



BUILDING DEPARTMENT

CITY OF POUGHKEEPSIE

62 CIVIC CENTER PLAZA, 2ND FLOOR

POUGHKEEPSIE, NY 12601

Phone: (845) 451-4007 Fax: (845) 451-4006

Eric Philipp
Building Inspector

Propane and Oil Tank Permit Requirements

1. **PERMIT APPLICATION:** The building permit application must be completed and signed by the owner of the property or their authorized agent.
2. **PERMIT FEE:** \$75.00 Residential (\$50 filing fee plus \$25 tank) or \$150.00 Commercial (\$100 filing fee plus \$50 tank) Please make Payable to 'City of Poughkeepsie'
3. **Two Sets** of all required documents must be submitted with this application
4. **PROOF OF INSURANCE: Certificate of Liability** Insurance naming the "City of Poughkeepsie, 62 Civic Center Plaza, Poughkeepsie, NY 12601 as the certificate holder and additionally insured. **Certificate of Insurance for Workers Compensation** (Form 105.2) with the "City of Poughkeepsie, 62 Civic Center Plaza, Poughkeepsie, NY 12601 as certificate holder. If there is not a Workers Compensation Policy, a waiver must be submitted by the Workers Compensation Board.
5. **TYPE OF WORK PROPOSED:**
Permit Application must include the following along with a site plan showing the location of the tank being removed or installed
 - Tank Size
 - Underground or Above Ground
 - Abandonment of tank or removal
 - New Install

Note: Installation & removal required to conform to the requirements of Chapter 34 of the Fire Code of NYS, NFPA 30, and NYS DEC Petroleum Bulk Storage Parts 613 & 614 for tanks over 1,100gal