



June 29, 2006 (updated 7/22/2011)

City of Scottsdale Process Update – LP GAS TANKS PERMITTING

TO: Customers/Contractors who frequently submit LP gas tank installation requests to the City of Scottsdale Planning & Development Services Dept.

RE: New process being implemented for processing/permitting of LP GAS tank installations

This letter is to inform you of a new submittal process that has been implemented for LP gas tank permits. No action is required with this notice – this is informational only.

Effective July 1, 2006, installations and permitting of LP gas tanks will be processed as follows:

- 1) **Fax (480-312-9200) or email requests to FaxPermits@Scottsdaleaz.gov**
Submittal requirements for all tanks over 10 gallon:
 - a) Completed [application](#).
 - b) 8 ½ X 11 plan indicating tank location, tank size, tank type (above or below ground), line size and location including distance from buildings/structures
- 2) The One Stop Shop will log-in the request and forward to Senior Fire Plan Review John Armstrong who will review the application.
- 3) Once the review is completed the city will notify you via email.
- 4) Once you are emailed you will need to come to the One Stop Shop/Permit Services Counter at 7447 E. Indian School Rd., Suite 105 to obtain and sign for your permits. The LP gas tank installation also requires a minimum plumbing permit (which triggers above and below grade site inspections). The minimum plumbing permit can be obtained at the same time that you obtain the gas tank fire permit. Call 480-312-2500 for current permit fee information.

If you have any questions, please contact John Armstrong at (480) 312-7127 or <mailto:jsarmstrong@scottsdaleaz.gov>.