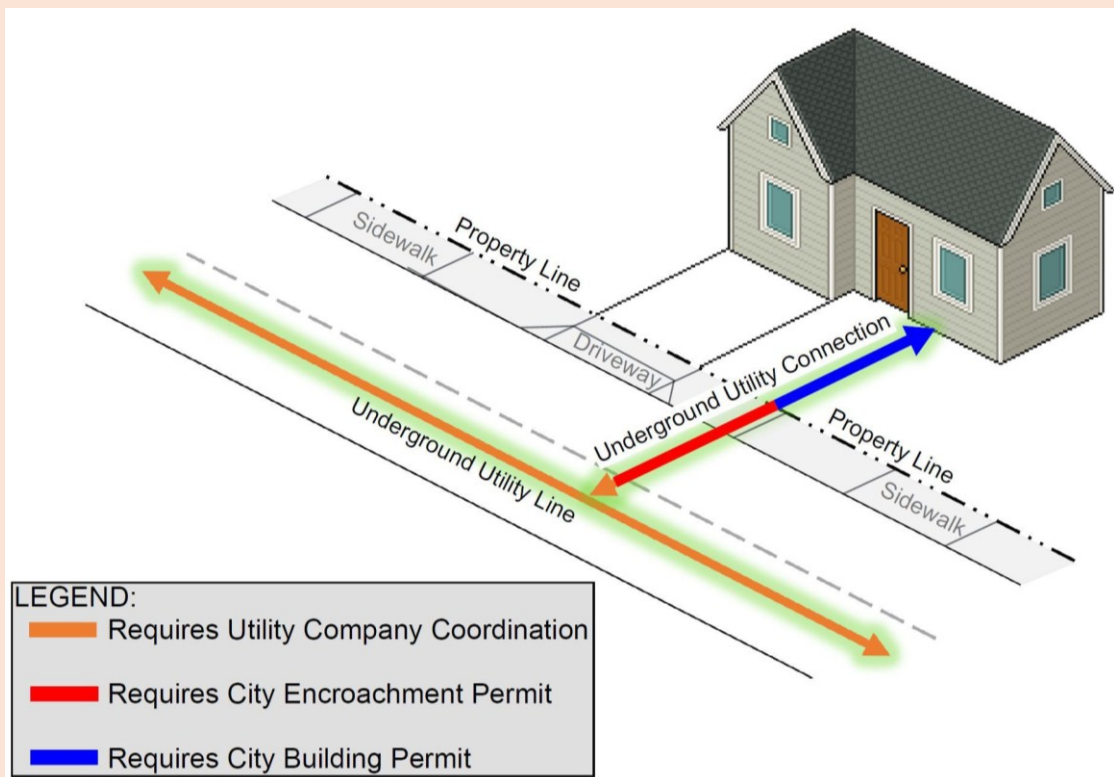


Figure 16: Typical utility line with private connection line that is partially in the right-of-way.

Source: [www.cityofmarina.org/944/Encroachment-Permits](http://www.cityofmarina.org/944/Encroachment-Permits)



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Right-of-Way / Encroachment Permit			
When to Submit	Example Applications	Documents to Submit	Agency
<ul style="list-style-type: none"> <li>• During Design</li> <li>• Same time as Building Permit Application</li> </ul>	<ul style="list-style-type: none"> <li>• Driveway approach</li> <li>• Parking or striping</li> <li>• Asphalt cutting</li> <li>• Landscaping</li> <li>• Storm drainage</li> <li>• Temporary traffic control</li> <li>• Sign, guardrail, fence</li> <li>• Curb &amp; gutter changes</li> <li>• Utility work</li> <li>• Bike path, ramp, sidewalk</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Drawings</li> <li>• Traffic control plan</li> <li>• Drainage plan</li> <li>• Erosion and sediment control plan</li> <li>• Survey with easements and property lines</li> <li>• Utility approval</li> <li>• Environmental approval</li> </ul>	<ul style="list-style-type: none"> <li>• Municipality (local road)</li> <li>• County (highway)</li> <li>• State Transportation Dept. (state highway or freeway)</li> </ul>


	<h2 style="margin: 0;">ENCROACHMENT PERMIT APPLICATION</h2> <p style="margin: 0;">County of Tehama Department of Public Works          9380 San Benito Ave. Gerber, CA 96035          Phone: (530) 385-1462 Fax: (530) 385-1189</p>	
	<p style="margin: 0; font-size: small;">All information except signature must be typed or legibly printed</p> <p style="margin: 0; font-weight: bold;">NOTIFY COUNTY 2 WORKING DAYS BEFORE WORK IS TO BE STARTED</p>	
<b>PROPERTY OWNER</b>	Assessor's Parcel Number (Required):	Property Owner's Name:
	Phone:	Property Address:
	Mailing Address (If Different):	Email Address:
<b>WORK PERFORMED BY</b>	Work will be performed by: <input type="checkbox"/> Contractor <input type="checkbox"/> Property Owner	Contractor's Name:
	Phone:	Address:
	Email:	
	Contractor's License Number:	Certificate of Insurance currently on file with Department? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Applicant is: <input type="checkbox"/> Property Owner <input type="checkbox"/> Property Owner's Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Other: _____	
I / WE, the undersigned, hereby apply to the County of Tehama for an encroachment permit to do the following work under or over the County roads and highways, all in accordance with County ordinances and general laws.		
Signature: _____		Date Signed: _____
<b>LOCATION</b>	Road affected: _____ Address APN#: _____	
	Time and Duration of Encroachment: <input type="checkbox"/> Permanent Encroachment <input type="checkbox"/> Temporary: From _____ To _____	
	Type of Encroachment:	
	<input type="checkbox"/> Driveway <input type="checkbox"/> Culvert <input type="checkbox"/> Other: _____ <input type="checkbox"/> Fence <input type="checkbox"/> Pipe/Pipeline <input type="checkbox"/> Sign/Billboard <input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Mobile Home <input type="checkbox"/> Multiple Dwelling(3 or more units) <input type="checkbox"/> Private Road Connection <input type="checkbox"/> Commercial <input type="checkbox"/> Landscaping <input type="checkbox"/> Parades/Celebrations <input type="checkbox"/> Public Road Connection <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural Approach <input type="checkbox"/> Sidewalks/Curbs/Gutters	
	Site Plans Attached: <input type="checkbox"/> YES <input type="checkbox"/> NO	

Figure 17: Example encroachment permit application.

Source: [tcpw.ca.gov/engineering-division/permits/encroachment-permits/](http://tcpw.ca.gov/engineering-division/permits/encroachment-permits/)



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Tree Removal Permit			
When to Submit	Example Applications	Documents to Submit	Agency
<ul style="list-style-type: none"> <li>• During Design</li> <li>• Same time as Building Permit Application</li> </ul>	<ul style="list-style-type: none"> <li>• Site work with tree demolition or relocation, depending on:               <ul style="list-style-type: none"> <li>○ Municipal ordinance</li> <li>○ Age and diameter</li> <li>○ Protected species</li> <li>○ Native or invasive</li> <li>○ Located along road, trail, or designated area</li> <li>○ Historical significance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Site plan with existing and proposed tree locations</li> <li>• Tree inventory with species and diameters, by certified arborist</li> <li>• Tree replacement plan</li> </ul>	<ul style="list-style-type: none"> <li>• Municipality (City, Town)</li> <li>• County (unincorp.)</li> </ul>

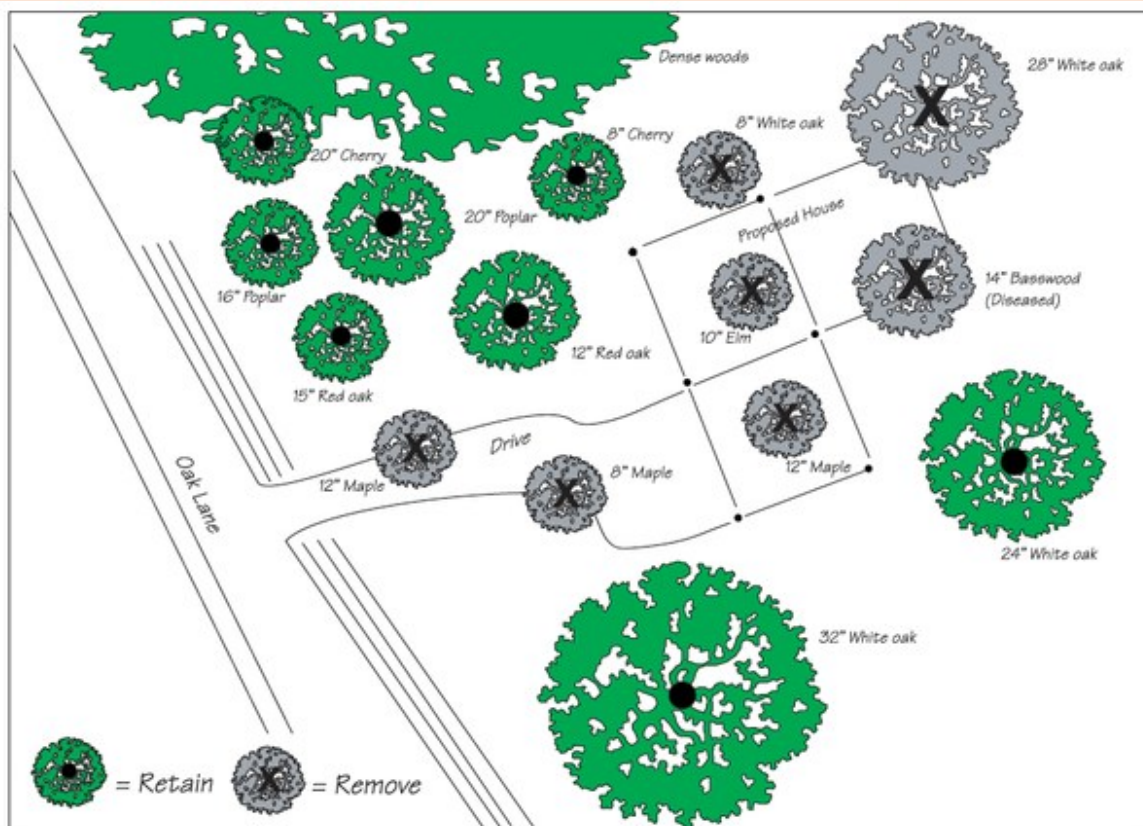


Figure 18: Example site plan with trees to be removed in grey. It is helpful to show and dimension the tree protection zones to protect existing trees.

Source: <https://content.ces.ncsu.edu/construction-and-tree-protection>



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Wetlands Permit			
When to Submit	Example Applications	Documents to Submit	Agency
<ul style="list-style-type: none"> <li>• During Design</li> </ul>	<ul style="list-style-type: none"> <li>• Improvements that extend into designated wetland areas</li> <li>• Temporary or construction staging in wetland areas</li> <li>• Wetland relocation with mitigation banking</li> <li>• Wetland restoration due to past impacts or loss</li> <li>• General Permit (GP) for minor impacts like utility trenching</li> <li>• Individual Permit (IP) for significant or permanent impacts</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Project description or design report</li> <li>• Wetland Delineation Report by Professional Wetland Scientist</li> <li>• Site plan with proposed improvements, drainage, and wetlands</li> <li>• Erosion and sediment control plan</li> <li>• Mitigation banking details (plant and soil removal, preservation, and replacement)</li> </ul>	<ul style="list-style-type: none"> <li>• U.S. Army Corps of Engineers (USACE)</li> <li>• State environmental agency</li> </ul>

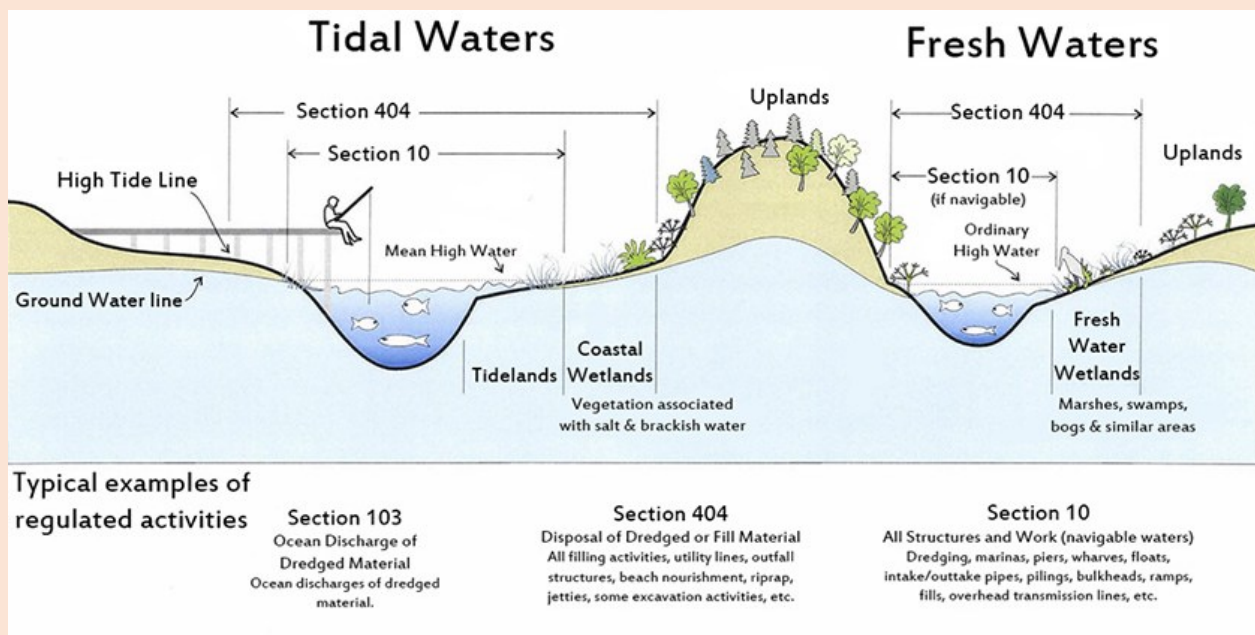


Figure 19: USACE regulatory jurisdiction with wetlands part of Clean Water Act Section 404.

Source: [www.nwp.usace.army.mil/Missions/Regulatory/Jurisdiction/](http://www.nwp.usace.army.mil/Missions/Regulatory/Jurisdiction/)



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Floodplain Development Permit			
When to Submit	Example Applications	Documents to Submit	Agency
<ul style="list-style-type: none"> <li>• During Design</li> </ul>	<ul style="list-style-type: none"> <li>• Improvements (buildings, structures, roads, utilities, grade changes, etc.) that extend into a regulated floodplain or Special Flood Hazard Area</li> <li>• Temporary work or construction staging in a floodplain</li> <li>• Grade restoration due to past impacts in floodplain</li> <li>• Some developments also require a Letter of Map Amendment (LOMA) and/or a Letter of Map Revision (LOMR)</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Project description or design report</li> <li>• Site plan with proposed improvements, contours, drainage, base flood elevation (BFE), and zone</li> <li>• Floor elevations and flood protection details</li> <li>• Foundation plan and details</li> <li>• FEMA Flood Insurance Rate Map (FIRM) reference</li> <li>• Elevation Certificate and Floodproofing Certificate (after construction)</li> <li>• Drainage calculations and/or Floodway Encroachment Analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Federal Emergency Management Agency (FEMA)</li> <li>• Municipality (City, Town)</li> <li>• County (unincorp.)</li> </ul>

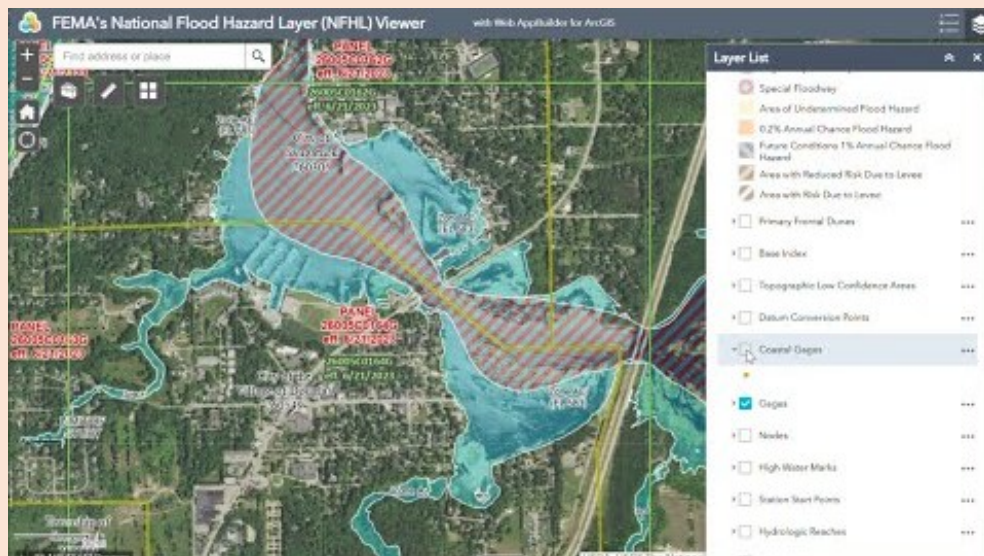


Figure 20: Screenshot from FEMA NFHL viewer with FIRM information

Source: [www.arcgis.com/apps/webappviewer/index.html?id=8b0adb51996444d4879338b5529aa9cd](http://www.arcgis.com/apps/webappviewer/index.html?id=8b0adb51996444d4879338b5529aa9cd)



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Wastewater Discharge Permit			
When to Submit	Example Applications	Documents to Submit	Agency
<ul style="list-style-type: none"> <li>• Preliminary or Detailed Design</li> </ul>	<ul style="list-style-type: none"> <li>• NPDES General Permits:               <ul style="list-style-type: none"> <li>○ Non-contact cooling water, condensate, boiler blowdown, ballast water, minor dewatering</li> </ul> </li> <li>• NPDES Individual Permits:               <ul style="list-style-type: none"> <li>○ Industrial Wastewater (Categoric or Non-categorical)</li> <li>○ Contact Stormwater</li> <li>○ Domestic/Sanitary Wastewater</li> <li>○ Combined Sewage</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Application &amp; Forms</li> <li>• Design Report</li> <li>• Process flow diagrams</li> <li>• Flows and loads from any significant industrial user (SIU)</li> <li>• Design calculations (flows, loads, removal rates, etc.)</li> <li>• Estimated effluent flow and pollutant concentrations and/or loads</li> <li>• Effluent testing data</li> <li>• Site plan and drawings of treatment processes and discharge</li> </ul>	<ul style="list-style-type: none"> <li>• State environmental agency</li> <li>• EPA if State does not have NPDES program authorization</li> </ul>

Effluent Limits: Outfall 001		
See discharge coordinates on cover sheet		
Parameter	Average Monthly <sup>a</sup>	Average Weekly <sup>b</sup>
Biochemical Oxygen Demand (5-day) (BOD <sub>5</sub> )	30 milligrams/liter (mg/L) 10,233 pounds/day (lbs/day) 85% removal of influent BOD <sub>5</sub>	45 mg/L 15,350 lbs/day
Total Suspended Solids (TSS)	30 mg/L 10,233 lbs/day 85% removal of influent TSS	45 mg/L 15,350 lbs/day
Total Residual Chlorine	0.5 mg/L	0.75mg/L
Parameter	Minimum	Maximum
pH	6.0 standard units	9.0 standard units
Parameter	Monthly Geometric Mean	Weekly Geometric Mean
Fecal Coliform Bacteria <sup>c</sup>	200/100 milliliter (mL)	400/100 mL
a	Average monthly effluent limit means the highest allowable average of daily discharges over a calendar month. To calculate the discharge value to compare to the limit, you add the value of each daily discharge measured during a calendar month and divide this sum by the total number of daily discharges measured. See footnote c for fecal coliform calculations.	
b	Average weekly discharge limit means the highest allowable average of daily discharges over a calendar week, calculated as the sum of all daily discharges measured during a calendar week divided by the number of daily discharges' measured during that week. See footnote c for fecal coliform calculations.	
c	Ecology provides directions to calculate the monthly and the weekly geometric mean in publication No. 04-10-020, Information Manual for Treatment Plant Operators.	

Figure 21: Example effluent limits from an individual wastewater discharge permit.

Source: [wwals.net/pictures/2018-08-30--permits/](http://wwals.net/pictures/2018-08-30--permits/)



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Industrial Pretreatment Permit			
When to Submit	Example Applications	Documents to Submit	Agency
<ul style="list-style-type: none"> <li>• Preliminary or Detailed Design</li> </ul>	<ul style="list-style-type: none"> <li>• Individual Industrial User (IU) Discharge Permit</li> <li>• General Permit that applies to multiple IUs</li> <li>• Categoric or Non-categoric, per 40 CFR 405-471</li> <li>• Significant (&gt;5% of POTW flow) or non-significant, per 40 CFR 403.3(v)</li> </ul>	<ul style="list-style-type: none"> <li>• Application &amp; Forms</li> <li>• Design Report</li> <li>• Process flow diagrams</li> <li>• Design calculations (flows, loads, removal rates, etc.)</li> <li>• Estimated discharge flow and pollutant concentrations and/or loads</li> <li>• Influent and effluent testing data</li> <li>• Site plan and drawings of treatment processes and discharge/sampling location</li> </ul>	<ul style="list-style-type: none"> <li>• Publicly Owned Treatment Works (POTW)</li> <li>• State environmental agency, if no approved POTW</li> <li>• EPA, if no approved POTW or State authorization</li> </ul>

Pollutant	Limit (mg/L)
Arsenic	0.418
BOD	250 (surcharge) 1,000 (maximum)
Cadmium	0.11
Chromium	1.9
Copper	0.8
Cyanide	1.2
Lead	0.7
Mercury	0.002
Molybdenum	1.5
Nickel	2.7
Selenium	0.5
Silver	0.43
Zinc	1.9
Oil & Grease	80
TTO	2.1
TSS	250 (surcharge) 1,000 (maximum)
pH	6.0 to 9.0


Figure 22: Example pretreatment discharge limits. In this case, discharging BOD or TSS above 250 mg/L results in a surcharge fee (to be calculated) up to a limit of 1,000 mg/L.

Source: author



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Storage Tank Permit			
When to Submit	Example Applications	Documents to Submit	Agency
<ul style="list-style-type: none"> <li>• During Design</li> <li>• Early in Construction</li> </ul>	<ul style="list-style-type: none"> <li>• Underground or aboveground tanks with controlled substances</li> <li>• Fuel tanks and oil tanks usually require a permit</li> <li>• Flammable/combustible liquid tanks may require Fire Dept. review</li> <li>• Chemical tanks and large water tanks often require a permit</li> <li>• Exceptions for small tanks (&lt;1,100 gal) for farm or residential use</li> </ul>	<ul style="list-style-type: none"> <li>• Application &amp; Forms</li> <li>• Description or design report</li> <li>• Site plan with location and dimensions of tank</li> <li>• Spill protection features such as containment and instrumentation</li> <li>• Geotechnical report for underground tanks</li> <li>• Tank schedule</li> </ul>	<ul style="list-style-type: none"> <li>• State agency</li> <li>• Municipality</li> <li>• County</li> </ul>



**OFFICE OF THE ILLINOIS STATE FIRE MARSHAL**  
Division of Petroleum and Chemical Safety  
1035 Stevenson Drive  
Springfield, Illinois 62703-4259  
(217)785-1020 or (217)785-5878

**FOR OFFICE USE ONLY**

Facility # 2-020310  
Permit # 1748-96 UPG  
Request Rec'd 8-6-96  
Amended Date  
Approval Date 9-3-96 DT  
Permit Expires 3-3-97

Permit for UPGRADE or REPAIR of Underground Storage Tank(s) and Piping for Petroleum and Hazardous Substances.

Permission to upgrade or repair underground storage tank(s) or piping is hereby granted. Such upgrade or repair must be in complete accordance with acceptable materials as specified in the Federal Register, Part II Environmental Protection Agency, 40 CFR Parts 280 and 281, and also with all section 41 Illinois Administrative Code, Part 170. The contractor the permit was issued to or an employee of that contractor (this does not include a subcontractor) shall establish a date certain to perform the UST activity by contacting the Office of the State Fire Marshal, Division of Petroleum and Chemical Safety, by telephone at the Springfield office between 8:30 a.m. and 12:00 p.m., at which time a mutually agreed upon date and time for the U activity shall be scheduled. **THIS PERMIT IS VALID FOR SIX MONTHS FROM THE APPROVAL DATE.**

<p><b>(1) OWNER OF TANKS</b> - Corporation, partnership, or other business entity: Amoco Oil Company 2021 Spring Rd., Suite 400 Oak Brook, IL 60521 Contact: M. Kocon (708)990-5721</p>	<p><b>(2) FACILITY</b> - name and address where tanks are located: Amoco Station #15969 157 S. York Rd. &amp; Green Bensenville, DUPAGE CO., IL Contact: Mark Lewis (708)990-5714</p>
---	---

**(3) UPGRADE OR REPAIR OF TANKS:**

(a) *Number and size of tanks being upgraded or repaired:* (1) 6,000 gallon and (2) 12,000 gallon

(b) *Type of tanks:* Existing to remain

(c) *Type of piping:* Existing to remain

(d) *Product to be stored in each tank:* Gasoline

(e) *Type of leak detection being used:*  
Tank: Existing  
Piping: Existing

(e) *Corrosion Protection being installed:*  
Tank: None  
Piping: None

(g) *Spill containment devices:* Retrofitting existing EBW below grade spill containment manholes with Morton International Polymer system to grade level

(h) *Overfill prevention devices:* Existing to remain

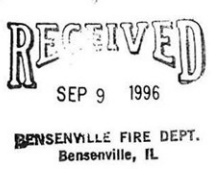


Figure 23: Example permit issued three gasoline storage tanks.

Source: [bensenville.gov/DocumentCenter/View/11462/913\\_Santino\\_Gambino\\_FOIA\\_Complete?bidId=](http://bensenville.gov/DocumentCenter/View/11462/913_Santino_Gambino_FOIA_Complete?bidId=)



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**Other Permits**

The following are additional permits commonly encountered on engineering projects:

Architectural Approval	Fence Permit
Asbestos Abatement Permit	Hazardous Waste Management Permit
Backflow Prevention Permit	High-Piled Storage Permit
Battery Systems Permit	Landscaping Permit
Blasting Permit	Lead Paint Abatement Permit
Burning Permit	Mine Permit
Coastal Zone Impact Permit	Noise Permit
Compressed Gas Permit	Permit for Archaeological Investigations
Confined Space Permit	Railroad Encroachment Permit
Construction Trailer Permit	Roof Permit
Crane Lift Permit	Sign Permit
Demolition Permit	Solar Energy System Permit
Dewatering Permit	Solid Waste Permit
Driveway Permit	Street Occupancy Permit
Environmental Assessment Statement	Street Terrace Permit
Environmental Impact Statement	Subsurface Disposal Systems / Injection
Erosion Control Permit	Well Permit
Excavate in the Right-of-Way Permit	Temporary Structure / Shelter Permit
FAA 7460-1 Notice of Proposed	Water Withdrawal / Well Permit
Construction or Alteration	



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