PERMIT PROCESS

☐ The following information is needed for issuance of Commercial Underground Storage Tank Removal permits:

1. Complete site address.
2. Name, address and phone number of the property owner.
3. Name, address and phone number of the company removing the tank(s).
4. City of Lynnwood Business License number for the company removing the tanks. To obtain a business license, contact Business Licensing at (425) 670-5159.

☐ Once this information is received, the permit can be issued. After the permit is issued, the applicant is required to supply the following information:

1. Size and number of tank(s).
2. Product last stored in the tank(s).
3. Department of Ecology site number.
4. Certification that the tanks have been pumped, rinsed, inerted and tested.
5. A statement that all piping was disconnected and either capped or removed.
6. Name and address of the person/company taking soil samples.
7. Printed name, signature, title and phone number of the responsible person at the site.
8. Site plan (the site plan does not need to be to scale, but must accurately depict the location of the tank(s) in relation to nearby buildings, streets, property lines, etc.)

☐ All of the above information (except Item 8) can be handwritten on the permit itself.

ADDITIONAL REQUIREMENTS

☐ A completed Spill Prevention, Control and Countermeasures Plan (SPCC Plan). SPCC Plan can be obtained online at http://www.ci.lynnwood.wa.us/City-Services/Environmental--Surface-Water-and-Storm-Water/Surface-Water-Documents-and-Reports.htm.

☐ A Stormwater Pollution Prevention Plan (SWPPP) may be required. Please verify with our Environmental, Surface Water, and Storm Water Department at 425-670-5200.
INSPECTION PROCESS
Call (425) 670-5550 at least 24 hours in advance to request an inspection. When you make your request, state the time that you expect the tank(s) to actually be removed; that is the time an inspector must be on-site. This must be on a weekday between 9 AM and 4 PM. Please have the permit number and address available when you call in the request.

All paperwork must be on site when the inspector arrives to witness the removal.

NOTE
It is your responsibility to see all information on the permit is correct, all necessary safety procedures have been complied with, and all industry-accepted standards have been followed. All excavations must be fenced or barricaded.