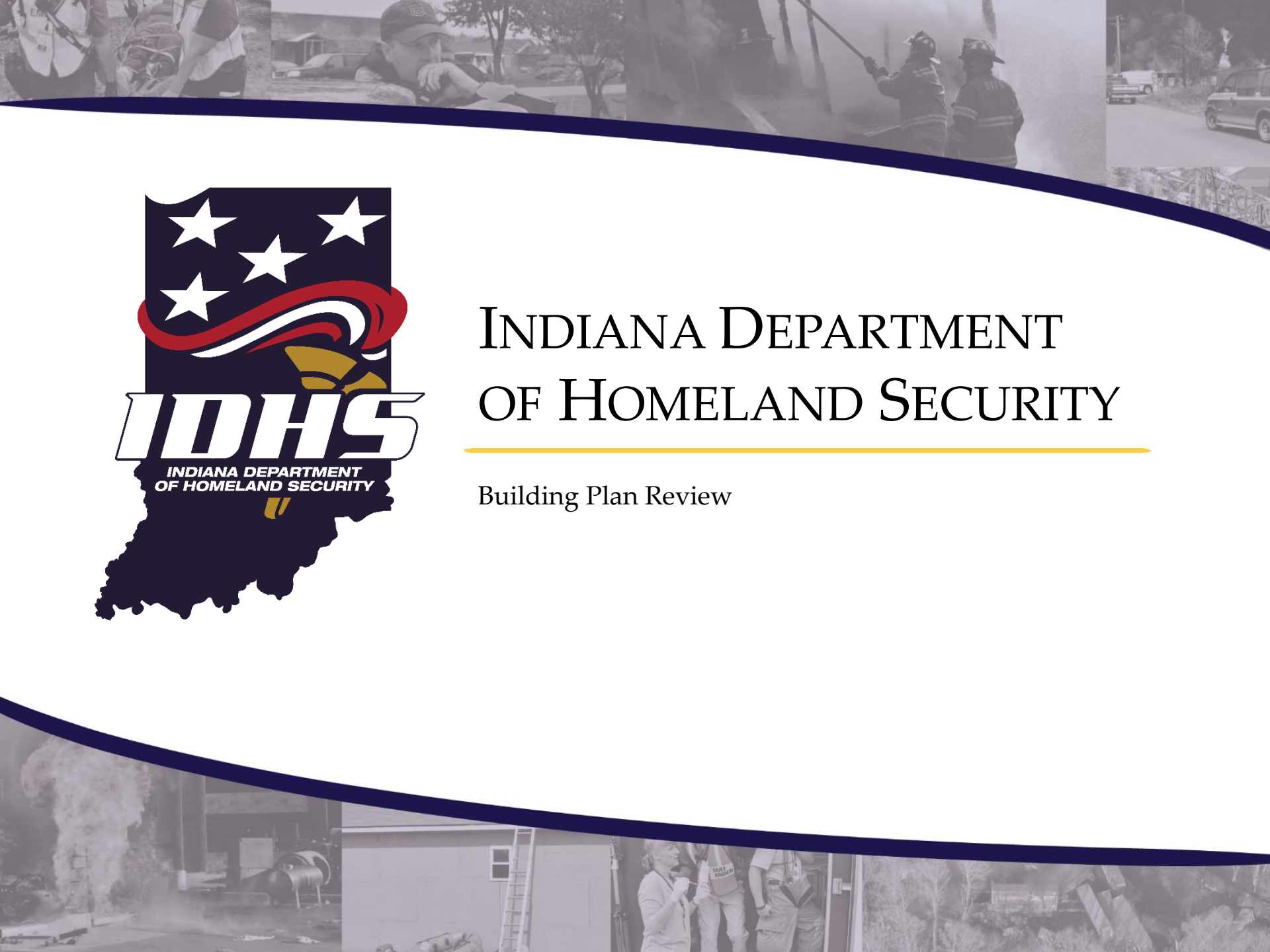




# INDIANA DEPARTMENT OF HOMELAND SECURITY

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Building Plan Review





# Filing Requirements for Aboveground/Underground Storage Tanks (AST/UST's)

*And their pumps, piping, dispensers and related  
equipment too.*



There are three easy steps to obtain your construction design release from the State of Indiana.

## **But first, what is a construction design release?**

A Construction Design Release (CDR) is the State's version of a permit for underground storage tanks, dispensers and related equipment.



# Does a construction design release permit me to provide the service and do the work?

No. Permits are issued by local officials having jurisdiction in the area in which you want to provide your service and perform the work. A construction design release enables you to obtain permits.



## Why am I required to file for a construction design release?

675 IAC 12-6-2(C) defines Storage Facilities, Tanks and Dispensing Equipment for Flammable and Combustible Liquids and Gases as a Class I structure. Construction of Class I structures requires filing with the State of Indiana.



# The three easy steps in obtaining your construction design release:

- Step 1. The Application
  - Complete the Application for Storage Facilities for Flammable and Combustible Liquids and Gases  
*Tell us who, where and how many*
- Step 2. The Fees
  - Determine the fees due  
*Payable to: Indiana Dept. of Homeland Security*
- Step 3. The Plans
  - Show us what you are doing on a plan



# Step 1. The Application

Complete the Application for Storage Facilities for Flammable and Combustible Liquids and Gases, including:

- A. Firm or owner information (certificate)
- B. Installation location
- C. Submitted by (provide email address)
- D. Installation information



## Step 2. The Fees

The fees are based upon the number of tanks plus the one-time project processing fee:

- \$240.00 (3) Tanks (80.00 per tank)
- \$ 75.00 Filing Fee (per project)

**Total:** \$315.00

*\*Local inspection fees may apply in areas that do not have a local inspection program.*





## What is a Local Inspection Fee?

A local inspection fee is due when a local inspection program is not available in the area you are providing your service. A State inspector would be sent to provide this service. In this case, no other permit would be required.



## Step 3. The Plans

1. Provide a site plan, showing:
  - A. Dimensioned location of all tanks to all property lines and buildings.
  - B. Dimensioned location of pumps, dispensers and all other related equipment to all property lines and buildings.
  - C. Location, type and sizing of all piping, valves and vents.
  - D. Sections, showing:
    - The depth below ground, type of covering over the tanks, such as earth, concrete or asphalt including thicknesses.
    - Supports, saddles, straps and other related material used to secure, anchor or support the tanks.



# Ready to File?

To file a project electronically, visit:

<http://www.in.gov/dhs/2650.htm>

Or, send the completed application, fees and **one** set of plans to:

Indiana Department of Homeland Security

Plan Review Division

302 W. Washington St. Room E245

Indianapolis, IN 46204

**Be sure to keep copies for yourself!**



# What happens next?

When the Plan Review Division receives your project, it is processed in the order in which it is received.

An input specialist will input your project using the information you have provided on the application.

Your project will then be assigned a number and a plan reviewer.



## What happens next? (continued)

A notification will be sent to you via the email or mailing address provided. This is called a confirmation.

All plan reviewers are capable of reviewing your project. If everything is in order, a construction design release is issued from the State of Indiana.

The construction design release is sent to you via email.



## What is the turnaround time?

A complete, compliant project filing will typically be released within 10 business days.



## Questions?

Contact us by email at [planreview@dhs.in.gov](mailto:planreview@dhs.in.gov) or  
by phone at (317)-232-6422.