



**BRYAN COLLINS, FIRE CHIEF**

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## **TANK PERMIT SUBMITTAL REQUIREMENTS**

### **A Complete and Accurate Submittal Must Include the Following:**

1. Submittal Process:
  - a. Electronic Submittals:
    - i. Go to : [www.SpokaneValleyFire.com](http://www.SpokaneValleyFire.com) under Permits and Forms;
    - ii. Under Electronic Plan Submittal and Review is a hyperlink to [Inspections@SpokaneValleyFire.com](mailto:Inspections@SpokaneValleyFire.com) ;
    - iii. Use the hyperlink to create an email to attach submittal documents;
    - iv. In the subject line Indicate the following: Permit Submittal – Project Address
  - b. Paper Submittal:
    - i. Three (3) copies are to be delivered to Spokane Valley permit center at 10210 E. Sprague Avenue.
2. The information provided on the drawing to include, but not be limited to:
  - a. Street address.
  - b. Location and size (liquid gallons and physical size) of tank.
  - c. Location of other buildings and structures on the site (including fences) and nearby roads (labeled). Distances to be noted if drawing is not to scale.
  - d. Point of compass and graphic representation of scale (or scale used noted).
  - e. Note distance to any combustibles (structures or grass areas) and distance to parking/drive-aisles.
  - f. Note special protections for tank.
3. The issuance of a permit based upon plans, data and other reports shall not prevent the Fire Department from thereafter requiring correction of deficiencies. Any deficiencies found during field inspection, testing or Fire Company surveys must also be corrected.