



Above & Below Ground Storage Tank Construction Permit Submittal Information

Welcome to the Town of Florence, Arizona. The Community Development Department is dedicated to shaping the public policies that guide the growth and development of Florence. This is achieved by developing sound land use strategies, adhering to responsible zoning and development standards, ensuring buildings are safe for occupancy, preserving our cherished historic structures, and overseeing the well-being of local neighborhoods. In serving Florence residents, we are committed to providing excellent customer service through proactive, community-based planning, and supporting appointed and elected officials as we build a thriving, livable environment that embodies progress, prosperity, and a strong sense of community for all.

Please attach the following items to your submittal:

- Above & Below Ground Storage Tank permit application completed and signed by applicant.
- Above & Below Ground Storage Tank submittal check list completed and signed by applicant.
- Inspections: applicability rights and responsibilities form completed and signed by applicant.
- Above & Below Ground Storage Tank plans and data sheets.
- Owner Authorization Form signed by owner.

Permit Fee: \$250.00 (per tank) fee includes 1 fire review and 1 fire inspection.

The Permit Fee is due once the application has been processed.

Permit applications and plans shall be submitted electronically to tofpermits@florenceaz.gov

Payments. Payments can be made in person, over the phone, or by mail.
(Please note: A 3% transaction is charged for debit/credit card payments.)

Town of Florence – Community Development Department
224 W. 20th Street
Florence, Arizona 85132
(520)868-7500

Office Hours: Monday – Friday from 8:00 am to 5:00 pm

The Community Development Department will notify you electronically on the status of your application. For questions pertaining to the permitting process please call the office at (520) 868 – 7665.

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Above & Below Ground Storage Tank Submittal Checklist 2024

Please mark-off all required information you have provided with your submittal and return with application to TOFpermits@FlorenceAz.gov

Submitted documents, plans and data sheets shall include the following information:

- Plans shall be drawn to scale a minimum of 1/8" = 1'.
- Street address, location map and site map. Include the North point of compass.
- Owners' information
- Scaled site plan and tank area.
- Location of tank in respect to adjacent buildings and property lines.
- List quantities and types of liquids to be stored.
- Provide distances from property lines and buildings to tanks and dispensers.
- Provide location of fire extinguisher.
- Provide location of vehicle impact protection.
- Show overflow protection, spill containment, vents, vapor recovery, dispensers, and other equipment and accessories.
- Show the arrangement of the tank openings, pumps, and valves to prevent siphoning.
- Location and type of each fire alarm device and related equipment.
- Provide a detail for ground and bonding the tank to prevent static electricity.
- Provide documentation that the installation complies with seismic design in accordance with the 2018 International Building Code.
- Provide a detail of the secondary containment.
- Provide a detail of the normal venting with flame arresters.
- Provide a detail of the emergency venting per the tank manufacturer specifications.
- Provide a detail of the emergency shutoff controls.
- Provide a copy of the approved permit from ADEQ.

Note: Above & Below Ground Storage Tank plans will only be accepted in Black and White, if color is required, prior approval from fire review staff is required before submittal.

Signature _____ Date _____
Applicant

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ABOVE & BELOW GROUND STORAGE TANK INSTALLATION PERMIT APPLICATION

Check the Applicable Box:

New Above or Below Ground Storage Tank Installations:

Tank Size: _____

Quantity of Tanks: _____

Tanks to be installed are: Above Ground Below Ground

Above or Below Ground Storage Tank Modification/Tenant Improvement:

Number of Tanks: _____

Project Address: _____

Contractor Information: _____

Applicant Name: _____

Applicant Email Address: _____

Applicant Phone Number: _____

Arizona Registrar of Contractors Number (ROC): _____

Town Of Florence Business License: _____

Company Name: _____

Company Address: _____

Company Phone Number: _____

Scope of Work Being Performed:

Signature _____ Date _____

Applicant

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INSPECTIONS: APPLICABILITY RIGHTS AND RESPONSIBILITIES

Project Site Address:

Purpose of inspection/Project scope of work:

(A.R.S. § 9-833 A) A municipal inspector or regulator who enters any premises of a regulated person for the purpose of conducting an inspection shall:

1. Present photo identification on entry of the premises
2. State the purpose of the inspection and the legal authority for conducting the inspection
3. Disclose any applicable inspection fees
 - Except for a fire and life safety inspection of areas that are accessible to the general public or a food and swimming pool inspection, afford an opportunity to have an authorized on-site representative of the regulated person accompany the municipal inspector or regulator on the premises, except during confidential interviews
4. Provide notice of the right to have:
 - Copies of any original documents taken by the municipality during the inspection if the municipality is permitted by law to take original documents
 - A split or duplicate of any samples taken during the inspection if the split or duplicate of any samples, if appropriate, would not prohibit an analysis from being conducted or render an analysis inconclusive
 - Copies of any analysis performed on samples taken during the inspection
5. Inform each person whose conversation with the municipal inspector or regulator during the inspection that the conversation is being tape recorded
6. Inform each person interviewed during the inspection that statements made by the person may be included in the inspection report

By signing below, I have read and understand my rights as prescribed above

Signature _____ Date _____
Applicant

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OWNER AUTHORIZATION FORM

Name: _____

Project Address: _____

Phone: _____ Email: _____

Title: _____

I/we, the undersigned, do hereby grant permission to: _____
(Name of Contractor)

to act on my/our behalf for work at site address: _____,

and for the purpose of obtaining a building permit.

Property Owner(s) Signatures

Printed Name (s): _____

Signature: _____

Date: _____