



FIRE AND RESCUE SERVICES
FIRE PREVENTION

NOTICE TO PROPERTY OWNER

SAMPLE LETTER

Our office has received an application for a Fire Permit to remove an Underground Storage Tank (UST), at the above noted address. The City of Vancouver Fire By-Law (section 4.10.3) requires underground storage tanks that have been abandoned or have been out of service for two (2) years, be removed. It also requires that contaminated soil be removed and backfilled with clean fill.

It is our intention to inform all property owners of the correct process to ensure that all work is completed as outlined in the current City Bylaws, and that property owners are aware of their duties, responsibilities, and benefits under the Fire Permit system. If the work is incomplete and/or fails to meet the conditions of the Fire Permit, the permit will remain open which could prevent issuance of future permits from the City, until all Fire Permit conditions are met. Property owners applying for a rezoning, development or building permit will be asked to disclose the presence or absence of an underground storage tank on the subject property, and home owners may be required to provide documentation that an underground storage tank was removed correctly. It is important to note that a Fire Permit for tank removal issued by the Fire Prevention Division must be obtained **prior** to any work starting. All conditions noted on the Fire Permit must be adhered to and completed within 90 days. Any permits not completed within this time frame will expire and a new application and additional fees may be required. A Closure Report must be submitted to the Environmental Contamination Team upon removal of the tank and soil testing for contamination. Once this report has been received and confirmation is provided that all contaminated soil was removed as per the by-law and backfill has been completed, the Fire Permit will be closed.

The City recommends that a qualified environmental consultant be contracted to oversee the tank removal process and to confirm that any contaminated soils are properly removed. The consultant can assist in preparing the final Closure Report. We cannot recommend specific contractors or consultants; however, you should ensure they have a license to operate in the City of Vancouver, have Worksafe BC coverage, and appropriate insurance. Please ensure that the tank removal company you have contracted completes all appropriate documentation.

As a home owner, it is in your best interest to ensure that the company you have contracted to remove your tank completes all the necessary steps in this process. If you have any questions please refer to the City of Vancouver Fire & Rescue Services Website: <http://vancouver.ca/home-property-development/tank-removal-or-abandonment-permit.aspx>, or contact 311 for more information.

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