



PERMIT GUIDE FOR Propane Tanks



Overview

This guide was developed to help direct you through the permit application process. Utilize the information below and the reference material provided on the following pages as you prepare your propane tank application.

Fees

The application fee for a propane tank can be found on the Village of Pinehurst Fee Schedule, is auto-calculated when applying online, or can be obtained by calling the planning department.

Application Requirements

- Completed application
- Permit Fees
- Submit a site plan or sketch plan showing location of the proposed propane tank in relation to existing structures and property/lot lines.
- A homeowner or contractor can apply and submit the required plans
 - Professional drawn plans are not required, but all plans must be legible.
 - Plans may be hand drawn or computer generated. Staff has provided an example of a site plan using Microsoft Word.

Application Process

- A complete application is submitted by the applicant through the Village of Pinehurst Online Permitting Portal.
- The building and zoning staff will examine the propane tank application and plans.
- If the application and plans for the proposed propane tank conform to both the building code and the Pinehurst Development Ordinance (PDO), a development permit will be issued.
 - If the application and plans are insufficient or do not conform to the building code or PDO requirements the applicant will be notified and comments will be provided.
- Once any permit is issued the permit is valid for 12 months and it is the applicant's responsibility for calling in for inspections.
 - Inspection Hotline 910-295-3192
 - Or inspections can be requested within the online permit center.

Have Questions or Need Help?

If you have questions regarding your propane tank project, please contact the Planning Department or Building and Inspections Department at 910-295-1900.

Please note: Staff cannot assist in locating private property lines.



Special Zoning Setback Requirements

- Propane tanks greater than fifty (50)-pound capacity to be installed on residentially zoned property must be placed underground and must be at least ten (10) feet from the property lines.
 - The exposed “cap” on the underground tank must be painted in dark brown or forest green.
- Permanent propane tanks are not permitted on vacant lots.
- All above ground propane or fuel tanks (50 pound capacity or less) should be placed in the side or rear yard and screened from adjacent properties and streets rights of way with opaque fencing or vegetation.



5 LB Cylinder
12" x 8.5"



11 LB Cylinder
17.5" x 9"



20 LB Cylinder
18" x 12.25"



30 LB Cylinder
24" x 12.25"



40 LB Cylinder
29.5" x 12.25"



50 LB Cylinder
27.5" x 15"



60 LB Cylinder
44.5" x 12.5"



100 LB Cylinder
48.5" x 15"



420 LB Cylinder
52.5" x 30"

Requirements

Plan Requirements

The submitted application must include the following:

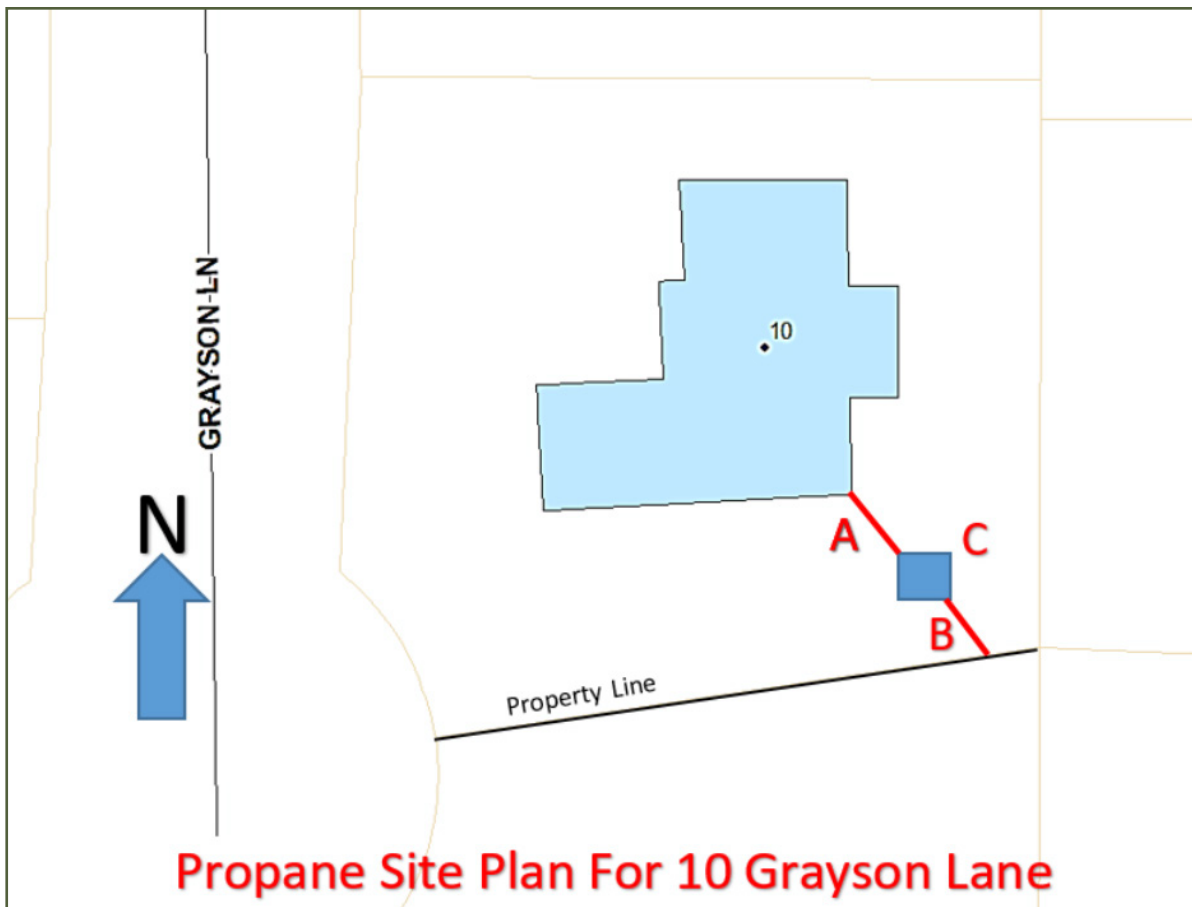
- A single trade mechanical application is required with the submission of a propane tank (an additional fee will not be charged).
- A site plan showing the location of the propane in relation to the home and the property/lot lines.
- A landscaping plan is required if the tank is located above ground (50 pound capacity or less), to show screening of the tank is intended.

Inspection Requirements

- After excavation
- Final Inspection – After the propane tank has been buried and connected to the house or structure.

Example Site Plan

- Used Microsoft Word
- Used Moore County GIS as a map template
- https://gis.moorecountync.gov/ConnectGIS_v6/Map.aspx?p=Moore_mgd



- A. Distance between home and propane tank
 - o Size of the tank will dictate the distance the tank will need to be placed from the home.
- B. Distance between closest lot line and propane tank
- C. Dimension/Size of the propane tank

Other Important Information

Best Practices

- Review the PDO for the requirements for propane tanks: www.vopnc.org/pdo
- Ensure that all applications are complete. Incomplete applications are not considered a valid submission and delay the permitting process.

Things to Consider

- The Village of Pinehurst does not provide surveying services for the location of property lines.
- It is the owner's responsibility to ensure that the propane tank is located within their property lines and meets zoning setback requirements. Property line disputes are not handled or mediated through the Village of Pinehurst.

For questions, contact the Village of Pinehurst
Planning & Inspections Department at
910-295-2581 or email planning@vopnc.org.



Village of Pinehurst
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