
Aboveground Storage Tank Application

User Help Guide

Fire Prevention: Plan Review Portal



Office of the Illinois State Fire Marshal

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1. Landing Page / Login

The landing page welcomes users to the Fire Prevention: Plan Review Portal. It provides two main functional areas.

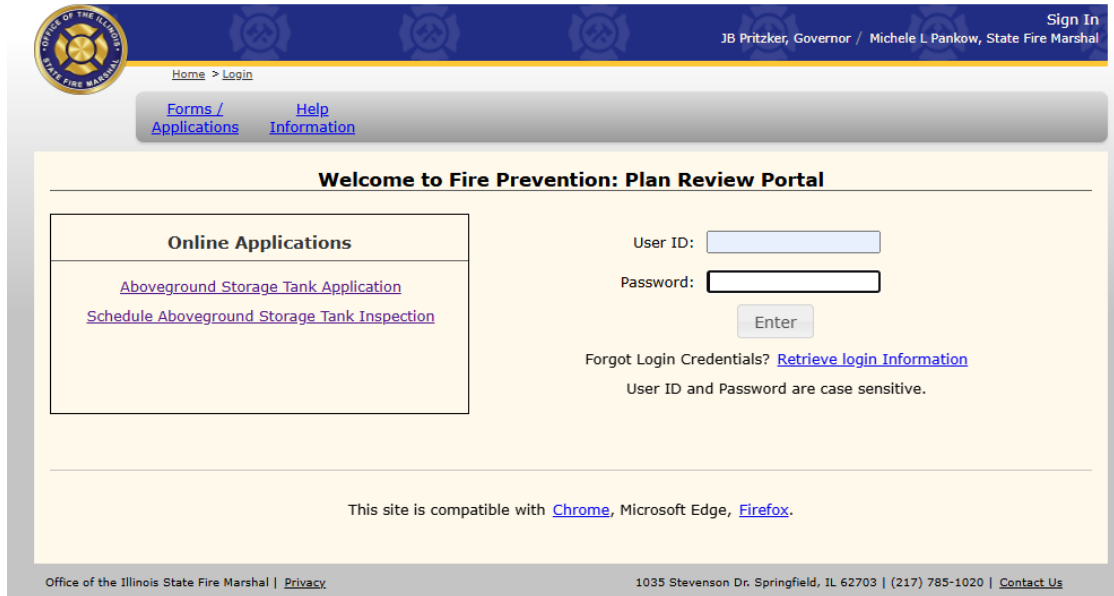


Figure 1: Landing Page - Fire Prevention: Plan Review Portal

Online Applications

The left panel lists the available online applications:

- Aboveground Storage Tank Application
- Schedule Aboveground Storage Tank Inspection

User Login

On the right side of the page, OSFM staff can log in by entering their User ID and Password, then clicking the Enter button.

- **Forgot Login Credentials?** Click the "Retrieve login Information" link to recover your User ID or Password.
- **Case Sensitivity:** Both User ID and Password are case sensitive.

Navigation

The top navigation bar includes links to:

- **Forms / Applications** - Access available forms and applications
- **Help Information** - View help resources

Note: The site is compatible with Chrome, Microsoft Edge, and Firefox.

2. Starting a New Application

Clicking "Aboveground Storage Tank Application" from the landing page opens the AST Application start page. This page explains that the site allows submission of online applications for flammable and liquid Aboveground Storage tanks.

The screenshot shows the 'Aboveground Storage Tank Application' start page. At the top, there is a blue navigation bar with the Illinois State Fire Marshal logo on the left and 'Sign In' on the right. Below the logo are links for 'Home > Login', 'Forms / Applications', and 'Help Information'. The main content area has a yellow background and is titled 'Aboveground Storage Tank Application'. It contains a paragraph explaining the online application system. Below this are three required input fields: '* Email Address:', '* Title or Position:', and '* Name (Of Authorized Representative):'. A 'Start a New Application' button is positioned to the right of these fields. Below these fields is the word 'OR'. Underneath, there is a paragraph about searching for un-submitted applications, followed by two more required input fields: '* Access Code:' and '* Email Address:', with a 'Search' button to the right. At the bottom of the page, there is a footer with contact information for the Office of the Illinois State Fire Marshal.

Figure 2: Aboveground Storage Tank Application - Start Page

Required Information

To start a new application, you must provide the following:

| Field | Required | Description |
|----------------------------------|----------|---|
| Email Address | Yes | Used for communication only; will not be shared |
| Title or Position | Yes | Your job title or position |
| Name (Authorized Representative) | Yes | Full name of the authorized representative |

Office of the Illinois State Fire Marshal | [Privacy](#) | 555 W. Monroe Street, Suite 1300-N, Chicago, IL 60661 | (312) 814-8960 | [Contact Us](#)

Figure 3: Starting a New Application - Fields Completed

After completing these fields, click the "Start a New Application" button to begin the application process.

Note: If you do not have an email address, you must submit the application by mail. A link is provided on the page to download a PDF version of the application.

3. Searching for an Unsubmitted Application

If you have previously started an application but have not yet submitted it, you can resume work on it from the same AST Application start page.

In the lower section of the page, below the "OR" divider, enter the following:

| Field | Required | Description |
|---------------|----------|--|
| Access Code | Yes | The Application ID emailed to you when the application was created |
| Email Address | Yes | The email address used when the application was created |

Aboveground Storage Tank Application

This site allows you to submit an online application for flammable and liquid Aboveground Storage tanks. In order to use the online application system, you must provide an email address associated with the primary contact person for this application. This email address will only be used for communication purposes and will not be shared with anyone. If you do not have an email address you must submit the application by mail. Click [here](#) to access the Application to be mailed.

* Email Address:

* Title or Position:

* Name (Of Authorized Representative):

Start a New Application

OR

You can search for an un-submitted application that you have previously created and continue working on it by entering the Application ID that was provided to you via email when you created the application. Your email address must also be entered below.

* Access Code:

* Email Address:

Search

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Figure 4: Searching for an Unsubmitted Application

Click the "Search" button to locate and resume your unsubmitted application.

Tip: Keep your Access Code in a safe place. You will need it to return to an unsubmitted application or to schedule an inspection later.

4. Application Entry - Page 1: Application Type

After starting a new application, Page 1 asks you to select the type of Aboveground Storage Tank. A link is provided to view more information about AST types and rules.

Aboveground Storage Tank Application

Select the type of Aboveground Storage Tank
[Click here](#) for more information about Aboveground Storage Tank types and rules.

* Select the type of Aboveground Storage Tank for which you are applying:

* Are the tanks on this application located indoors? Yes No

Airport applications must be submitted in triplicate via mail. Please include both the application and required site drawings and send to: Illinois Division of Aeronautics Capitol Airport Springfield, IL 62707 [Click here](#) to download a PDF of the application.

Figure 5: Page 1 - Application Type Selection (Initial View)

Required Fields

- **Select the type of Aboveground Storage Tank:** Choose from the dropdown menu. Options are "Bulk Storage" or "Dispensing".
- **Are the tanks on this application located indoors?** Select Yes or No.

Aboveground Storage Tank Application

Select the type of Aboveground Storage Tank
[Click here](#) for more information about Aboveground Storage Tank types and rules.

* Select the type of Aboveground Storage Tank for which you are applying:

* Are the tanks on this application located indoors? Yes No

Airport applications must be submitted in triplicate via mail. Please include both the application and required site drawings and send to: Illinois Division of Aeronautics Capitol Airport Springfield, IL 62707 [Click here](#) to download a PDF of the application.

Figure 6: Application Type Dropdown Options

Bulk Storage Selection

If "Bulk Storage" is selected, an additional question appears:

- **Are the tanks on this application considered modular generators?** Select Yes or No.

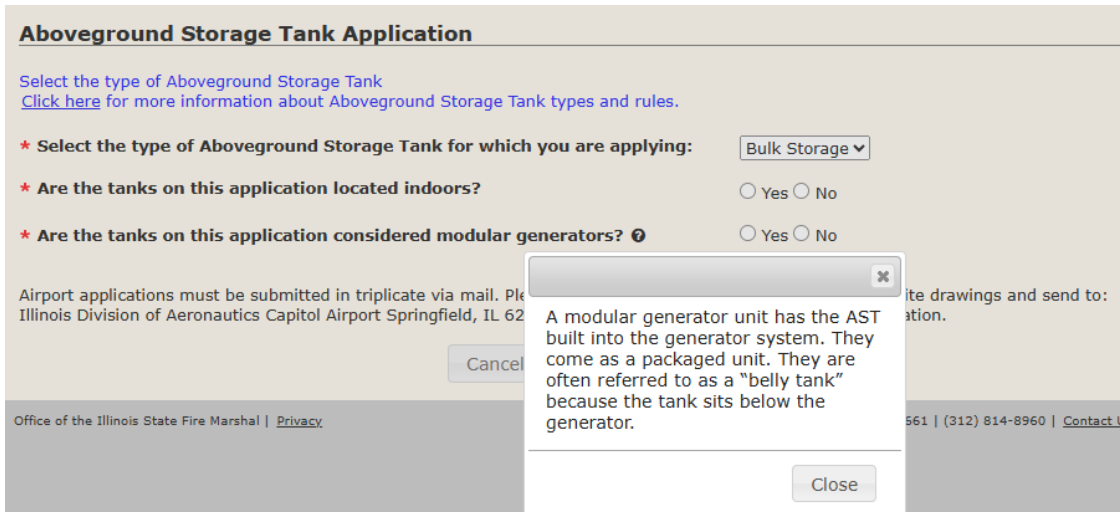


Figure 7: Bulk Storage Selected - Modular Generator Help Popup

A help icon (question mark) next to this field provides additional context: A modular generator unit has the AST built into the generator system. They come as a packaged unit and are often referred to as a "belly tank" because the tank sits below the generator.

Dispensing Selection

If "Dispensing" is selected, only the indoor location question is shown. The remaining pages of the application will be tailored for dispensing tank installations.

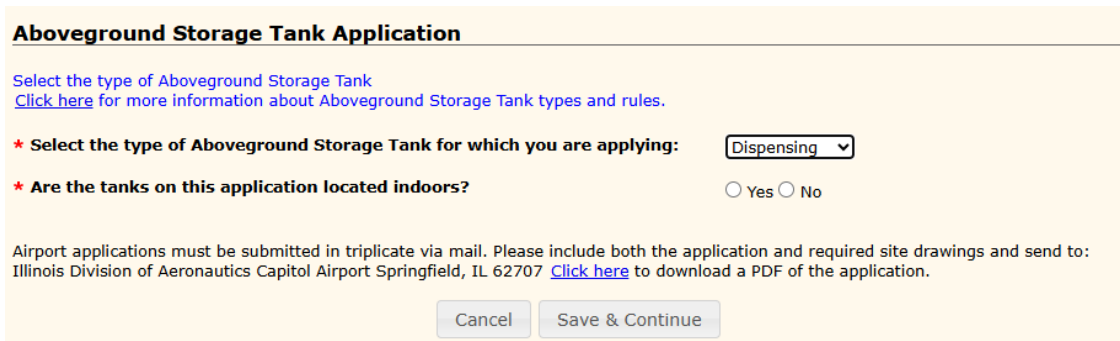


Figure 8: Dispensing Type Selected

Note: Airport applications must be submitted in triplicate via mail to the Illinois Division of Aeronautics Capitol Airport, Springfield, IL 62707. A link is provided to download a PDF of the application.

Click "Save & Continue" to proceed or "Cancel" to discard your changes.

5. Bulk Storage - Page 2: Facility and Owner Information

Page 2 collects Owner and Facility information. The page title displays the application type and your unique Access Code for reference.

Aboveground Storage Tank Application - Bulk Storage - Access Code: [REDACTED]

Owner Information
*Corporation, partnership, or other business entity.
(Must be mailing address)*

* **Company or Last Name**

First Name

Middle Name

* **Address 1**

Address 2

* **City**

* **State**

* **Zip Code**

* **Country**

* **Contact First Name**

* **Contact Last Name**

* **Phone Number**

Phone Number Ext

* **Email Address**

Facility Information
Name and address where tanks are located.

* **Facility Name**

* **Address 1**

Address 2

* **City**

State

* **Zip Code**

* **County**

* **Country**

Parcel PIN

Copy Owner Contact Information

* **Contact First Name**

* **Contact Last Name**

* **Phone Number**

Phone Number Ext

* **Email Address**

Additional Facility Information

* **Is this a new facility?** Yes No

* **Fire Dept. Name**

Figure 9: Bulk Storage - Owner and Facility Information

Owner Information

The left side of the page collects the owner's details. This must be the mailing address for the corporation, partnership, or other business entity.

| Field | Required | Description |
|----------------------|----------|---------------------------------------|
| Company or Last Name | Yes | Business name or individual last name |
| First Name | No | Owner first name (if individual) |
| Middle Name | No | Owner middle name |
| Address 1 | Yes | Primary mailing address |
| Address 2 | No | Additional address line |
| City | Yes | City |
| State | Yes | State (dropdown) |
| Zip Code | Yes | ZIP code |

| | | |
|--------------------|-----|---------------------------|
| Country | Yes | Country (dropdown) |
| Contact First Name | Yes | Contact person first name |
| Contact Last Name | Yes | Contact person last name |
| Phone Number | Yes | Contact phone number |
| Phone Number Ext | No | Phone extension |
| Email Address | Yes | Contact email address |

Facility Information

The right side of the page collects information about the facility where tanks are located.

| Field | Required | Description |
|---------------|----------|--|
| Facility Name | Yes | Name of the facility |
| Address 1 | Yes | Facility street address |
| Address 2 | No | Additional address line |
| City | Yes | City |
| State | No | State |
| Zip Code | Yes | ZIP code |
| County | Yes | County (dropdown) |
| Country | Yes | Country |
| Parcel PIN | No | Property Parcel identification number. Typically found on a property tax bill. |

Tip: Use the "Copy Owner Contact Information" checkbox to automatically fill in the facility contact fields with the same information entered for the owner.

Additional Facility Information

- **Is this a new facility?** Select Yes or No.
- **Fire Dept. Name:** Enter the name of the local fire department serving the facility (required).

Click "Save & Continue" to proceed or "Cancel" to go back.

6. Bulk Storage - Page 3: Installer Information

Page 3 collects information about the person or company that will be installing the tank(s).

Aboveground Storage Tank Application - Bulk Storage - Access Code:

Person or Company Installing Tank(s)

Installer Information

* **Person or Company Name**

* **Address 1**

Address 2

* **City**

* **State**

* **Zip Code**

* **Country**

* **Phone Number**

Phone Number Ext

* **Email Address**

Figure 10: Bulk Storage - Installer Information

| Field | Required | Description |
|------------------------|----------|--------------------------|
| Person or Company Name | Yes | Name of the installer |
| Address 1 | Yes | Installer street address |
| Address 2 | No | Additional address line |
| City | Yes | City |
| State | Yes | State (dropdown) |
| Zip Code | Yes | ZIP code |
| Country | Yes | Country (dropdown) |
| Phone Number | Yes | Installer phone number |
| Phone Number Ext | No | Phone extension |
| Email Address | Yes | Installer email address |

Click "Save & Continue" to proceed or "Back" to return to the previous page.

7. Bulk Storage - Page 4: Tank Overview

Page 4 displays a summary table of all tanks that have been added to the application. When first accessed, the table will be empty.

Aboveground Storage Tank Application - Bulk Storage - Access Code: [REDACTED]

Please add a tank. Any additional tanks can either be added or copied after the first tank is completed.

| Tank # | Capacity/Product | Purpose | Action | Status | |
|----------------------------|------------------|---------|--------|--------|--|
| No data available in table | | | | | |

Showing 0 to 0 of 0 entries Previous Next

Figure 11: Bulk Storage - Tank Overview (Empty)

Tank Summary Table

The table includes the following columns:

- **Tank #** - Sequential tank number
- **Capacity/Product** - Tank size and contents
- **Purpose** - Purpose of the tank installation
- **Action** - The action being performed (e.g., Installing New AST)
- **Status** - Current status of the tank entry

Managing Tanks

- **Add New Tank** - Click this button to begin entering details for a new tank.
- **Edit** - Modify an existing tank's details.
- **Copy** - Create a duplicate of a tank entry (useful for similar tanks).
- **Remove** - Delete a tank from the application.

Aboveground Storage Tank Application - Bulk Storage - Access Code: [REDACTED]

The tanks listed below have been previously added to this Application. Please add or copy additional tanks or click Save and Continue if all tanks have been added.

If any tank is highlighted in yellow, it is incomplete and need to be edited. You will not be able to continue until it has been completed.

| Tank # | Capacity/Product | Purpose | Action | Status | |
|--------|-----------------------|--------------------------|--------------------|--------|--|
| 1 | 500 gallons of Diesel | Emergency Generator Fuel | Installing New AST | New | Edit / Copy / Remove |

Showing 1 to 1 of 1 entries Previous Next

Figure 12: Bulk Storage - Tank Overview with Completed Tank Entry

Note: If any tank is highlighted in yellow, it is incomplete and must be edited before you can continue to the next page.

Once all tanks have been added and are complete, click "Save & Continue" to proceed. Click "Back" to return to the previous page.

8. Bulk Storage - Tank Details Page 1 of 3: Specifications

When adding or editing a tank, the first of three detail pages collects core tank specifications. All fields marked with an asterisk are required.

Aboveground Storage Tank Application - Bulk Storage - Access Code: [REDACTED]

New Tank (page 1 of 3)

* **Tank is:** New Used

* **Is this a split tank?** Yes No

* **Capacity in Gallons:** ⓘ

* **Contents Being Stored in Tank:**

* **What is the product type to be stored in the tank?**
 Diesel Other

* **What classification of liquid is stored in this tank?**

* **Action to be performed on this tank:**
 Installing New AST

* **Purpose of Tank Installation:** (This application is not for tanks that dispense fuel into motor vehicles)

* **Is Construction of Tank Steel?**
 Yes No

* **Will this tank be fabricated on site (field erected) or pre-fabricated at factory?**
 Fabricated On Site Pre-Fabricated at Factory

* **Will the tank bear the listing label of UL or another national testing lab?** (Check all that apply)
 UL 142 UL 2080 UL 2085 UL 2244 UL 2245 SWRI 97-04
 UL 2258 API 620 API 650
 Another National Testing Lab
 Specification other than national recognized lab

Figure 13: Bulk Storage - Tank Details Page 1 Complete Entry

Tank Condition and Capacity

- **Tank is:** Select New or Used.
- **Is this a split tank?** Select Yes or No.
- **Capacity in Gallons:** Enter the tank capacity. A help icon provides information about capacity limitations and separation distance requirements.

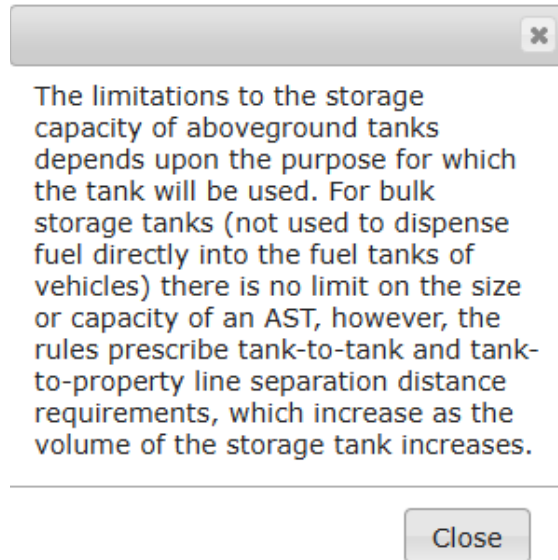


Figure 14: Capacity Help Popup

Tank Contents

- **Contents Being Stored in Tank:** Enter the name of the product to be stored.
- **Product type:** Select Diesel or Other.
- **Classification of liquid:** Select from the dropdown:

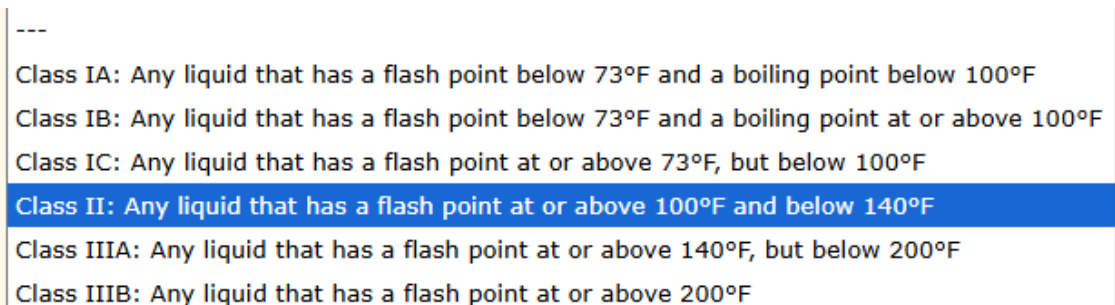


Figure 15: Liquid Classification Dropdown Options

- Class IA: Flash point below 73°F and boiling point below 100°F
- Class IB: Flash point below 73°F and boiling point at or above 100°F
- Class IC: Flash point at or above 73°F but below 100°F
- Class II: Flash point at or above 100°F and below 140°F
- Class IIIA: Flash point at or above 140°F but below 200°F
- Class IIIB: Flash point at or above 200°F

Tank Action and Purpose

- **Action to be performed:** Displays the action (e.g., "Installing New AST").
- **Purpose of Tank Installation:** Select from the dropdown (e.g., "Emergency Generator Fuel").

Note: This application is not for tanks that dispense fuel into motor vehicles.

Tank Construction

- **Is Construction of Tank Steel?** Select Yes or No.

If "No" is selected:

* **Is Construction of Tank Steel?**
 Yes No

* **I confirm that this tank conforms to Title 41 IL admin code 150.**

* Please provide description of tank construction and approved third-party listing information. You can enter this information or upload a document containing the required information.

Figure 16: Non-Steel Tank Construction - Compliance Confirmation

- A confirmation checkbox appears: "I confirm that this tank conforms to Title 41 IL admin code 150."
- A text editor is provided to describe tank construction and third-party listing information, with an option to upload a document.
- **Fabrication:** Select "Fabricated On Site" or "Pre-Fabricated at Factory".

Testing Lab Listing

- **Will the tank bear the listing label of UL or another national testing lab?** Check all that apply:
 - UL 142, UL 2080, UL 2085, UL 2244, UL 2245, SWRI 97-04, UL 2258, API 620, API 650
 - Another National Testing Lab
 - Specification other than national recognized lab (if selected, a text editor appears for specification details)

* **Will the tank bear the listing label of UL or another national testing lab?** (Check all that apply)

UL 142 UL 2080 UL 2085 UL 2244 UL 2245 SWRI 97-04
 UL 2258 API 620 API 650
 Another National Testing Lab
 Specification other than national recognized lab

* **If the tank does not bear the label of a recognized lab, to what specification are they constructed?**

Figure 17: Non-Recognized Lab Specification Entry

Click "Save & Continue" to proceed or "Back" to return.

9. Bulk Storage - Tank Details Page 2 of 3: Safety

The second tank detail page collects safety and infrastructure information about the tank.

New Tank (page 2 of 3)

* **Is the tank electrically grounded?**
 Yes No

* **Is a normal vent pipe provided which is a minimum 1¼ inch in diameter or at least the same size as the fill pipe?**
 Yes No

* **Emergency vent size (inches)?**

* **Is aboveground piping protected against mechanical injury reasonably possible?**
 Yes No

Figure 18: Bulk Storage - Tank Details Page 2

| Field | Required | Description |
|---|----------|--|
| Is the tank electrically grounded? | Yes | Yes or No |
| Normal vent pipe provided (min 1¼" diameter)? | Yes | Must be at least the same size as fill pipe. Yes or No |
| Emergency vent size (inches)? | Yes | Enter the vent size in inches |
| Aboveground piping protected against mechanical injury? | Yes | Yes or No |

Click "Save & Continue" to proceed or "Back" to return.

10. Bulk Storage - Tank Details Page 3 of 3: Location

The third tank detail page collects location and safety compliance information.

Location Questions

- **Is tank located in a flood zone?** Select Yes or No.
- **Combustibles and combustible structures at least 10 ft. from AST?** (ASTs holding Class IIIB: 5 ft.) Select Yes or No.

New Tank (page 3 of 3)

* **Is tank located in a flood zone?**

Yes No

* **Combustibles and combustible structures shall be located at least 10 ft. from AST (ASTs holding Class IIIB 5 ft.)**

Yes No

* **Is tank anchored?**

Yes No

Figure 19: Bulk Storage - Tank Details Page 3 (Flood Zone Yes)

Additional Compliance Fields

Depending on your selections above, additional fields may appear:

- **Title 41 III. Adm. Code 160 compliance:** Confirm that the tank location complies with separation requirements from structures, property lines, and other tanks.
- **Method of Secondary Containment** (check all that apply):
 - Earthen Dike, Double Walled Tank, Steel Catch-Pan, Concrete Dike, Tank Vaulted in Concrete, Other (explain)
- **Method of fire suppression provided** (check all that apply):
 - Portable fire extinguishers (min. 4A:60 BC), Foam Suppression System, Automatic sprinkler system, Other (explain)
- **Material of Construction of Piping** (check all that apply):
 - Aboveground - steel, Aboveground - other (identify material)
 - Underground - steel, Underground - non-metallic (identify material)

New Tank (page 3 of 3)

*** Is tank located in a flood zone?**
 Yes No

*** Combustibles and combustible structures shall be located at least 10 ft. from AST (ASTs holding Class IIIIB 5 ft.)**
 Yes No

*** Is the location of this tank compliant with requirements of Title 41 Ill. Adm. Code 160 regarding separation from structures, property lines, and other tanks?**
 Yes No

*** Method of Secondary Containment:** (Check all that apply)
 Earthen Dike Double Walled Tank Steel Catch-Pan Concrete Dike
 Tank Vaulted in Concrete Other (explain)

*** Method of fire suppression provided:** (Check all that apply)
 Portable fire extinguishers (Minimum rating of 4A:60 BC) Foam Suppression System
 Automatic sprinkler system designed for this hazard
 Other (explain)

*** Material of Construction of Piping:** (Check all that apply)
 Aboveground - steel Aboveground - other (identify material)
 Underground - steel Underground - non-metallic (identify material)

Figure 20: Bulk Storage - Containment, Fire Suppression, and Piping

Click "Save & Continue" to proceed or "Back" to return.



11. Bulk Storage - Page 5: Site Plan, Files, and Terms

Page 5 contains three sections that must be completed before submission.

Aboveground Storage Tank Application - Bulk Storage - Access Code:Q0H8G6


Site Plan

* A site plan must be provided with this application. Click the Paper Clip to upload a site plan. Make sure site plans identify all tanks, piping, buildings and property lines when all separation distances identified.

Site Plan: [aaTestDoc.pdf](#)  


Additional File Uploads

If you need to request an OSFM variance to evaluate if OSFM would approve an alternate installation you still need approval from the local fire authority and you need to contact SFM.Techservices@illinois.gov for instructions on how to submit a variance request.

Additional Files: 

| Document name | Last Uploaded | Attachment |
|----------------------------|---------------|------------|
| No data available in table | | |

Additional Information



body p

Terms and Conditions

Application Rejection
Insufficient information or illegibility can be cause for return or denial.

Permit to Work
Work should not proceed until OSFM Technical Services has completed their review. Tanks are not permitted to be filled until the OSFM Fire Prevention Division has inspected and approved the installation.

* **The Office of the State Fire Marshal REQUIRES the disclosure of the requested information to issue this permit, pursuant to 430 ILCS, Act 15, Gasoline Storage Act. Failure to provide the required information will result in this permit application not being processed. Such failure will result in the application being returned - it will be returned to the applicant only once (without being denied) and if resubmitted, is REQUIRED to be done within 14 days from the date of return.**

TestFirst TestLastName, Title
 I agree to the Terms and Conditions.

Figure 21: Bulk Storage - Site Plan, Files, and Terms

11.1 Site Plan

A site plan is required with every application. Click the Paper Clip icon to upload your site plan document.

Note: Site plans must identify all tanks, piping, buildings, and property lines with all separation distances clearly marked.

After uploading, the file name is displayed next to "Site Plan:" with options to delete or replace the file.

11.2 Additional File Uploads

If you need to request an OSFM variance to evaluate whether OSFM would approve an alternate installation, you will still need approval from the local fire authority. Contact SFM.Techservices@illinois.gov for instructions on submitting a variance request.

Additional files can be uploaded using the Paper Clip icon. Uploaded files appear in a table showing:

- Document name
- Last Uploaded date
- Attachment link

11.3 Additional Information

A rich text editor is provided for entering any additional information relevant to the application.

11.4 Terms and Conditions

You must review and agree to the Terms and Conditions before proceeding:

- **Application Rejection:** Insufficient information or illegibility can be cause for return or denial.
- **Permit to Work:** Work should not proceed until OSFM Technical Services has completed their review. Tanks are not permitted to be filled until the OSFM Fire Prevention Division has inspected and approved the installation.

A disclosure statement explains that the Office of the State Fire Marshal requires the requested information pursuant to 430 ILCS, Act 15, Gasoline Storage Act. The applicant's name and title are displayed, and you must check the "I agree to the Terms and Conditions" checkbox to continue.

Click "Save & Continue" to proceed or "Back" to return.

12. Bulk Storage - Page 6: Application Summary

Page 6 displays a complete summary of your entire application for review before final submission. Review all information carefully.

Aboveground Storage Tank Application - Bulk Storage - Access Code: [REDACTED]

Application Summary Created by: TestFirst TestLastName, Title (Test@test.tst)

Person, Firm or Company Performing Work

| | |
|--|-------------------------------------|
| Company Name Test Installer | Phone Number (217) 222-2222 |
| Address 456 Any St Springfield, IL 62703 | Email Address test2@test.tst |

Owner

Owner Name Test Company

Address 123 Any St
Springfield, IL 62704

Contact Person ContactFirst ContactLast

Phone Number (217) 222-2222

Email Address test@test.tst

Facility

Facility Name Test Facility

Address 987 Any St
Springfield, IL 62704
Sangamon County

Parcel PIN

Contact Person ContactFirst ContactLast

Phone Number (217) 222-2222

Email test@test.tst

Additional Facility Information

| |
|---|
| New Facility: Yes |
| Fire Department: Springfield Fire Department |

| Tank # | Capacity/Product | Purpose | Action | Status | |
|--------|-----------------------|--------------------------|--------------------|--------|------------------------|
| 1 | 500 gallons of Diesel | Emergency Generator Fuel | Installing New AST | New | Review |

Showing 1 to 1 of 1 entries Previous Next

Attached Documents

| Document Type | Document name | Last Uploaded |
|---------------|-------------------------------|-----------------------|
| Site Plans | aaTestDoc.pdf | 5/24/2026 12:24:09 PM |

Figure 22: Bulk Storage - Application Summary

Summary Sections

The summary page shows the following information:

- **Created by:** Name, title, and email of the person who created the application.
- **Person, Firm or Company Performing Work:** Installer company name, address, phone number, and email.
- **Owner:** Owner name, address, contact person, phone number, and email.
- **Facility:** Facility name, address, county, Parcel PIN, contact person, phone, and email.
- **Additional Facility Information:** Whether this is a new facility and the fire department name.
- **Tank Summary Table:** Lists all tanks with Tank #, Capacity/Product, Purpose, Action, Status, and a Review link for each.
- **Attached Documents:** Shows Document Type, Document name, and Last Uploaded date.

Available Actions

- **Exit** - Leave the application without submitting. You can return later using your Access Code.
- **Back** - Return to the previous page to make changes.
- **Submit Application** - Submit the completed application for review by OSFM.

Important: Review all information thoroughly before clicking Submit Application. Ensure all tank entries are complete and all required documents are attached.

13. Bulk Storage - Page 7: Confirmation

After clicking "Submit Application," the confirmation page is displayed with the following information:

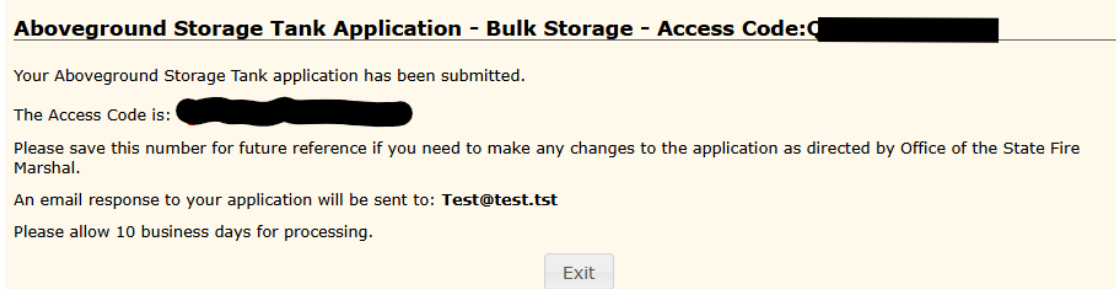


Figure 23: Bulk Storage - Submission Confirmation

- A message confirming that your Aboveground Storage Tank application has been submitted.
- **Access Code:** Your unique application identifier is displayed. Save this number for future reference.
- Instructions to keep the Access Code in case changes are needed as directed by the Office of the State Fire Marshal.
- Notification that an email response will be sent to the email address provided during application creation.
- **Processing time:** Please allow 10 business days for processing.

Click "Exit" to leave the application.

Important: Save your Access Code. You will need it to search for your application when scheduling an inspection or if directed to make changes by the Office of the State Fire Marshal.

14. Dispensing Application - Overview

When "Dispensing" is selected as the application type on Page 1, the application flow is tailored for tanks used to dispense fuel. While the overall structure is similar to the Bulk Storage application, several pages contain fields and requirements specific to dispensing installations.

Aboveground Storage Tank Application

Select the type of Aboveground Storage Tank
[Click here](#) for more information about Aboveground Storage Tank types and rules.

* Select the type of Aboveground Storage Tank for which you are applying:

* Are the tanks on this application located indoors? Yes No

Airport applications must be submitted in triplicate via mail. Please include both the application and required site drawings and send to: Illinois Division of Aeronautics Capitol Airport Springfield, IL 62707 [Click here](#) to download a PDF of the application.

Figure 24: Dispensing Type Selected on Page 1

The following sections describe each page of the Dispensing application in detail, highlighting differences from the Bulk Storage flow.

15. Dispensing - Page 2: Facility and Owner Information

Page 2 for a Dispensing application collects the same Owner and Facility information as the Bulk Storage application, but includes additional fields specific to dispensing facilities in the "Additional Facility Information" section.

Aboveground Storage Tank Application - Dispensing - Access Code: [REDACTED]

| | |
|--|--|
| <p>Owner Information <i>Corporation, partnership, or other business entity. (Must be mailing address)</i></p> <p>* Company or Last Name <input type="text" value="Test Company"/></p> <p>First Name <input type="text"/></p> <p>Middle Name <input type="text"/></p> <p>* Address 1 <input type="text" value="123 Any St"/></p> <p>Address 2 <input type="text"/></p> <p>* City <input type="text" value="Springfield"/></p> <p>* State <input type="text" value="IL"/></p> <p>* Zip Code <input type="text" value="62703"/></p> <p>* Country <input type="text" value="USA"/></p> <hr/> <p>* Contact First Name <input type="text" value="ContactFirst"/></p> <p>* Contact Last Name <input type="text" value="ContactLast"/></p> <p>* Phone Number <input type="text" value="(217) 222-2222"/></p> <p>Phone Number Ext <input type="text"/></p> <p>* Email Address <input type="text" value="test@test.tst"/></p> | <p>Facility Information <i>Name and address where tanks are located.</i></p> <p>* Facility Name <input type="text" value="Test Facility"/></p> <p>* Address 1 <input type="text" value="987 Any St"/></p> <p>Address 2 <input type="text"/></p> <p>* City <input type="text" value="Springfield"/></p> <p>State <input type="text" value="Illinois"/></p> <p>* Zip Code <input type="text" value="62704"/></p> <p>* County <input type="text" value="Sangamon"/></p> <p>* Country <input type="text" value="USA"/></p> <p>Parcel PIN <input type="text"/></p> <hr/> <p><input checked="" type="checkbox"/> Copy Owner Contact Information</p> <p>* Contact First Name <input type="text" value="ContactFirst"/></p> <p>* Contact Last Name <input type="text" value="ContactLast"/></p> <p>* Phone Number <input type="text" value="(217) 222-2222"/></p> <p>Phone Number Ext <input type="text"/></p> <p>* Email Address <input type="text" value="test@test.tst"/></p> |
|--|--|

Additional Facility Information

* **Is this a new facility?** Yes No

* **Facility Type**

* **Is this installation for non-retail dispensing of fuel into fuel tanks of motor vehicles or portable containers?** Yes No

* **Fire Department Name**

* **I confirm that this facility is NOT open to the general public.**

* **I confirm that this facility qualifies for dispensing from aboveground storage per section 180.20(a) of Title 41 Illinois Administrative Code. [Click here](#) to view section 180.20**

Figure 25: Dispensing - Owner and Facility Information

Owner and Facility Information

The Owner Information and Facility Information sections are identical to the Bulk Storage application (see Section 5 for details on these fields). A "Copy Owner Contact Information" checkbox is available to auto-fill the facility contact fields.

Additional Facility Information (Dispensing-Specific)

The Dispensing application includes the following additional fields that are not present in the Bulk Storage application:

| Field | Required | Description |
|---|----------|--|
| Is this a new facility? | Yes | Yes or No |
| Facility Type | Yes | Select from dropdown (see options below) |
| Non-retail dispensing of fuel into motor vehicles or portable containers? | Yes | Yes or No |
| Fire Department Name | Yes | Name of the local fire department |

Facility Type Options

The Facility Type dropdown includes the following options:

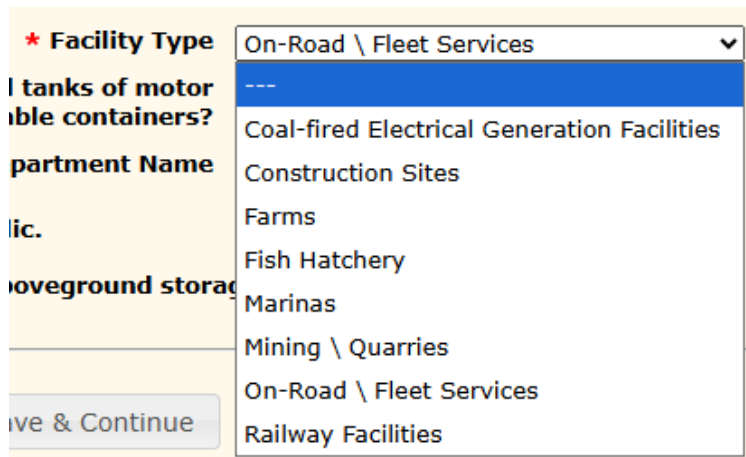


Figure 26: Facility Type Dropdown Options

- Coal-fired Electrical Generation Facilities
- Construction Sites
- Farms
- Fish Hatchery
- Marinas
- Mining / Quarries
- On-Road / Fleet Services
- Railway Facilities

Compliance Confirmations

Two confirmation checkboxes must be checked at the bottom of the page:

- **"I confirm that this facility is NOT open to the general public."** This checkbox must be selected to proceed.
- **"I confirm that this facility qualifies for dispensing from aboveground storage per section 180.20(a) of Title 41 Illinois Administrative Code."** A link is provided to view section 180.20.

Click "Save & Continue" to proceed or "Cancel" to go back.

16. Dispensing - Page 3: Installer Information

Page 3 collects installer information, which is identical to the Bulk Storage application.

Aboveground Storage Tank Application - Dispensing - Access Code:

Person or Company Installing Tank(s)

Installer Information

| | |
|--------------------------|---|
| * Person or Company Name | <input type="text" value="Test Installer"/> |
| * Address 1 | <input type="text" value="456 Any St"/> |
| Address 2 | <input type="text"/> |
| * City | <input type="text" value="Springfield"/> |
| * State | <input type="text" value="IL"/> |
| * Zip Code | <input type="text" value="62703"/> |
| * Country | <input type="text" value="USA"/> |
| * Phone Number | <input type="text" value="(217) 222-2222"/> |
| Phone Number Ext | <input type="text"/> |
| * Email Address | <input type="text" value="test2@test.tst"/> |

Figure 27: Dispensing - Installer Information

Enter the person or company name, full address, phone number, and email address for the tank installer. All fields marked with an asterisk are required. See Section 6 for a complete field reference.

Click "Save & Continue" to proceed or "Back" to return to the previous page.

17. Dispensing - Page 4: Tank Overview

Page 4 displays a summary table of all tanks added to the Dispensing application. When first accessed, the table will be empty.

Aboveground Storage Tank Application - Dispensing - Access Code:Y3U6F5

Please add a tank. Any additional tanks can either be added or copied after the first tank is completed.

| Tank # | Capacity/Product | Action | Status |
|----------------------------|------------------|--------|--------|
| No data available in table | | | |

Showing 0 to 0 of 0 entries Previous Next

Figure 28: Dispensing - Tank Overview (Empty)

Dispensing Tank Summary Table

The Dispensing tank overview table differs slightly from the Bulk Storage table. It includes the following columns:

- **Tank #** - Sequential tank number
- **Capacity/Product** - For split tanks, shows each compartment's capacity and product
- **Action** - The action being performed (e.g., Installing New AST)
- **Status** - Current status of the tank entry

Note: The Dispensing tank overview does not include a "Purpose" column, unlike the Bulk Storage overview.

Incomplete Tank Warning

If any tank is highlighted in yellow, it is incomplete and needs to be edited before you can continue.

Aboveground Storage Tank Application - Dispensing - Access Code: [REDACTED]

The tanks listed below have been previously added to this Application. Please add or copy additional tanks or click Save and Continue if all tanks have been added.

If any tank is highlighted in yellow, it is incomplete and need to be edited. You will not be able to continue until it has been completed.

| Tank # | Capacity/Product | Action | Status |
|--------|---|--------------------|--------|
| 1 | Comp 1 - 500 gallons of Bio-Diesel Comp 2 - 500 gallons of Diesel Fuel | Installing New AST | New |

Showing 1 to 1 of 1 entries Previous Next

Figure 29: Dispensing - Tank Overview with Incomplete Tank (Yellow)

Completed Tank

Once all tank detail pages have been completed, the tank row will no longer be highlighted in yellow.

Aboveground Storage Tank Application - Dispensing - Access Code [REDACTED]

The tanks listed below have been previously added to this Application. Please add or copy additional tanks or click Save and Continue if all tanks have been added.

If any tank is highlighted in yellow, it is incomplete and need to be edited. You will not be able to continue until it has been completed.

| Tank # | Capacity/Product | Action | Status | |
|--------|---|--------------------|--------|-------------------------------|
| 1 | Comp 1 - 500 gallons of Bio-Diesel Comp 2 - 500 gallons of Diesel Fuel | Installing New AST | New | Edit / Remove |

Showing 1 to 1 of 1 entries

[Previous](#) [Next](#)

[Back](#) [Add New Tank](#) [Save & Continue](#)

Figure 30: Dispensing - Tank Overview with Complete Tank

Click "Add New Tank" to add additional tanks, or "Save & Continue" once all tanks are complete. Click "Back" to return to the previous page.

18. Dispensing - Tank Details Page 1 of 3: Specifications

The first tank detail page for Dispensing applications collects tank specifications. This page differs significantly from the Bulk Storage version.

Aboveground Storage Tank Application - Dispensing - Access Code

New Tank (page 1 of 3)

* **Tank is:** New Used

* **Is this a split tank?** Yes No

* **Action to be performed on this tank:**
Installing New AST

* **Is Construction of Tank Steel?**
 Yes No

* **Is this a fire-rated tank?**
 Yes No

* **Will this tank be fabricated on site (field erected) or pre-fabricated at factory?**
 Fabricated On Site Pre-Fabricated at Factory

* **Will the tank bear the listing label of UL or another national testing lab?** (Check all that apply)
 UL 142 UL 2080 UL 2085 UL 2244 UL 2245 SWRI 97-04
 Another National Testing Lab
 Specification other than national recognized lab

Back Save & Continue

Figure 31: Dispensing - Tank Details Page 1 (Empty)

Basic Tank Information

- **Tank is:** Select New or Used.
- **Is this a split tank?** Select Yes or No. This selection changes the form significantly.

Non-Split Tank

If "No" is selected for split tank, the following fields appear:

- **Capacity in Gallons:** Enter the tank capacity. A help icon is available.
- **Contents being stored:** Select from a dropdown of fuel types.
- **What classification of liquid is stored in this tank?** Select from the standard classification dropdown.

* Is this a split tank? Yes No

* Capacity in Gallons: ⓘ

* Contents being stored:

* What classification of liquid is stored in this tank?

Class IA: Any liquid that has a flash point below 73°F and a boiling point below 100°F

Class IB: Any liquid that has a flash point below 73°F and a boiling point at or above 100°F

Class IC: Any liquid that has a flash point at or above 73°F, but below 100°F

Class II: Any liquid that has a flash point at or above 100°F and below 140°F

Class IIIA: Any liquid that has a flash point at or above 140°F, but below 200°F

Class IIIB: Any liquid that has a flash point at or above 200°F

* Will this tank be fabricated on site (field erected) or pre-fabricated at factory?

Figure 32: Non-Split Tank - Capacity and Classification Dropdown

Split Tank (Compartmented)

If "Yes" is selected for split tank, a Tank Compartments section appears. Each compartment is added individually using the Add button, which opens a dialog box.

* Is this a split tank? Yes No

Tank Compartments + Add

| Compartment # | Capacity | Product | |
|----------------------------|----------|---------|--|
| No data available in table | | | |

Add Tank Compartment ✕

* Capacity in Gallons:

* Contents being stored

* What classification of liquid is stored in this tank?

Figure 33: Split Tank - Add Compartment Dialog

The Add Tank Compartment dialog requires:

- **Capacity in Gallons:** Capacity of this compartment.
- **Contents being stored:** Select from the dropdown of available fuel types.
- **What classification of liquid is stored in this tank?** Select the liquid classification.

Contents Dropdown Options

The contents dropdown for Dispensing applications offers fuel-specific options:

- Bio-Diesel
- Diesel Fuel

- Dyed Bio-Diesel (off road)
- Dyed Diesel (off road)
- Ethanol Blend
- Gasoline
- Jet A Fuel/Aviation Fuel
- Kerosene
- Low Sulfur Diesel
- Ultra Low Sulfur Diesel
- Used Coolant
- Used Oil

Completed Split Tank Example

After adding compartments, they appear in the Tank Compartments table with options to Edit or Delete each one.

New Tank (page 1 of 3)

* Tank is: New Used

* Is this a split tank? Yes No

Tank Compartments

| Compartment # | Capacity | Product | |
|---------------|----------|-------------|---|
| 1 | 500 | Bio-Diesel | Edit / Delete |
| 2 | 500 | Diesel Fuel | Edit / Delete |

* Action to be performed on this tank:
Installing New AST

* Is Construction of Tank Steel? Yes No

* Is this a fire-rated tank? Yes No

* Will this tank be fabricated on site (field erected) or pre-fabricated at factory?
 Fabricated On Site Pre-Fabricated at Factory

* Will the tank bear the listing label of UL or another national testing lab? (Check all that apply)

UL 142 UL 2080 UL 2085 UL 2244 UL 2245 SWRI 97-04

Another National Testing Lab Name:

Specification other than national recognized lab

Figure 35: Split Tank with Two Compartments Completed

Remaining Page 1 Fields

- **Action to be performed on this tank:** Displays "Installing New AST".
- **Is Construction of Tank Steel?** Select Yes or No.
- **Is this a fire-rated tank?** Select Yes or No. (This field is unique to the Dispensing application.)
- **Fabrication:** Select "Fabricated On Site" or "Pre-Fabricated at Factory".
- **Testing lab listing:** Check all applicable labels: UL 142, UL 2080, UL 2085, UL 2244, UL 2245, SWRI 97-04, Another National Testing Lab, or Specification other than national recognized lab.

Note: If "Another National Testing Lab" is selected, a Name field appears to enter the lab name. The Dispensing testing lab options do not include UL 2258, API 620, or API 650 which are available in the Bulk Storage application.

Click "Save & Continue" to proceed or "Back" to return.

19. Dispensing - Tank Details Page 2 of 3: Safety

The second tank detail page for Dispensing applications is substantially more detailed than the Bulk Storage version, with additional safety and distance requirements specific to dispensing installations.

New Tank (page 2 of 3)

* **Is the tank electrically grounded per NFPA 70, National Electrical Code?**
 Yes No

* **Is a normal vent pipe provided which is a minimum 1½ inch in diameter and a minimum of 4 ft above the fill pipe?**
 Yes No

* **Emergency vent size (inches)?**

* **Are the tanks marked to include the name of the product they contain and the words "Flammable - Keep Fire and Flame Away" in 4-inch letters?**
 Yes No

* **I confirm all pumps to be secured and locked during all periods of non-use.**

Are Tank(s), Pumps and Piping:

- * At least 30 ft from any adjacent buildings, combustible materials, bulk flammable or combustible liquid storage tanks, and LP-Gas tanks?
 Yes No No (Fire rated tank is being used)
- * At least 30 ft from any property line?
 Yes No No (Fire rated tank is being used)
- * Combustibles and combustible structures shall be located at least 10 ft. from AST
 Yes No
- * Except as prescribed above all other separation distances comply with Title 41 Ill. Adm. Code 160?
 Yes No

* **Will all vehicles being fueled from the tank(s) be 30 ft from property lines, buildings and bulk flammable/combustible liquid storage tanks and LP-Gas tanks?**
 Yes No

* **Are the tank(s) adequately protected against collision damage?**
 Yes No

* **Is all electrical wiring within 30 ft of the tank in rigid metal conduit?**
 Yes No

* **Are seal-offs provided at all connections?**
 Yes No

Figure 36: Dispensing - Tank Details Page 2

Tank Safety

| Field | Required | Description |
|--|----------|---------------------|
| Is the tank electrically grounded per NFPA 70, National Electrical Code? | Yes | Yes or No |
| Normal vent pipe provided (min 1½" diameter, min 4 ft above fill pipe)? | Yes | Yes or No |
| Emergency vent size (inches)? | Yes | Enter the vent size |

Tank Marking and Security

| Field | Required | Description |
|--|----------|-------------|
| Tanks marked with product name and "Flammable - Keep Fire and Flame Away" in 4-inch letters? | Yes | Yes or No |

| | | |
|--|-----|----------------------------|
| I confirm all pumps to be secured and locked during all periods of non-use | Yes | Checkbox - must be checked |
|--|-----|----------------------------|

Tank(s), Pumps and Piping Distance Requirements

A series of distance compliance questions must be answered:

| Field | Required | Description |
|--|----------|--|
| At least 30 ft from adjacent buildings, combustible materials, bulk flammable/combustible tanks, and LP-Gas tanks? | Yes | Yes / No / No (Fire rated tank being used) |
| At least 30 ft from any property line? | Yes | Yes / No / No (Fire rated tank being used) |
| Combustibles and combustible structures at least 10 ft from AST? | Yes | Yes or No |
| All other separation distances comply with Title 41 Ill. Adm. Code 160? | Yes | Yes or No |

Additional Safety Questions

| Field | Required | Description |
|--|----------|-------------|
| Vehicles fueled from tank(s) will be 30 ft from property lines, buildings, bulk tanks, and LP-Gas tanks? | Yes | Yes or No |
| Tank(s) adequately protected against collision damage? | Yes | Yes or No |
| All electrical wiring within 30 ft of tank in rigid metal conduit? | Yes | Yes or No |
| Seal-offs provided at all connections? | Yes | Yes or No |

Click "Save & Continue" to proceed or "Back" to return.

20. Dispensing - Tank Details Page 3 of 3: Containment

The third tank detail page for Dispensing applications focuses on secondary containment and piping materials. This page is more streamlined than the Bulk Storage version.

New Tank (page 3 of 3)

* **Method of Secondary Containment:** (Check all that apply)

Earthen Dike Double Walled Tank Steel Catch-Pan Concrete Dike

Tank Vaulted in Concrete Other (explain)

* **Material of Construction of Piping:** (Check all that apply)

Aboveground - steel Aboveground - other (identify material)

Underground - steel Underground - non-metallic (identify material)

Back Save & Continue

Figure 37: Dispensing - Tank Details Page 3

Method of Secondary Containment

Select all containment methods that apply:

- Earthen Dike
- Double Walled Tank
- Steel Catch-Pan
- Concrete Dike
- Tank Vaulted in Concrete
- **Other (explain):** If selected, a text field appears to enter the explanation.

Material of Construction of Piping

Select all piping materials that apply:

- Aboveground - steel
- **Aboveground - other:** If selected, a text field appears to identify the material.
- Underground - steel
- **Underground - non-metallic:** If selected, a text field appears to identify the material.

Click "Save & Continue" to proceed or "Back" to return.

Note: For Dispensing applications, the site plan should include the location of the aboveground storage tank on the property. Include separation distances from buildings, property lines, and other tanks for aboveground storage tanks and the fueling area.

21.2 Additional File Uploads

If one or more of your tanks is over 2,500 gallons, without exceeding 12,000 gallons, it will require written approval from your local fire authority. You can also upload any additional variances needed or any other files you wish to include with this application.

If you need to request an OSFM variance, contact SFM.Techservices@illinois.gov for instructions.

21.3 Additional Information

A rich text editor is provided for entering any additional notes relevant to the application.

21.4 Terms and Conditions

The same Terms and Conditions apply as the Bulk Storage application. You must review and check the "I agree to the Terms and Conditions" checkbox to continue. See Section 11.4 for details.

Click "Save & Continue" to proceed or "Back" to return.

22. Dispensing - Page 6: Application Summary

Page 6 displays a complete summary of the Dispensing application for review before final submission.

Aboveground Storage Tank Application - Dispensing - Access Code [REDACTED]

Application Summary Created by: TestFirst TestLastName, Title (Test@test.tst)

Person, Firm or Company Performing Work

| | |
|---|--|
| <p>Company Name Test Installer Address 456 Any St Springfield, IL 62703</p> | <p>Phone Number (217) 222-2222 Email Address test2@test.tst</p> |
|---|--|

| | |
|---|--|
| <p>Owner</p> <p>Owner Name Test Company Address 123 Any St Springfield, IL 62703 Contact Person ContactFirst ContactLast Phone Number (217) 222-2222 Email Address test@test.tst</p> | <p>Facility</p> <p>Facility Name Test Facility Address 987 Any St Springfield, IL 62704 Sangamon County Parcel PIN Contact Person ContactFirst ContactLast Phone Number (217) 222-2222 Email test@test.tst</p> |
|---|--|

Additional Facility Information

| |
|---|
| New Facility: Yes |
| Facility Type: On-Road \ Fleet Services |
| Installation for non-retail dispensing of fuel into fuel tanks of motor vehicles or portable containers: Yes |
| Open to the general public: No |
| Located Indoors: No |
| Fire Department: Springfield Fire Department |

| Tank # | Capacity/Product | Action | Status | |
|--------|---|--------------------|--------|------------------------|
| 1 | Comp 1 - 500 gallons of Bio-Diesel Comp 2 - 500 gallons of Diesel Fuel | Installing New AST | New | Review |

Showing 1 to 1 of 1 entries Previous Next

Attached Documents

| Document Type | Document name | Last Uploaded |
|---------------|-------------------------------|----------------------|
| Site Plans | aaTestDoc.pdf | 5/24/2026 5:33:01 PM |

Exit
Back
Submit Application

Figure 39: Dispensing - Application Summary

Dispensing Summary Sections

The summary page shows all entered information, including:

- **Created by:** Name, title, and email of the application creator.
- **Person, Firm or Company Performing Work:** Installer details.
- **Owner:** Owner name, address, contact person, phone, and email.
- **Facility:** Facility name, address, county, contact person, phone, and email.
- **Additional Facility Information:** Includes dispensing-specific details:
 - New Facility status
 - Facility Type (e.g., On-Road / Fleet Services)

- Non-retail dispensing confirmation
- Open to the general public status
- Located Indoors status
- Fire Department name
- **Tank Summary Table:** Lists all tanks showing compartment details for split tanks.
- **Attached Documents:** Document Type, name, and upload date.

Available Actions

- **Exit** - Leave without submitting (return later with Access Code).
- **Back** - Return to make changes.
- **Submit Application** - Submit for OSFM review.

23. Dispensing - Page 7: Confirmation

After clicking "Submit Application," the confirmation page is displayed.

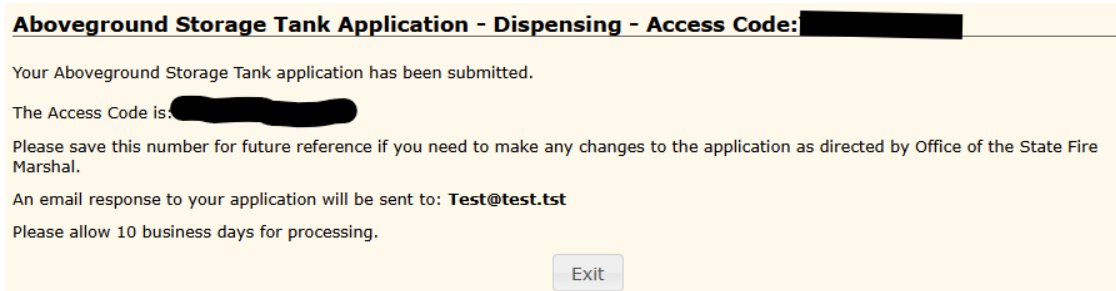


Figure 40: Dispensing - Submission Confirmation

- A message confirming that your Aboveground Storage Tank application has been submitted.
- **Access Code:** Your unique identifier is displayed. Save this number for future reference.
- Instructions to keep the Access Code in case changes are needed.
- Notification that an email response will be sent to the provided email address.
- **Processing time:** Please allow 10 business days for processing.

Click "Exit" to leave the application.

Important: Save your Access Code. You will need it to search for your application when scheduling an inspection or if directed to make changes by the Office of the State Fire Marshal.

24. Schedule Aboveground Storage Tank Inspection

From the landing page, clicking "Schedule Aboveground Storage Tank Inspection" opens the inspection scheduling page. You can search for your submitted application using one of two methods. This process is the same for both Bulk Storage and Dispensing applications.

Figure 41: Schedule Inspection - Search Page

24.1 Search by Facility Address

Enter the facility address and email address that were used when creating the application:

| Field | Required | Description |
|---------------|----------|--|
| Address | Yes | Facility street address |
| City | Yes | Facility city |
| State | Yes | Facility state |
| Zip | Yes | Facility ZIP code |
| Email Address | Yes | Email used when creating the application |

Click "Search" to find matching applications.

24.2 Search by Access Code

Alternatively, search using the Application ID provided via email:

| Field | Required | Description |
|---------------|----------|--|
| Access Code | Yes | The Application ID provided via email |
| Email Address | Yes | Email used when creating the application |

Click "Search" to find the application.

24.3 Search Results

After searching, matching applications appear in a results table with the following columns:

Schedule Aboveground Storage Tank Inspection

Please first search for the application by either the facility address or the access code from the application

Please enter facility address and email address that was entered when creating the application

* Address:
 * City:
 * State:
 * Zip:
 * Email Address:

OR

You can search for by entering the Application ID that was provided to you via email when you created the application. Your email address must also be entered below.

* Access Code:
 * Email Address:

Show entries Search:

| Application Type | Facility County | Email | Status | Status Date | Access Code | Actions |
|------------------|-----------------|---------------|--------|-------------|-------------|------------------------------------|
| Dispensing | Crawford | Test@test.tst | 6001 | 6/26/2025 | ██████████ | Request Fire Prevention Inspection |
| Dispensing | Coles | Test@test.tst | 6001 | 3/13/2026 | ██████████ | Request Fire Prevention Inspection |

Showing 1 to 2 of 2 entries Previous Next

Figure 42: Inspection Search Results with Request Buttons

- **Application Type** - Bulk Storage or Dispensing
- **Facility County** - County where the facility is located
- **Email** - Email address on file
- **Status** - Current application status code
- **Status Date** - Date of the current status
- **Access Code** - The application identifier
- **Actions** - Contains a "Request Fire Prevention Inspection" button for each eligible application

Click the "Request Fire Prevention Inspection" button next to the application you wish to have inspected.

24.4 Already Scheduled Inspection

If an inspection has already been requested for an application, a message will appear when you attempt to request another inspection.

Schedule Aboveground Storage Tank Inspection

Please first search for the application by either the facility address or the access code from the application

Please enter facility address and email address that was entered when creating the application

| | | |
|------------------|--|---------------------------------------|
| * Address: | <input type="text" value="123 any"/> | <input type="button" value="Search"/> |
| * City: | <input type="text" value="springfield"/> | |
| * State: | <input type="text" value="IL"/> | |
| * Zip: | <input type="text" value="62703"/> | |
| * Email Address: | <input type="text" value="test@test.tst"/> | |

OR

You can search for by entering the Application ID that was provided to you via email when you created the application. Your email address must also be entered below.

| | | |
|------------------|----------------------|---------------------------------------|
| * Access Code: | <input type="text"/> | <input type="button" value="Search"/> |
| * Email Address: | <input type="text"/> | |

Your inspection request was already received. Scheduling staff have 5 business days to respond to you.

Figure 43: Inspection Already Requested - Confirmation Message

Note: If an inspection has already been requested, scheduling staff have 5 business days to respond to you.