

# Seattle Permits

—part of a multi-departmental series on City services & permit-

## Decommissioning of Residential Heating Oil Tanks

Updated March 2024

If you have a residential heating oil tank that is no longer being used, you are required to “decommission” the tank and any piping connected to it. Specifically, Section 5704.2.13 of the 2021 Seattle Fire Code requires decommissioning of tanks that have been out of service for a year or more.

Decommissioning can be accomplished by one of two methods: (1) removal, or (2) abandon in place. More information on these options is provided in the “Seattle Fire Code Requirements” section of this document.

Section 105.5.20 of the 2021 Seattle Fire Code requires that a permit be obtained to remove, abandon, place temporarily out of service or otherwise dispose of a heating oil tank.

### Permits—Process and Cost

Prior to decommissioning each individual underground heating oil tank, Permit Code 6103—*Residential Heating Oil Tank Decommissioning* must be obtained from the Seattle Fire Department. Permits are issued to the person or contractor performing the work, as specified on the permit application. Permits are not issued to the property owner, unless that person is a certified decommissioner and performing the work.

[Download application forms](#) and email to [permits@seattle.gov](mailto:permits@seattle.gov) then pay with a [credit card online](#). Or mail the completed applications along with your check made out to "City of Seattle" to:

Seattle Fire Department  
Fire Prevention Division - Permits  
220 Third Avenue South, 2nd Floor  
Seattle, WA 98104-2608

Completed permit applications will be processed, stamped *Approved to Proceed* and returned to the applicant accompanied by the Heating Oil Tank Decommissioning Report Form.

NOTE: Work shall not commence until after a Fire Department permit application stamped *Approved to Proceed* has been received by the applicant. No permit will be issued after the tank decommissioning work has been performed. Please keep a record of the permit application that shows “Approved to Proceed”.

### Seattle Fire Code Requirements

Decommissioning work must not start until a permit application stamped *Approved to Proceed* has been received by the applicant. The decommissioning must be performed, or directly supervised, by an individual certified by the International Code Council (ICC) as an underground storage tank (UST) decommissioner.

A copy of the individual’s current ICC certificate must be on file with the Seattle Fire Department. The ICC certified decommissioner must be present at the tank site during the entire decommissioning operation. This requirement applies to both tank removal and abandonment in place.

Both removal and abandonment in place are methods of decommissioning available for the purposes of the Seattle Fire Code. If abandonment in place is selected as the method of decommissioning, the tank must be filled with an inert solid material (e.g. sand, concrete slurry, foam, etc.). When abandoning a tank in place, the interior of the tank must be triple rinsed and washed to remove as much residual product and bottom sludge as possible. Applicants should carefully review the merits of their options before choosing a method of decommissioning. Tanks suspected of leaking should be removed from the ground rather than abandoned in place. The Seattle Fire Department cannot predict, and



does not attempt to predict, what future regulations may require of tanks abandoned in place under the current guidelines. A tank abandoned in place now may later require removal at additional cost and potential hazard.

The Seattle Fire Department *Heating Oil Tank Decommissioning Report Form* accompanying the approved permit must be completed by the ICC certified Underground Storage Tank decommissioner performing or supervising the work. This form must be returned to the Fire Department by the ICC certified decommissioner within 30 days of completion of the decommission.

To document decommissioning of the tank, the property owner should retain a copy of the *Tank Decommissioning Report Form* and the permit application stamped *Approved to Proceed*, as well as all receipts, certifications and written materials associated with the project.

Compliance with the Seattle Fire Code does not require that a site plan be submitted or that any soil samples be taken. However, the property owner or operator may have other obligations, including but not limited to, spill or leak reporting requirements and clean up requirements under environmental or other laws apart from the Seattle Fire Code. For example, if a tank has leaked, the Washington State Department of Ecology does have reporting requirements based on the extent of contamination found. The Northwest Regional Office of the Department of Ecology may be reached at (206) 594-0000. The Seattle Fire Department makes no representation about the application of any other laws, and it is the responsibility of the property owner or operator to determine what laws apply in an individual case.

NOTE: It is the responsibility of the ICC certified decommissioner conducting or overseeing the decommissioning work to provide a copy of the *Heating Oil Tank Decommissioning Report Form* to the property owner within 30 days of completion of the decommission work. The permit applicant shall provide a copy of the permit stamped *Approved to Proceed* to the property owner.

### **International Code Council Certification**

For more information and/or to receive an application to

become an ICC Certified UST Decommissioner, contact ICC's Certification Department at 1-888-ICC-SAFE (422-7233) or [www.iccsafe.org](http://www.iccsafe.org). The ICC will provide a candidate bulletin which provides details on preparing for the exam, taking the exam, and obtaining your certificate.