



SUBMITTAL REQUIREMENTS: Above-ground or Below-ground Tanks

Codes and Standards Used in the Review Process:

- North Carolina Fire Code
- Applicable NFPA standards

Submitting Plans:

1. Visit <http://winston-salem.idtplans.com>. If you have never used the IDT system before, you will need to create an account by clicking the **Sign Up** button.
2. Sign in using your email address and the password you created.
3. Click on the **Submit a Project for Review** button.
4. Select the correct application type, then follow the steps to complete the online permit application, upload your files, pay your fees, and confirm your submission.

Submittal Requirements:

- **BUILDING PERMIT NUMBER** – If the project is associated with a building permit number, that permit number must be provided in the online application.
- **SEALED PLAN** -- Provide sealed, scaled, detailed plans indicating tank locations with respect to structures, property lines, roadways, other vehicular access, vehicle impact protection, other tanks, dispensers, and fire appliances (including fire extinguishers; the location, size and type of each extinguisher must be identified). Distances shall be indicated from the tank to each of the items listed above. Where vents are installed, distances from these vents to the items listed above shall also be indicated. The drawings must be sealed by a professional engineer as defined by North Carolina General Statutes. The scale must be indicated on the plans. The plan shall also indicate the system designer and the date of the design.
- **EXCEPTION TO SEALED PLAN REQUIREMENTS** – The requirement for sealed plans may be waived by the fire code official if the installation involves a simplistic system with a capacity of 300 gallons or less. In order to qualify for this waiver, the plans must be reviewed and approved by City/County zoning officials prior to fire department review.

- TANK DESIGN AND USE – Provide details on the intended use of the tank, the materials to be stored in the tank, the classification of those materials and the quantity of each material. Provide drawings and descriptions indicating the construction and design of the tank, including the UL listing of the tank if available. Include design information on the tank supports, bedding, and seismic design as applicable. Where applicable, provide descriptions and specifications on the following.
 - Secondary containment
 - Leak detection
 - Normal venting
 - Emergency venting
 - Vapor recovery
 - Overfill prevention
- STORAGE, LOADING AND DISPENSING – Indicate the specific methods of storage, loading and dispensing to be utilized.
- VEHICLE IMPACT PROTECTION – Provide design details on the vehicle impact protection around tanks, dispensers and exposed system components.
- SYSTEM COMPONENTS – Provide descriptions and specifications (including cut sheets) for all installed components including dispensers, hoses, operating valves, relief valves, emergency shutoffs/controls, and monitoring systems. Ensure documentation indicates UL listing information. Provide documentation that all system components are compatible with the materials being stored, loaded and dispensed.
- SIGNAGE – Provide designs for all required signage, including operating instructions, warning signs, and directions in case of emergency.
- This is not an all-inclusive list; additional information may be required prior to approval.

Once your tank plans are approved...

- Follow all instructions provided in plan review comments at <http://winston-salem.idtplans.com>.
- Access the approved, stamped plans at <http://winston-salem.idtplans.com> and utilize only these plans for your project. If revisions are required, submit revisions for approval. A copy of approved, stamped plans shall be maintained on site.
- Schedule pressure testing activities and inspections as required.