



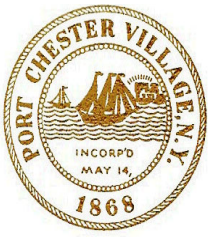
**Village of Port Chester**  
**Building Department**  
222 Grace Church Street, Room 100  
Port Chester, New York 10573

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Phone: (914) 939-5203  
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**Fuel Oil Storage Tanks & Piping Systems**  
**Installation - Abandonment - Removal**  
**One and Two Family Application Packet**

1. **BUILDING PERMIT APPLICATION** – The applications must be filled out in sufficient detail and signed by the licensed contractor. Provide the scope of work for the mechanical equipment and systems in the “Description of work line” Also, for sub permits; provide the associated Building Permit Number.
2. **PROPERTY INFORMATION** - The Street Address, Ownership and Section/Block/Lot (SBL#) may be obtained on-line at;
  - <https://townofrye.sdgnys.com/index.aspx>
  - <http://giswww.westchestergov.com/taxmaps/default.aspx?sMun=Portchester>
3. **CONTACT INFORMATION** – An email address and phone number must be provided on the application
4. **PAYMENT OF PERMIT FEE** – Please see the Building/Code Enforcement Department FEE SCHEDULE Effective February 8, 2021 and provide a check payable to The Village of Port Chester.
5. **PLANS** - Construction drawings, showing the installation, abandonment or removal of a fuel oil storage tank and system and with a site plan showing the location in the building or exterior property. Provide 1 paper copy and one electronic version in a pdf format on a thumb drive, CD-ROM or by email.
6. **MANIFEST REPORT** - Provide supporting documentation that the tank being removed of abandoned has been cleaned and the residual fuel oil has been disposed off to an authorized recipient.
7. **WORKERS’ COMPENSATION and DISABILITY BENEFITS COVERAGE** – Proof of insurance must be submitted at the time of application. **ACORD FORMS** are not acceptable as proof of insurance.
  - Contractor with The State Insurance Fund must submit form U26.3 and DB-120.1.
  - Contractor with Private Insurance must submit form C-105.2 and DB-120.1.
  - Contractor who is self-insured must submit form SI-12 or GSI-105.2 and DB-155.
  - Exempt Contractors - Workers' Compensation and/or Disability Benefits Coverage form CE-200.



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Office (914) 939- 5203 Fax (914) 939-8747

**Application for Building Permit and/or Zoning Permit**

SBL # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

**Construction Located at:** \_\_\_\_\_

**Zoning District:** \_\_\_\_\_

**Owner:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Email:** \_\_\_\_\_

**Agent:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Email:** \_\_\_\_\_

**Description of work:** \_\_\_\_\_

Use Classification: \_\_\_\_\_ Type Construction: \_\_\_\_\_ Number of Units: \_\_\_\_\_ Sign: \_\_\_\_\_

New: \_\_\_\_\_ Addition: \_\_\_\_\_ Repair/Replacement: \_\_\_\_\_ Alteration Level: \_\_\_\_\_ Change in Use: \_\_\_\_\_

Building Systems: \_\_\_\_\_ Fire Protection Equipment & Systems: \_\_\_\_\_ Fuel Oil Tank: \_\_\_\_\_ Heating Appliance: \_\_\_\_\_

Demolition: \_\_\_\_\_ Special/Open Building Permit: \_\_\_\_\_ Area of Land Disturbance: \_\_\_\_\_

Record of Legal Use: \_\_\_\_\_ Located in a Special Flood Hazard Zone: Yes or No

Site Plan/Special Exception Approval: \_\_\_\_\_ ZBA Variance: \_\_\_\_\_

**Design Professional:** \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor:** \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I certify that the information provided above is correct. I understand that false statements made herein are punishable as a Class A misdemeanor. I further understand that upon discovery that I provided any false information, I may be subject to criminal penalties and my permit may be revoked.

All work shall be performed in accordance with the construction documents which were submitted with and accepted as part of this application for permit. I understand that as the owner, and permit holder, I shall immediately notify the Building Inspector of any changes occurring during the course of work and further understand that if the Building Inspector determines that such changes warrants a new or amended permit or plans, such changes shall not be made until and unless a new or amended permit reflecting such changes is issued. I agree not to occupy this building/structure until a certificate has been issued for same upon completion of the description thereof in compliance herewith.

\_\_\_\_\_  
Owner/Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email address - Required to Receive Correspondence

**COST OF CONSTRUCTION:** \$ \_\_\_\_\_

**PERMIT FEES** \_\_\_\_\_ **Received By:** \_\_\_\_\_

Department Stamped Received Date

## Installation - Heating Oil Storage Tank and Piping Systems

### One & Two Family Dwellings

#### Residential Code New York State 2020

#### §RM2201 OIL TANKS

**RM2201.1 Materials.** Supply tanks shall be *listed* and *labeled* and shall conform to UL 58 for underground tanks and UL 80 for indoor tanks.

**RM2201.2 Above-ground tanks.** The maximum amount of fuel oil stored above ground or inside of a building shall be 660 gallons (2498 L). The supply tank shall be supported on rigid noncombustible supports to prevent settling or shifting.

**Exception:** The storage of fuel oil, used for space or water heating, above ground or inside buildings in quantities exceeding 660 gallons (2498 L) shall comply with NFPA 31.

**RM2201.2.1 Tanks within buildings.** Supply tanks for use inside of buildings shall be of such size and shape to permit installation and removal from *dwellings* as whole units. Supply tanks larger than 10 gallons (38 L) shall be placed not less than 5 feet (1524 mm) from any fire or flame either within or external to any fuel-burning *appliance*.

**RM2201.2.2 Outdoor above-ground tanks.** Tanks installed outdoors, above ground shall be not less than 5 feet (1524 mm) from an adjoining property line. Such tanks shall be suitably protected from the weather and from physical damage.

**RM2201.3 Underground tanks.** Excavations for underground tanks shall not undermine the foundations of existing structures. The clearance from the tank to the nearest wall of a *basement*, pit or property line shall be not less than 1 foot (305 mm). Tanks shall be set on and surrounded with noncorrosive inert materials such as clean earth, sand or gravel well-tamped in place. Tanks shall be covered with not less than 1 foot (305 mm) of earth. Corrosion protection shall be provided in accordance with Section RM2203.7.

**RM2201.4 Multiple tanks.** Cross connection of two supply tanks shall be permitted in accordance with Section RM2203.6.

**RM2201.5 Oil gauges.** Inside tanks shall be provided with a device to indicate when the oil in the tank has reached a predetermined safe level. Glass gauges or a gauge subject to breakage that could result in the escape of oil from the tank shall not be used. Liquid-level indicating gauges shall comply with UL 180.

**RM2201.6 Flood-resistant installation.** In flood hazard areas as established by Table R301.2(1), tanks shall be installed in accordance with Section R322.2.4 or R322.3.10.

**RM2201.7 Tanks abandoned or removed.** Tank abandonment and removal shall be in accordance with the *Fire Code of New York State* and Appendix J of this code.

## §RM2202 OIL PIPING, FITTING AND CONNECTIONS

**RM2202.1 Materials.** Piping shall consist of steel pipe, copper and copper-alloy pipe and tubing or steel tubing conforming to ASTM A539. Aluminum tubing shall not be used between the fuel-oil tank and the burner units.

**RM2202.2 Joints and fittings.** Piping shall be connected with standard fittings compatible with the piping material. Cast-iron fittings shall not be used for oil piping. Unions requiring gaskets or packings, right or left couplings, and sweat fittings employing solder having a melting point less than 1,000°F (538°C) shall not be used for oil piping. Threaded joints and connections shall be made tight with a lubricant or pipe thread compound.

**RM2202.3 Flexible connectors.** Flexible metallic hoses shall be *listed* and *labeled* in accordance with UL 536 and shall be installed in accordance with their *listing* and *labeling* and the manufacturers installation instructions. Connectors made from combustible materials shall not be used inside of buildings or above ground outside of buildings.

## §RM2203 INSTALLATION

**M2203.1 General.** Piping shall be installed in a manner to avoid placing stresses on the piping, and to accommodate expansion and contraction of the piping system.

**RM2203.2 Supply piping.** Supply piping used in the installation of oil burners and *appliances* shall be not smaller than 3/8-inch (9 mm) pipe or 3/8-inch (9 mm) outside diameter tubing. Copper tubing and fittings shall be Type L or heavier.

**RM2203.3 Fill piping.** Fill piping shall terminate outside of buildings at a point not less than 2 feet (610 mm) from any building opening at the same or lower level. Fill openings shall be equipped with a tight metal cover.

**RM2203.4 Vent piping.** Vent piping shall be not smaller than 1 1/4-inch (32 mm) pipe. Vent piping shall be laid to drain toward the tank without sags or traps in which the liquid can collect. Vent pipes shall not be cross connected with fill pipes, lines from burners or overflow lines from auxiliary tanks. The lower end of a vent pipe shall enter the tank through the top and shall extend into the tank not more than 1 inch (25 mm).

**RM2203.5 Vent termination.** Vent piping shall terminate outside of buildings at a point not less than 2 feet (610 mm), measured vertically or horizontally, from any building opening. Outer ends of vent piping shall terminate in a weatherproof cap or fitting having an unobstructed area equal to or greater than the cross-sectional area of the vent pipe, and shall be located sufficiently above the ground to avoid being obstructed by snow and ice.

**RM2203.6 Cross connection of tanks.** Cross connection of two supply tanks, not exceeding 660 gallons (2498 L) aggregate capacity, with gravity flow from one tank to another, shall be acceptable providing that the two tanks are on the same horizontal plane.

**RM2203.7 Corrosion protection.** Underground tanks and buried piping shall be protected by corrosion-resistant coatings or special alloys or fiberglass-reinforced plastic.

## §RM2204 OIL PUMPS AND VALVES

**RM2204.1 Pumps.** Oil pumps shall be positive displacement types that automatically shut off the oil supply when stopped. Automatic pumps shall be *listed* and *labeled* in accordance with UL 343 and shall be installed in accordance with their *listing*.

**RM2204.2 Shutoff valves.** A manual shutoff valve shall be installed between the oil supply tank and the burner. Such valve shall be provided with ready access. Where the shutoff valve is installed in the discharge line of an oil pump, a pressure relief valve shall be incorporated to bypass or return surplus oil. Valves shall comply with UL 842.

**RM2204.3 Maximum pressure.** Pressure at the oil supply inlet to an *appliance* shall be not greater than 3 pounds per square inch (20.7 kPa).

**RM2204.4 Relief valves.** Fuel-oil lines incorporating heaters shall be provided with relief valves that will discharge to a return line when excess pressure exists.

## **Abandonment or Removal - Heating Oil Storage Tank and Piping Systems**

### **One and Two Family Dwellings**

**RAJ102.8. Abandonment or removal of heating oil storage tanks.** The abandonment or removal of heating oil storage tanks and related piping shall be in accordance with all of the following:

1. The entire contents of the heating oil storage tank and related piping shall be emptied, cleaned, and purged of all vapor. The contents of the heating oil storage tank and related piping shall be removed from the premises and disposed of in accordance with applicable local, state or federal rules and regulations.
2. The suction, inlet, gauge, vapor return, and vapor lines shall be disconnected.
3. All fill piping and other related piping shall either be permanently removed or filled with concrete. All other remaining piping shall be capped or plugged.

**Exception:** Piping that is reused for the installation of a new heating oil storage tank and meets the applicable requirements for the new installation.

4. If abandoned in place, underground heating oil storage tanks shall be filled completely with an approved inert solid material. Above-ground heating oil storage tanks may either be filled with an approved inert solid material or if not filled with an approved inert solid material then the vent line shall remain open and intact. A record of tank size, location, and date of abandonment shall be retained by the property owner.
5. If removed, heating oil storage tanks shall be disposed of in accordance with applicable local, state, or federal rules and regulations.
6. An inspection by the building official or by an approved inspector is required to be made of the abandonment or removal of the heating oil storage tank. If an approved inspector performs such inspection, no approval of such abandonment or removal shall be granted by the building official unless written proof of the heating oil storage tank's oil fill pipe having been removed or filled with concrete in accordance with this section and the applicable provisions of the Uniform Code has been provided by the property owner to the building official.
7. When conversion to an alternate fuel has taken place and prior to the commencement of the new home heating service, property owners shall provide written notice to their home heating oil supplier or suppliers informing them of such conversion and instructing them to discontinue deliveries.

## BUILDING/CODE ENFORCEMENT DEPARTMENT

### FEE SCHEDULE Effective February 8, 2021

<b>Use:</b> <b>R</b> = Residential, one and two family dwelling and their accessory structures <b>CM</b> = Commercial and Multifamily including mix use Commercial, Multifamily and Residential buildings and their accessory structures <b>Base Fee:</b> Is a non-refundable fee. <b>N/A</b> = Not Applicable				
Permit Type	Section #	Use	Base Fee	Added Fee Cost of Construction
Addition	151-4	R	\$200	+ \$20.00 per \$1,000 Cost of Const.
	151-4	CM	\$400	+ \$20.00 per \$1,000 Cost of Const.
Alteration & Change in Use	151-4	R	\$200	+ \$20.00 per \$1,000 Cost of Const.
	151-4	CM	\$400	+ \$20.00 per \$1,000 Cost of Const.
Building Systems	151-4	R	\$200	+ \$20.00 per \$1,000 Cost of Const.
	151-4	CM	\$400	+ \$20.00 per \$1,000 Cost of Const.
Demolition	151-4	R	\$200	+ \$20.00 per \$1,000 Cost of Const.
	151-4	CM	\$400	+ \$20.00 per \$1,000 Cost of Const.
Electrical	151-4	R	\$150	+ \$10.00 per \$1,000 Cost of Const.
	151-4	CM	\$250	+ \$10.00 per \$1,000 Cost of Const.
Fire Protection	151-4	R	\$200	+ \$20.00 per \$1,000 Cost of Const.
	151-4	CM	\$400	+ \$20.00 per \$1,000 Cost of Const.
Floodplain Development	181-11	R	\$100	N/A
	181-11	CM	\$200	N/A
Land Development	151-4	R	\$200	+ \$20.00 per \$1,000 Cost of Const.
	151-4	CM	\$400	+ \$20.00 per \$1,000 Cost of Const.
Mechanical	151-4	R	\$200	+ \$20.00 per \$1,000 Cost of Const.
	151-4	CM	\$400	+ \$20.00 per \$1,000 Cost of Const.
New Construction	151-4	R	\$200	+ \$20.00 per \$1,000 Cost of Const.
	151-4	CM	\$400	+ \$20.00 per \$1,000 Cost of Const.

Occupancy Public Sidewalk	283-19	R/CM	N/A	\$10 per linear foot
Plumbing	151-4	R	\$150	+ \$20.00 per \$1,000 Cost of Const.
	151-4	CM	\$250	+ \$20.00 per \$1,000 Cost of Const.
Pool/Spa	151-4	R	\$200	+ \$20.00 per \$1,000 Cost of Const.
	151-4	CM	\$400	+ \$20.00 per \$1,000 Cost of Const.
Re-Roof & Re-Covering	151-4	R	\$200	+ \$20.00 per \$1,000 Cost of Const.
	151-4	CM	\$400	+ \$20.00 per \$1,000 Cost of Const.
Shell Permit	151-4	R	\$200	+ \$20.00 per \$1,000 Cost of Const.
	151-4	CM	\$400	+ \$20.00 per \$1,000 Cost of Const.
Sign	151-4	R	\$200	N/A
	151-4	CM	\$400	+ \$20.00 per \$1,000 Cost of Const.
Solar Panel & Generators	151-4	R	\$200	+ \$20.00 per \$1,000 Cost of Const.
	151-4	CM	\$400	+ \$20.00 per \$1,000 Cost of Const.
Special Building Permit	151-4	P1	\$100	N/A
	151-4	P2	\$100	N/A
Storage Tank, Bulk Distribution	151-4	C	\$400	+ \$20.00 per \$1,000 Cost of Const.
Telecommunication Facility	151-4	C	\$400	+ \$20.00 per \$1,000 Cost of Const.
Tenant Fit-Out	151-4	R	\$200	+ \$20.00 per \$1,000 Cost of Const.
	151-4	CM	\$400	+ \$20.00 per \$1,000 Cost of Const.
Amendment to Permit	151-4	R	\$100	+ \$20.00 per \$1,000 Cost of Const.
Amendment to Permit	151-4	CM	\$200	+ \$20.00 per \$1,000 Cost of Const.
Annual Permit Renewal	151-4	R	Base Fee Two renewals	3 <sup>rd</sup> renewal is original fee
Annual Permit Renewal	151-4	CM	Base Fee Two renewals	3 <sup>rd</sup> renewal is original fee.
Temporary Certificate of Occupancy	151-7		-0-	Base Fee of issued permit and valid for maximum of 60 days (Recurring)
Re-inspection	151-4		\$100	N/A
Re-instatement of Suspension of Permit	151-4		-0-	Base Fee of Issued Permit



**BUILDING DEPARTMENT ADMINISTRATION**

Affidavit of final cost of construction		Submission required when permit construction cost exceeds \$10,000
Building permit administrative fee where there is an outstanding stop-work order or where work has been commenced without the requisite permit having been obtained	§ 151-6CF	\$300 or 3 times the permit fee, whichever is greater
Expedited searches		\$200

**CODE ENFORCEMENT FEE SCHEDULE**

Fire safety and property maintenance inspection program		\$200 for the first \$10,000; \$5 per \$1,000
Multiple dwellings		\$400 for the first \$10,000; \$5 per \$1,000
Commercial		\$550 for the first \$10,000; \$5 per \$1,000
First re-inspection		\$150
Each additional re-inspection		\$250
(Mixed-use buildings will be assessed a fee for each occupant present.)		
Testing Fees Work Cost \$0 to \$1000		\$350
Each additional \$1,000		
Sale or storage of explosives		\$50
Storage and sale of small arms ammunition		\$80
Fireworks display and discharge		\$150
Blasting (per job)		\$80
Copies of fire reports		\$10
Transport of explosives		\$50
Storage or handling of any catalytic agent necessary for the manufacture of plastic materials	§ 151-40	\$40
Retailer, jobber or wholesaler storing or handling more than 25 pounds of cellulose nitrate plastics (pyroxylin)		\$100