



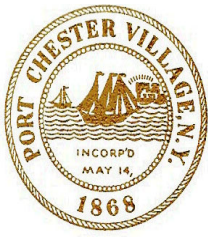
Village of Port Chester
Building Department
222 Grace Church Street, Room 100
Port Chester, New York 10573

Kevin Donohue, Building Inspector
KDonohue@PortChesterNY.gov

Phone: (914) 939-5203
Fax: (914) 939-8747

Fuel Oil Storage Tanks & Piping Systems
Installation - Abandonment - Removal
Commercial Multifamily 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.sdgny.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. **SITE PLAN APPROVAL** - Planning Commission Approved Site Plan for installation of tanks on exterior property. One complete paper set of the and one digital version in a pdf format on a thumb drive, CD-ROM or by email to be submitted with an application for a Building Permit.
7. **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.
8. **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.



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

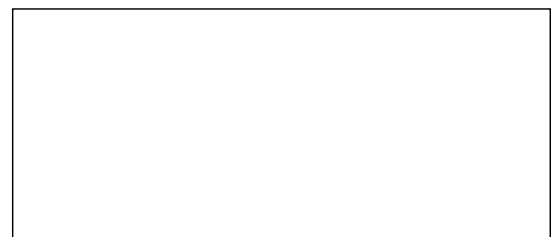
Date

Email address - Required to Receive Correspondence

COST OF CONSTRUCTION: \$ _____

PERMIT FEES _____ **Received By:** _____

Department Stamped Received Date



INSTALLATION - HEATING OIL STORAGE TANK

MULTIFAMILY & COMMERCIAL

Mechanical Code of New York State 2020

HEATING OIL STORAGE TANK. A tank used for storing heating oil for consumptive use on the premises where stored.

§MC1301 General

MC1301.1 Scope. This chapter shall govern the design, installation, construction and repair of fuel-oil storage and piping systems. The storage of fuel oil and flammable and combustible liquids shall be in accordance with Chapter FC6 and Chapter FC57 of the Fire Code of New York State.

MC1301.2 Storage and piping systems. Fuel-oil storage systems shall comply with Section FC603.3 of the Fire Code of New York State. Fuel-oil piping systems shall comply with the requirements of this code.

MC1301.3 Fuel type. An appliance shall be designed for use with the type of fuel to which it will be connected. Such appliance shall not be converted from the fuel specified on the rating plate for use with a different fuel without securing reapproval from the building official.

MC1301.4 Fuel tanks, piping and valves. The tank, piping and valves for appliances burning oil shall be installed in accordance with the requirements of this chapter. Where an oil burner is served by a tank, any part of which is above the level of the burner inlet connection and where the fuel supply line is taken from the top of the tank, an approved antisiphon valve or other siphon-breaking device shall be installed in lieu of the shutoff valve.

MC1301.5 Tanks abandoned or removed. All exterior abovegrade fill piping shall be removed when tanks are abandoned or removed. Tank abandonment and removal shall be in accordance with Section FC5704.2.13 of the Fire Code of New York State.

§MC1305 Fuel Oil System Installation

MC1305.1 Size. The fuel oil system shall be sized for the maximum capacity of fuel oil required. The minimum size of a supply line shall be 3/8-inch (9.5 mm) inside diameter nominal pipe or 3/8-inch (9.5 mm) outside diameter tubing. The minimum size of a return line shall be 1/4-inch (6.4 mm) inside diameter nominal pipe or 5/16-inch (7.9 mm) outside diameter tubing. Copper tubing shall have 0.035-inch (0.9 mm) nominal and 0.032-inch (0.8 mm) minimum wall thickness.

MC1305.2 Protection of pipe, equipment and appliances. Fuel oil pipe, *equipment* and appliances shall be protected from physical damage.

MC1305.2.1 Flood hazard. Fuel oil pipe, equipment and appliances located in flood hazard areas shall be located above the elevation required by Section BC1612 of the *Building Code of New York State* for utilities and attendant equipment or shall be capable of resisting hydrostatic and hydrodynamic loads and stresses, including the effects of buoyancy, during the occurrence of flooding up to such elevation.

MC1305.3 Supply piping. Supply piping shall connect to the top of the fuel oil tank. Fuel oil shall be supplied by a transfer pump or automatic pump or by other *approved* means.

Exception: This section shall not apply to inside or aboveground fuel oil tanks.

MC1305.4 Return piping. Return piping shall connect to the top of the fuel oil tank. Valves shall not be installed on return piping.

MC1305.5 System pressure. The system shall be designed for the maximum pressure required by the fuel-oil-burning *appliance*. Air or other gases shall not be used to pressurize tanks.

MC1305.6 Fill piping. A fill pipe shall terminate outside of a building at a point not less than 2 feet (610 mm) from any building opening at the same or lower level. A fill pipe shall terminate in a manner designed to minimize spilling when the filling hose is disconnected. Fill opening shall be equipped with a tight metal cover designed to discourage tampering.

MC1305.7 Vent piping. Liquid fuel vent pipes 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 pipes shall terminate in a weatherproof vent cap or fitting or be provided with a weatherproof hood. Vent caps shall have a minimum free open area equal to the cross-sectional area of the vent pipe and shall not employ screens finer than No. 4 mesh. Vent pipes shall terminate sufficiently above the ground to avoid being obstructed with snow or ice. Vent pipes from tanks containing heaters shall be extended to a location where oil vapors discharging from the vent will be readily diffused. If the static head with a vent pipe filled with oil exceeds 10 pounds per square inch (psi) (69 kPa), the tank shall be designed for the maximum static head that will be imposed.

Liquid fuel vent pipes shall not be cross connected with fill pipes, lines from burners or overflow lines from auxiliary tanks.

§MC1307 Fuel Oil Valves

MC1307.1 Building shutoff. A shutoff valve shall be installed on the fuel-oil supply line at the entrance to the building. Inside or above-ground tanks are permitted to have valves installed at the tank. The valve shall be capable of stopping the flow of fuel oil to the building or to the *appliance* served where the valve is installed at a tank inside the building. Valves shall comply with UL 842.

MC1307.2 Appliance shutoff. A shutoff valve shall be installed at the connection to each *appliance* where more than one fuel-oil-burning *appliance* is installed.

MC1307.3 Pump relief valve. A relief valve shall be installed on the pump discharge line where a valve is located downstream of the pump and the pump is capable of exceeding the pressure limitations of the fuel oil system.

MC1307.4 Fuel-oil heater relief valve. A relief valve shall be installed on the discharge line of fuel-oil-heating appliances.

MC1307.5 Relief valve operation. The relief valve shall discharge fuel oil when the pressure exceeds the limitations of the system. The discharge line shall connect to the fuel oil tank.

§MC1308 Testing

MC1308.1 Testing required. Fuel oil piping shall be tested in accordance with NFPA 31 (2016). Where fuel supply piping is not visible for inspection a test for leaks shall be performed by either a pressure or vacuum test methods in accordance with NFPA 31 (2016) section 8.11.

Fire Code of New York State 2020

FC603.3 Fuel oil storage systems. Fuel oil storage systems shall be installed in accordance with this code. Fuel-oil piping systems shall be installed in accordance with the *Mechanical Code of New York State*.

FC603.3.1 Fuel oil storage in outside, above-ground tanks. Where connected to a fuel-oil piping system, the maximum amount of fuel oil storage allowed outside aboveground without additional protection shall be 660 gallons (2498 L). The storage of fuel oil above ground in quantities exceeding 660 gallons (2498 L) shall comply with NFPA 31(2016) section 7.5.

FC603.3.2 Fuel oil storage inside buildings. Fuel oil storage inside buildings shall comply with Sections FC603.3.2.1 through FC603.3.2.7 or Chapter FC57.

FC603.3.2.1 Quantity limits. One or more fuel oil storage tanks containing Class II or III *combustible liquid* shall be permitted in a building. The aggregate capacity of all tanks shall not exceed the following:

1. 660 gallons (2498 L) in unsprinklered buildings, where stored in a tank complying with UL 80, UL 142 or UL 2085.
2. 1,320 gallons (4996 L) in buildings equipped with an *automatic sprinkler* system in accordance with Section FC903.3.1.1, where stored in a tank complying with UL 142.

3. 3,000 gallons (11 356 L) where stored in protected above-ground tanks complying with UL 2085 and Section FC5704.2.9.7 and the room is protected by an *automatic sprinkler system* in accordance with Section FC903.3.1.1.

FC603.3.2.2 Restricted use and connection. Tanks installed in accordance with Section FC603.3.2 shall be used only to supply fuel oil to fuel-burning equipment, generators or fire pumps installed in accordance with Section FC603.3.2.4. Connections between tanks and equipment supplied by such tanks shall be made using closed piping systems.

FC603.3.2.3 Applicability of maximum allowable quantity and control area requirements. The quantity of *combustible liquid* stored in tanks complying with Section FC603.3.2 shall not be counted towards the maximum allowable quantity set forth in Table FC5003.1.1(1), and such tanks shall not be required to be located in a *control area*.

FC603.3.2.4 Installation. Tanks and piping systems shall be installed in accordance with Section MC915 and Chapter MC13, both of the *Mechanical Code of New York State*, as applicable.

FC603.3.2.5 Separation. Rooms containing fuel oil tanks for internal combustion engines shall be separated from the remainder of the building by *fire barriers, horizontal assemblies*, or both, with a minimum 1-hour fire-resistance rating with 1-hour fire-protection-rated *opening protectives* constructed in accordance with the *Building Code of New York State*.

Exception: Rooms containing protected aboveground tanks complying with Section FC5704.2.9.7 shall not be required to be separated from surrounding areas.

FC603.3.2.6 Spill containment. Tanks exceeding 55-gallon (208 L) capacity or an aggregate capacity of 1,000 gallons (3785 L) that are not provided with integral secondary containment shall be provided with spill containment sized to contain a release from the largest tank.

FC603.3.2.7 Tanks in basements. Tanks in *basements* shall be located not more than two stories below grade plane.

FC603.3.3 Underground storage of fuel oil. The storage of fuel oil in underground storage tanks shall comply with NFPA 31 (2016) section 7.2.7.6.

ABANDONMENT - HEATING OIL STORAGE TANK

MULTIFAMILY & COMMERCIAL

HEATING OIL STORAGE TANK. A tank used for storing heating oil for consumptive use on the premises where stored.

Fire Code of New York State 2020

FC5704.2.16 Abandonment 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 tanks 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.

REMOVAL - HEATING OIL STORAGE TANK

MULTIFAMILY & COMMERCIAL

HEATING OIL STORAGE TANK. A tank used for storing heating oil for consumptive use on the premises where stored.

Fire Code of New York State 2020

FC5704.2.14 Removal and disposal of tanks. Removal and disposal of tanks shall comply with Sections FC5704.2.14.1 and FC5704.2.14.2.

FC5704.2.14.1 Removal. Removal of above-ground and underground tanks shall be in accordance with all of the following:

1. Flammable and *combustible liquids* shall be removed from the tank and connected piping.
2. Piping at tank openings that is not to be used further shall be disconnected.
3. Piping shall be removed from the ground.

Exception: Piping is allowed to be abandoned in place where the *fire code official* determines that removal is not practical. Abandoned piping shall be capped and safeguarded as required by the *fire code official*.

4. Tank openings shall be capped or plugged, leaving a 1/8-inch to 1/4-inch-diameter (3.2 mm to 6.4 mm) opening for pressure equalization.
5. Tanks shall be purged of vapor and inerted prior to removal.
6. All exterior above-grade fill and vent piping shall be permanently removed.

Exception: Piping associated with bulk plants, terminal facilities and refineries.

FC5704.2.14.2 Disposal. Tanks shall be disposed of in accordance with federal, state and local regulations.

BUILDING/CODE ENFORCEMENT DEPARTMENT

FEE SCHEDULE Effective February 8, 2021

Use: R = Residential, one and two family dwelling and their accessory structures CM = Commercial and Multifamily including mix use Commercial, Multifamily and Residential buildings and their accessory structures Base Fee: Is a non-refundable fee. N/A = 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 rd renewal is original fee
Annual Permit Renewal	151-4	CM	Base Fee Two renewals	3 rd 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