



## *Office of the State Fire Marshal*

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April 24, 2015

To: All Illinois Fire Departments  
From: Division of Petroleum & Chemical Safety, OSFM  
Re: Approved Permits for UST Work

### **Notice to Fire Departments from Petroleum & Chemical Safety Division**

In late March of this year, the Petroleum & Chemical Safety Division began “live” testing of a new online Underground Storage Tank (UST) permit application process. In the past all UST permit applications were mailed to this office for review, accompanied by supporting documents and a check. Approved permits were then mailed to the local fire department for review if the department chose to do so. However, this process will soon be streamlined and modernized.

Once the online permit application process is opened to all licensed UST contractors, this will be done electronically, with documentation attached to the digital permit application, and payment made by credit card, debit card or electronic bank check. In addition, notification of the local fire department will no longer be by mail. Instead, the permits will be posted at the Fire Department Portal. Once at the Portal, you will find permits issued to licensed UST contractors for work in your districts by clicking on “Search” and then scrolling down to “Unexpired Underground Storage Tank Permits.” Mailed permit applications will still be accepted for review, but these will be processed here electronically, and those granted permits will also be posted at the Portal.

We expect to open this process to all licensed contractors in May of 2015. For the next few weeks at least, some permits will be processed electronically, and some will still be processed using paper. Those permits when approved will be mailed, but expect mailed UST permits to diminish and then stop in the near future.

A similar process is underway affecting Aboveground Storage Tanks (ASTs). Notice will be given when AST permit applications begin to be processed electronically, although this will not be in the immediate future.