



SALEM FIRE DEPARTMENT  
 370 TRADE ST SE SALEM, OR  
 97301-3454  
 503-588-6245  
 FAX 503-588-6371  
 salemfire@cityofsalem.net



**Above Ground/Underground Storage Tank Document Request**

**RESEARCH OF FIRE DEPARTMENT RECORDS RELATING TO ABOVEGROUND STORAGE TANK (AST)/UNDERGROUND STORAGE TANK (UST) INSTALL/REMOVAL**

**Use this form for requesting information on above ground and underground storage tank installation or removal ONLY.** Information requests relating to spills or hazardous materials release, hazmat storage, inspections or violations need to go through the standard City public records request procedure. Public records request information can be found at <https://www.cityofsalem.net/Pages/public-records-request.aspx>. Or E-mail: [cityrecorder@cityofsalem.net](mailto:cityrecorder@cityofsalem.net) Phone: 503-588-6003 or Fax: 503-361-2202.

DATE: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE # \_\_\_\_\_

FAX # \_\_\_\_\_

Specific Record Study Requests (AST/UST install and/or removal only.)

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Due to the fact that research is address driven, separate requests should be completed for each individual address, regardless of whether it is part of a multiple unit complex.**

Research Fee: \$ 35.00 \_\_\_\_\_ Paid:  Cash  
 Check

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Assigned To: \_\_\_\_\_ Date: \_\_\_\_\_