

City of Chicago

# CDPH - Apply for an Above Ground Storage Tank Installation permit

User Guide [Ver. 1.0]

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# Application Process

This guide will walk you through the process of the end-to-end process of an Above-Ground Storage Tank Installation Permit

## Web Portal

### Log into the Web Portal

Login to the web portal with the following steps

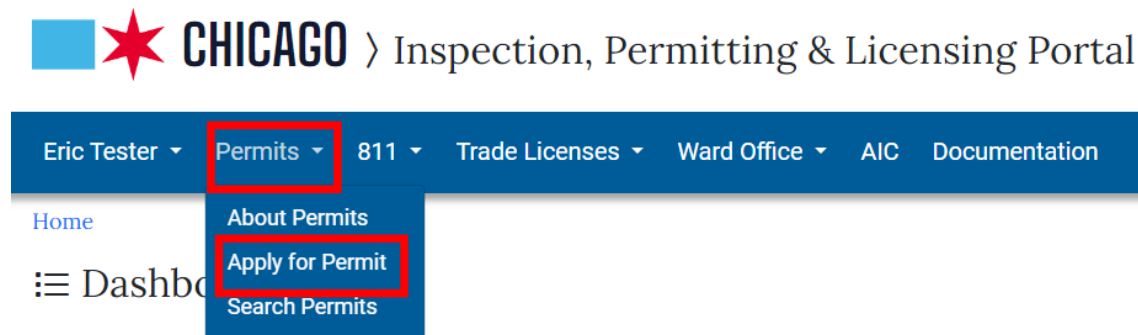
- Enter your User ID
- Enter your password
- Click on Sign In button



Welcome to the City of Chicago's Inspections, Permitting, and Licensing Portal. Using this site, you can apply for and manage a wide range of inspections, permits, licenses, and related processes and services, including 811 notifications. A list of departments, processes, and activity types supported by this site, along with links to helpful information, is listed below. Please sign in to get started.

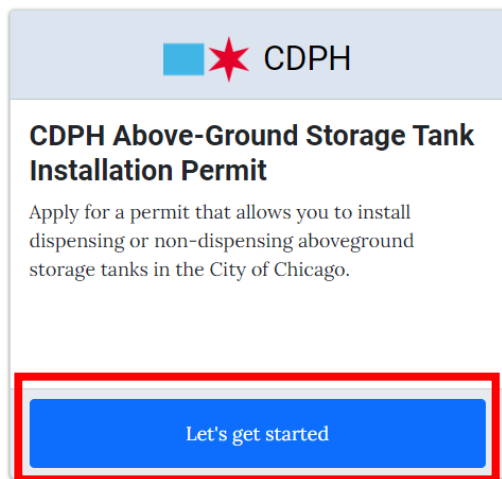
<b>a</b>	<b>Sign In</b>	<b>Using This Portal</b>	
	Username erictest1		Create Account and Manage Company Relationships
	Password *****		Pay Outstanding Fees
	<b>Sign In</b>		Apply for a Permit
<b>b</b>		Claim Your Permit Application	
<b>c</b>	Forgot Login Info? Create New Account	Apply for a Trade License	
		Claim Your Trade License (Individual)	

Select Permits – Apply for Permit button



### Starting an Above-Ground Storage Tank Installation Permit

Select the Let's get started button under the CDPH Above-Ground Storage Tank Installation Permit process

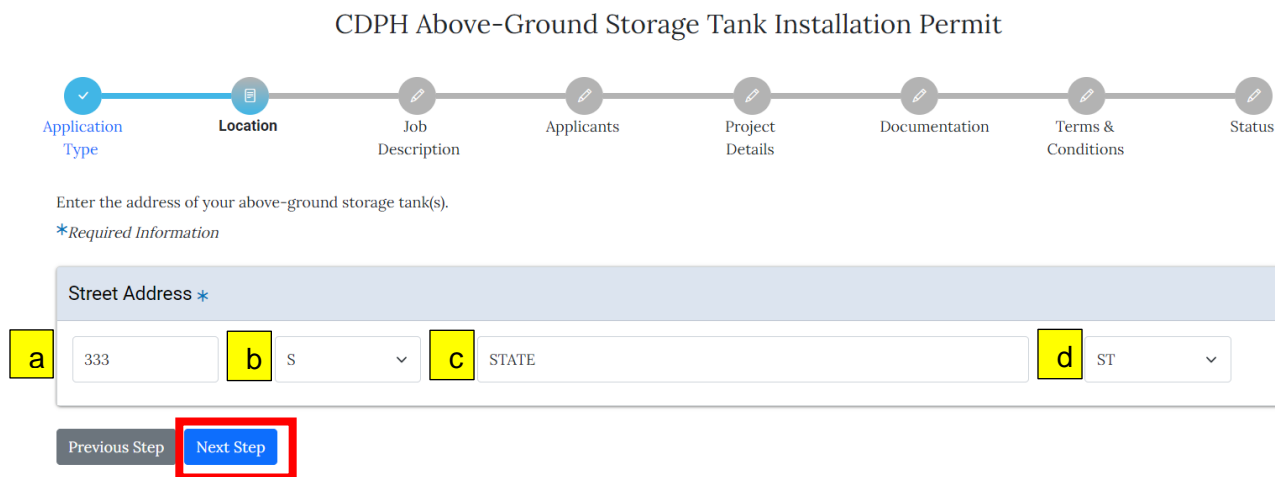


The card features the CDPH logo at the top. Below it, the title "CDPH Above-Ground Storage Tank Installation Permit" is displayed. A descriptive paragraph follows: "Apply for a permit that allows you to install dispensing or non-dispensing aboveground storage tanks in the City of Chicago." At the bottom, a blue button labeled "Let's get started" is highlighted with a red rectangular border.

### Location

After clicking on the Let's get started button, you will be taken to the Location page. Under the Street Address section, enter the following:

- Number
- Direction
- Name
- Suffix
- Click on the Next Step button



The page title is "CDPH Above-Ground Storage Tank Installation Permit". A progress bar shows eight steps: Application Type (checked), Location (active), Job Description, Applicants, Project Details, Documentation, Terms & Conditions, and Status. Below the progress bar, a text prompt says "Enter the address of your above-ground storage tank(s)." followed by an asterisk and "Required Information". The "Street Address" section contains four input fields: a text box with "333" (labeled 'a'), a dropdown menu with "S" (labeled 'b'), a text box with "STATE" (labeled 'c'), and a dropdown menu with "ST" (labeled 'd'). At the bottom, there are two buttons: "Previous Step" and "Next Step", with the "Next Step" button highlighted by a red rectangular border.

\* Range addresses are not allowed for this process.

### Job Description

After clicking on the Next Step button, you will be taken to the Job Description page. Enter the facility name. Select the Tank Type drop-down and select the permit you would like to apply for

CDPH Above-Ground Storage Tank Installation Permit

✓

✓

📄

✎

✎

✎

✎

✎

Application TypeLocationJob DescriptionApplicantsProject DetailsDocumentationTerms & ConditionsStatus

Provide the facility name and select the type of tank you will be installing.

*\*Required Information*

Job Description

Facility Name

Dispensing AST Tank

\*

Tank Type

▼

\*

i

Dispensing AST

Non Dispensing AST

Dispensing AST

Previous StepNext Step

\* Available tank type selections: Dispensing AST (Ex: Fleet Refueling Tank) and Non Dispensing AST (Ex: Generator Tanks)

### Select the Next Step button

CDPH Above-Ground Storage Tank Installation Permit

✓

✓

📄

✎

✎

✎

✎

✎

Application TypeLocationJob DescriptionApplicantsProject DetailsDocumentationTerms & ConditionsStatus

Provide the facility name and select the type of tank you will be installing.

*\*Required Information*

Job Description

Facility Name

Dispensing AST Tank

\*

Tank Type

Dispensing AST

▼

\*

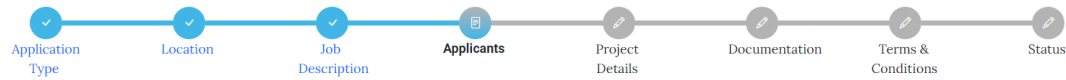
i

Previous StepNext Step

## Applicants

You will be taken to the Applicants page

CDPH Above-Ground Storage Tank Installation Permit - Dispensing AST



Enter the Owner and Tank Installation Contractor information below.

*\*Required Information*

Property Owner \*

If you are eligible, and wish to be listed as Property Owner, click the Add button to add the Property Owner.

[Add Infor Team Dupe](#) [Add Property Owner](#)

Tank Installation Contractor \*

If you are eligible, and wish to be listed as Tank Installation Contractor, click the Add button to add the Tank Installation Contractor.

[Add Infor Team Dupe](#) [Add Tank Installation Contractor](#)

[Previous Step](#) [Next Step](#)

Under the Property Owner section, click on the Add Property Owner button

Property Owner \*

If you are eligible, and wish to be listed as Property Owner, click the Add button to add the Property Owner.

[Add Infor Team Dupe](#) [Add Property Owner](#)

You will be presented with a Search For Property Owner screen. Search for the name of your applicant by entering the name and clicking on the Search button.

Search For Property Owner

Search by Name  \*

[Close](#) [Search](#)

You will be presented with the Select Property Owner list screen. Click on the Select button to add the applicant as the Property Owner

Select Property Owner ×

**Contact**  
ALMODOVAR ELECTRIC  
Phone - (407)\*\*\*-1295  
Email - w\*\*\*\*\*@yahoo.com  
INTERCESSION CITY FL 33848-0094

Select

Once you've added the Property Owner, under the Tank Installation Contractor section, click on the Add Tank Installation Contractor button

Property Owner \*

Name	Action
ALMODOVAR ELECTRIC (407)***-1295 w*****@yahoo.com 1471 HICPOCHEE ST PO BOX 94 INTERCESSION CITY FL 33848-0094	Remove

Tank Installation Contractor \*

If you are eligible, and wish to be listed as Tank Installation Contractor, click the Add button to add the Tank Installation Contractor.

Add Infor Team Dupe Add Tank Installation Contractor

You will be presented with a Search For Tank Installation Contractor screen. Search for the name of your applicant by entering the name and clicking on the Search button.

Search For Tank Installation Contractor ×

Search by Name  \*

Close Search

You will be presented with the Select Tank Installation Contractor list screen. Click on the Select button to add the applicant as the Tank Installation Contractor

## Select Tank Installation Contractor

**Contact**

John Kryl Rip and Run Inc.  
Phone - (312)\*\*\*-7235  
Email - j\*\*\*\*\*@cityofchicago.org  
Chicago IL 60604

**Select**

Once you've added the Property Owner and Tank Installation Contractor, click on the Next Step button

## Property Owner \*

## Name

ALMODOVAR ELECTRIC  
(407)\*\*\*-1295  
w\*\*\*\*\*@yahoo.com  
1471 HICPOCHEE ST  
PO BOX 94  
INTERCESSION CITY FL 33848-0094

## Action

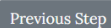
Remove

## Tank Installation Contractor \*

## Name

John Kryl Rip and Run Inc.  
(312)\*\*\*-7235  
j\*\*\*\*\*@cityofchicago.org  
333 S State  
Room 200  
Chicago IL 60604

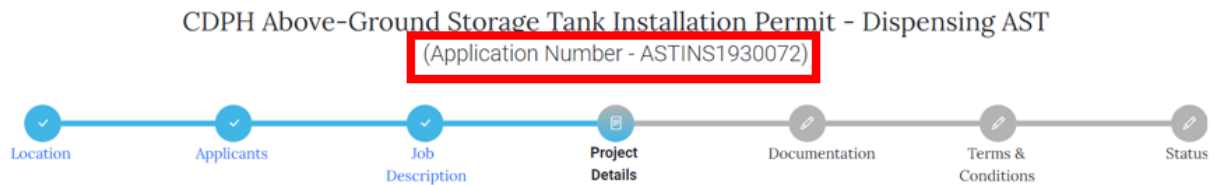
## Action

RemovePrevious Step**Next Step**



### Project Details

You will be taken to the Project Details page. At this point, your application is saved and an application number has been generated. The below number will be your permit number moving forward.



### Dispensing Tank Information

Enter the details about your project below.

*\*Required Information*

Dispensing Tank Information			
Dispensing Tank Information *			
Capacity (gals.)	Product	Double Wall	UL Listing (Required UL 2085)
<div style="border: 2px solid red; padding: 2px; display: inline-block; background-color: #007bff; color: white;">+ Add Dispensing Tank Information</div>			

The first step will be adding a Dispensing Tank Information record to your application. Click on the + Add Dispensing Tank Information button

### Notes:

- \* At least one AST grid record must be added
- \* Dispensing – maximum of 2 tanks, maximum of 1000 gallons each for Capacity

Enter the following information:

- Capacity
- Product
- Double Wall
- UL Listing (Required UL 2085)
- Click on the Add Dispensing Tank Information button

Add Dispensing Tank Information ×

<b>a</b>	Capacity	1000	gals. *
<b>b</b>	Product	# 5 Oil	↓ *
<b>c</b>	Double Wall	<input checked="" type="radio"/> Yes <input type="radio"/> No	
<b>d</b>	UL Listing (Required UL 2085)	Tank	

Cancel
Add Dispensing Tank Information
**e**

Once you've added the Dispensing Tank Information, enter the following required information:

- Further explanation of tank installation
- Are there other existing above ground storage tank(s) currently located at this site?
- Purpose of Tank Installation
- Normal Vent
- Emergency Vent
- Secondary Containment Emergency Vent
- Will tank(s) be electrically grounded?
- Will the tank(s) have a lockable fill cap?
- Are the tank(s) equipped with permanently connected pumping device listed by U.L?
- Are tank(s) labeled to include a warning and name of the product they contain?
- Will Guard rails be present? (note: guard rails should be a minimum of 2 ft from tank)
- Are tank(s) subject to permit under the Clean Air Act?
- Click on the Next Step button

Enter the details about your project below.

\* Required Information

Dispensing Tank Information

Dispensing Tank Information \*

Capacity (gals.)	Product	Double Wall	UL Listing (Required UL 2085)	
1000	# 5 Oil		Tank	<a href="#">Edit</a>   <a href="#">Delete</a>

[+ Add Dispensing Tank Information](#)

Further explanation of tank installation	<div>Refuel tank</div>	a
Are there other existing above ground storage tank(s) currently located at this site?	<input type="radio"/> Yes <input checked="" type="radio"/> No *	b
Purpose of Tank Installation	<div>Refuel tank</div> *	c
<b>Vent Sizes for Tank</b>		
Normal Vent	<div>5 in. *</div>	d
Emergency Vent	<div>5 in. *</div>	e
Secondary Containment Emergency Vent	<div>5 in. *</div>	f
Will tank(s) be electrically grounded?	<input checked="" type="radio"/> Yes <input type="radio"/> No *	g
Will the tank(s) have a lockable fill cap?	<input checked="" type="radio"/> Yes <input type="radio"/> No *	h
Are the tank(s) equipped with permanently connected pumping device listed by U.L.?	<input checked="" type="radio"/> Yes <input type="radio"/> No *	i
Are tank(s) labeled to include a warning and name of the product they contain?	<input checked="" type="radio"/> Yes <input type="radio"/> No *	j
Will Guard rails be present? (note: guard rails should be a minimum of 2 ft from tank)	<input checked="" type="radio"/> Yes <input type="radio"/> No *	k
Are tank(s) subject to permit under the Clean Air Act?	<input type="radio"/> Yes <input checked="" type="radio"/> No *	l
<div><div>Previous Step</div><div>Next Step</div><div>m</div></div>		

## Non-Dispensing Tank Information

Non-Dispensing Tank Information						
Non-Dispensing Tank Information *						
Number of Tanks	Capacity (gals.)	Tank Product	Piping	Piping Other	Method of Secondary Containment	Method of Secondary Containment Other
<a href="#">+ Add Non-Dispensing Tank Information</a>						

The first step will be adding a Non-Dispensing Tank Information record to your application. Click on the + Add Non-Dispensing Tank Information button

**Notes:**

- \* At least one AST grid record must be added
- \* Non-Dispensing:
  - Secondary containment capacity - Minimum of 100% of primary capacity for double-walled tanks and Minimum of 125% of primary capacity for diked tanks.

Enter the following information –

- a. Number of Tanks
- b. Capacity
- c. Tank Product
- d. Piping
- e. Method of Secondary Containment
- f. Purpose of Tank Installation
- g. Emergency Vent Size
- h. Normal Vent Size
- i. Secondary Containment Emergency Vent Size
- j. Secondary Containment Capacity
- k. UL Listing
- l. Click on the Add Non-Dispensing Tank Information button

Add Non-Dispensing Tank Information

a	Number of Tanks	<input type="text" value="1"/>	*
b	Capacity	<input type="text" value="1"/> gals.	*
c	Tank Product	<input type="text" value="# 5 Oil"/>	*
d	Piping	<input type="text" value="Double Wall"/>	*
e	Method of Secondary Containment	<input type="text" value="Concrete Dike"/>	*
f	Purpose of Tank Installation	<input type="text" value="Auto Lube Oil Storage"/>	*
g	Emergency Vent Size	<input type="text" value="5"/> in.	*
h	Normal Vent Size	<input type="text" value="5"/> in.	*
i	Secondary Containment Emergency Vent Size	<input type="text" value="5"/> in.	*
i	Secondary Containment Capacity	<input type="text" value="5"/> gals.	*
k	UL Listing	<input type="text" value="Tank"/>	

Cancel

Add Non-Dispensing Tank Information

l

Once you've added the Non-Dispensing Tank Information, answer the following required information:

- Further explanation of tank installation
- Are there other existing above ground storage tank(s) currently located at this site?
- Will tanks be electrically grounded?
- Will tanks be fabricated on site or purchased prefabbed?
- Are tanks subject to permit under the Clean Air Act?
- Will tanks be "indoors" or "outdoors"?
- Will the Tank have a lockable fill cap?
- List the safety clearance to any building or lot line.
- Click on the Next Step button

**Non-Dispensing Tank Information**

Non-Dispensing Tank Information \*

Number of Tanks	Capacity (gals.)	Tank Product	Piping	Piping Other	Method of Secondary Containment	Method of Secondary Containment Other
1	1	# 5 Oil	Double Wall		Concrete Dike	<a href="#">Edit</a>   <a href="#">Delete</a>

[+ Add Non-Dispensing Tank Information](#)

a

Further explanation of tank installation

Tank installation

b

Are there other existing above ground storage tank(s) currently located at this site?

☐ Yes ☒ No \*

c

Will tanks be electrically grounded?

☐ Yes ☒ No \*

d

Will tanks be fabricated on site or purchased prefabbed?

Fabricated on site \*

e

Are tanks subject to permit under the Clean Air Act?

☐ Yes ☒ No \*

f

Will tanks be "indoors" or "outdoors"?

Outdoor Tanks \*

**Outdoor Tanks**

g

Will the Tank have a lockable fill cap?

☒ Yes ☐ No \*

h

List the safety clearance to any building or lot line.

Tank Installation \*

Previous Step

Next Step

i

## Documentation

You will be taken to the Documentation page. On the Documentation page, there will be a list of required documents you will need to upload. Click on the + Add Document button to add the required documentation

CDPH Above-Ground Storage Tank Installation Permit - Dispensing AST  
(Application Number - ASTINS1930072)

Location Applicants Job Description Project Details Documentation Terms & Conditions Status

Attach any documents which are relevant to this permit application.

The following documentation is required for this application:

- Upload Site Sketch / Site Plan. This action can be completed on the Documents page.
- Upload Tank Data Sheet. This action can be completed on the Documents page.

Documents

+ Add Document

Previous Step Next Step

You will only be able to upload one document at a time. Select the option you are uploading. Click on the Choose File button and find the file you want to upload. Click on the upload button.

Add Document

Approved File Types: jpg, pdf, png

Choose File Dispensing Site Plan.png

Select the type(s) of documents that are included in the selected file:

☒ Site Sketch / Site Plan

☐ Tank Data Sheet

Cancel Upload

Once you've uploaded a required document, the associated message for that document will disappear. Repeat the same process for all remaining required documents

Attach any documents which are relevant to this permit application.

The following documentation is required for this application:

- Upload Tank Data Sheet. This action can be completed on the Documents page.

Documents

Document	Categories
Dispensing Site Plann.png	• Site Sketch / Site Plan

+ Add Document

Once you've uploaded all required documents and all associated messages have disappeared, click on the Next Step button

Attach any documents which are relevant to this permit application.

Documents		
Document	Categories	
<a href="#">Dispensing Site Plann.png</a>	<ul style="list-style-type: none"><li>• Site Sketch / Site Plan</li></ul>	<a href="#">Edit</a>   <a href="#">Remove</a>
<a href="#">Dispensing Tank Data Sheet.png</a>	<ul style="list-style-type: none"><li>• Tank Data Sheet</li></ul>	<a href="#">Edit</a>   <a href="#">Remove</a>
<a href="#">+ Add Document</a>		

[Previous Step](#) [Next Step](#)



## Terms &amp; Conditions

You will be taken to the Terms & Conditions page where you'll need to confirm that the information that you've provided is accurate to the best of your knowledge. On the Terms & Conditions page, read through the legal agreement, select I accept and then click on the Submit button.

CDPH Above-Ground Storage Tank Installation Permit - Dispensing AST  
(Application Number - ASTINS1930072)



In order to finish your application, you must agree to the terms and conditions below.

*\*Required Information*

#### Terms & Conditions

- Tank(s) must be electrically grounded.
- Dispensing tanks - Tank shall not be used for any retail sale.
- Dispensing tanks - Tanks shall have Lockable Fill Cap.
- Dispensing tanks - Tanks shall bear the UL label 2085.
- Dispensing tanks - Tanks shall be completely surrounded by a protective guardrail, to be located a minimum of 2 feet away from the tank.
- Dispensing tanks - Dispensing of the flammable liquid shall have a pump permanently attached to the top of the tank and an anti-siphon valve.
- Dispensing tanks - Each tank shall bear the words "Flammable - Keep Fire Away" on each side of the tank. The letters must be a minimum of four inches (4") high.
- Dispensing tanks - Safety Clearances for dispensing tanks:
  - Class I minimum of 10 feet from any building or property line
  - Class II or Class III minimum of 3 feet from any building or property line.
- Non-Dispensing tanks - Tanks shall bear the UL label 142 (or built to the UL 142 Standard)
- Non-Dispensing tanks - Secondary containment capacity is minimum of 125% for primary capacity for diked tanks
- Non-Dispensing tanks - Secondary containment capacity is minimum of 100% for primary capacity for double walled tanks
- Non-Dispensing Interior - Normal vent pipe shall discharge at a point outside of building and terminate weatherproof hood higher than the file pipe opening.
- Non-Dispensing Interior - Tanks shall be located in lowest story or in an area with nothing below it. If this condition is not met, the location must comply with Flammable Liquid Storage Rooms and Ventilation in Vaults requirements.
- Non-Dispensing Interior - Tanks cannot exceed 550 gallons individual or combined capacity.
  - If combined capacity is greater than 550 gallons, the following conditions shall apply:
    - 4-hour fire resistive enclosure
    - Liquid tight non-combustible sill raised not less than 6 inches above the floor.
    - self-closing Class A fire rated doors
    - Door to swing out/direction of exit travel.
- Non-Dispensing Exterior - Tanks shall have a lockable fill cap.
- Non-Dispensing Exterior - Safety Clearance from any building or lot line is \_\_\_\_\_
  - Finding the safety clearance is based on capacity of the stable flammable liquid with an operating psi that does not exceed 2.5 p.s.i.g.
    - NO fire protection, 2 times Annexure A
    - Approved fire protection system, ½ times Annexure A but not less than 5 feet
    - (15-24-260) Annexure A
- **Annexure A -**
  - Capacity Tanks Gallons
    - 275 or less - 5 feet should be the minimum distance from Lot line.
    - 276 to 750 - 10 feet should be the minimum distance from Lot line.
    - 751 to 12,000 - 15 feet should be the minimum distance from Lot line.
    - 12,001 to 30,000 - 20 feet should be the minimum distance from Lot line.
    - 30,001 to 50,000 - 30 feet should be the minimum distance from Lot line.
    - 50,001 to 60,000 - 50 feet should be the minimum distance from Lot line.

☒ I Accept \*

Previous Step


Submit

## Status Page

You will be taken to the Status page. The application will go to the Fee Payment milestone and add a \$200 AST Installation Fee to the application for the applicant to pay.

- a. You can click on the Add to Cart button and go through the payment process.

CDPH Above-Ground Storage Tank Installation Permit - Dispensing AST  
(Application Number - ASTINS1930072)



**⚠ Application Information:**

- To continue with this application, pay the fees.

Add to Cart (\$200.00)

Cancel Application


**Summary**

Application Type	CDPH Above-Ground Storage Tank Installation Permit	
Status	Fee Payment	
Location	333 S STATE ST	<a href="#">more info...</a>
Applicants	ALMODOVAR ELECTRIC-Property Owner And 1 Others	<a href="#">more info...</a>

\* \$200 AST Installation Fee will be added (flat fee per application)

Once the fees have been paid, the application will move to the In Review milestone. At this milestone, a CDPH Technical Review will be added and the application will be waiting on the CDPH department to approve, ask for changes, or deny the review

**CDPH Above-Ground Storage Tank Installation Permit - Dispensing AST**  
(Application Number - ASTINS1930072)



**Application Information:**

- Your application is currently under review with CDPH. You will receive an email when the review is complete.

Summary

Application Type	CDPH Above-Ground Storage Tank Installation Permit		
Status	In Review		
Location	333 S STATE ST		<a href="#">more info...</a>
Applicants	ALMODOVAR ELECTRIC-Property Owner And 1 Others		<a href="#">more info...</a>

Review History

Review	Date Resulted	Status	Notes
CDPH Technical Review		Pending	

\* You will not be able to make any revisions while the application is in the review process