



DEPARTMENT OF BUILDINGS

EXECUTIVE OFFICES
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Issuance 460

**OPERATIONS
POLICY AND PROCEDURE NOTICE #7/94**

TO: Distribution
FROM: Jacob Grill
DATE: October 5, 1994
SUBJECT: Self Certification of Fuel Oil Storage Tanks by Licensed Oil Burner Equipment Installers (A&B).

EFFECTIVE:

Immediately

PURPOSE:

A sign off for a replacement or installation of above or below ground fuel oil storage tanks by the Plumbing Division will no longer be required. A licensed oil burner equipment installer (A&B) may sign off the required forms.

This P.P.N. only applies to fuel oil storage tanks which are used to supply fuel to fire building heating systems.

I INSTALLATION and/or REPLACEMENT OF OIL STORAGE TANKS NOT EXCEEDING 275 GALLONS

The following filing and sign off procedures by the Licensed Oil Burner Equipment Installer (A&B) for Fuel Oil Storage Tanks not exceeding 275 gallons, shall be followed:

1. File an original typewritten PRA/OBE-1 application plus 2 copies at the PRA Unit with a self addressed stamped envelope at 60 Hudson St., New York, NY 10013 14th floor or mail to the above location.
2. Submit one check per job in the appropriate amount including asbestos fee if necessary. Fee for fuel oil tanks not exceeding 275 gallons is \$100.00. Fee for submitting asbestos forms is as follows:

ASB4 (Asbestos Exemption) original plus 2 copies - NO FEE
ACP5 (Not an Asbestos Project) - \$15.00
ACP7 (Asbestos Project) - Refer to form for calculations

NOTE: ASB4 (Asbestos Exemption) may only be filed if ACP5 or ACP7 WAS FILED WITHIN THE LAST 12 MONTHS. Copy of ACP5 or ACP7 to be submitted with ASB4.

3. The PRA unit processes the application and sends back the licensee 2 copies of the PRA/OBE-1 forms. When the job is completed the licensee forwards to the Boiler Division the one signed off copy of the PRA/OBE-1 form. The signed off copy will be filed in the Boiler Division block and lot folders.
4. Upon receipt of the signed off PRA/OBE-1 Form the Boiler Division will send the licensee a signed off copy of B-form 16A, (Certificate of Approval for Oil Burning Installation). The licensee will post a copy of the B-Form 16A in the boiler room. A copy of the B-Form will be filed in the Block and Lot Folder in the Boiler Division at 60 Hudson St.

NOTE: THE BOILER DIVISION WILL FORWARD TO THE NEW YORK CITY FIRE DEPARTMENT (FUEL OIL STORAGE UNIT) DISTRICT H.Q. 250 LIVINGSTON STREET, BROOKLYN, N.Y. 11201, A BATCH REPORT EVERY 30 DAYS.

II Installation of Fuel Oil Tanks Exceeding 275 gallons

The following filing procedure by the Professional Engineer/Registered Architect and sign off by the licensed Oil Burner Equipment Installer (A&B) for FUEL OIL STORAGE TANKS OVER 275 GALLONS shall be followed:

A PREFILING

The P.E. or R.A. files the following forms at the prefiling desk:

- a) 1 copy PW-1 Plan work approval application with plans.
- b) 3 copies PW-1 SCH-C Heating & Combustion Equipment
- c) ASB4 (Asbestos Exemption) - Original plus 2 copies no fee.
- d) ACP5 (Not an Asbestos Project) - \$15.00
- e) ACP7 (Asbestos Project) Refer to form for calculations.
- f) Job number and fees are issued by the prefiler and paid at the application processing cashier.

NOTE: ASB4 (Asbestos Exemption) may only be filed if the ACP7 was filed within the last 12 months. Copy of either form must be submitted with the ASB4 form.

B PLAN EXAMINER

- A) The plan examiner reviews the plans and applications submitted.
- B) The plan examiner forwards 2 copies of the PW-1 SCH-C to the P.E./R.A
- C) **NOTE: IF THE APPLICATION IS FILED UNDER DIRECTIVE 14 THE PREFILER IS TO RETURN THE NECESSARY FORMS TO THE APPLICANT.**

AFTER APPROVAL

The licensee files for a work permit submitting the required forms as follows:

- a) Two copies of form PW2 (WORK PERMIT APPLICATION) at the application processing desk. The application processing clerk issues the work permit.

UPON COMPLETION OF TANK INSTALLATION

The licensee forwards 1 copy of PW-1 SCH-C and a copy of the PW2 (Work Permit Application) to the Boiler Division which shall be signed off in the appropriate sign off area. The signed off copies will be filed in the Boiler Division block and lot folder.

The licensee forwards 1 copy of the PW2 (work permit application) with PW-1 SCH-C to the Boiler Division.

Upon receipt of the required forms the BOILER DIVISION will forward to the installer a signed off copy of the B-form 16A which the installer is to post in the BOILER ROOM. A copy of the B-form 16A is to be filed in the block and lot folder in the Boiler Division at 60 Hudson St.

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