

## PERMIT APPLICATION FOR INSTALLATION UNDERGROUND HAZARDOUS MATERIAL STORAGE TANK

APPLICANT - INSTRUCTIONS & INFORMATION TO COMPLETE	FOR OFFICE USE ONLY
<p>1. Briefly describe the UST system(s) to be installed:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="font-size: small;">Tank capacity, manufacturer, construction, material stored, and monitoring methods</p> </div> <p>2. Submit the following electronically to: <a href="mailto:ustplancheck@ventura.org">ustplancheck@ventura.org</a></p> <ol style="list-style-type: none"> <li>a. Completed application.</li> <li>b. Contractor (CSLB) license and worker's compensation insurance.</li> <li>c. All applicable ICC and manufacturer certifications.</li> <li>d. Detailed project description and scope of work.</li> <li>e. Electronic (PDF) scaled plot plan (<b>Max. Size: 11x17 inches</b>) that includes: Site location, site structures, existing and proposed UST system components and layout in enough detail to verify regulatory compliance.</li> <li>f. Equipment list which includes manufacturer, type, and model # for all proposed parts. Specification (cut) sheets may be required for clarification prior to equipment approval.</li> </ol> <p>3. Pay the current UST installation permit fee. Fee and payment information can be found at the UST program website address above.</p>	<p>Received by _____</p> <p>Amount Received \$ _____</p> <p>Date _____ Check # _____</p> <p>Receipt # _____</p> <p>SR # _____ PE # _____</p> <p>AR # _____ INV # _____</p> <p>Approved ____ Not Approved ____</p> <p>Permit Issued By _____</p> <p>Date Issued _____</p> <p>Expiration Date _____</p> <p>Final Inspection Date _____</p>
<p>_____ Signature of Tank Owner or Representative</p> <p style="margin-left: 350px;">_____ Date</p>	<p>_____ Inspector</p>

**(APPLICANT TO COMPLETE ALL BOXES. THE APPLICATION WILL NOT BE APPROVED IF INCOMPLETE.)**

FACILITY NAME (As reported in CERS)	FACILITY ADDRESS (Number, Street, City, Zip)	CERS ID#
TANK OWNER	CONTACT NAME	TELEPHONE
TANK OWNER MAILING ADDRESS (Number, Street, City, State, Zip)	TANK OWNER EMAIL ADDRESS	
TANK OPERATOR (If same as tank owner, write same)	CONTACT NAME	TELEPHONE
TANK OPERATOR MAILING ADDRESS (Number, Street, City, State, Zip)	TANK OPERATOR EMAIL ADDRESS	
CONTRACTOR	CONTACT NAME	TELEPHONE
CONTRACTOR MAILING ADDRESS (Number, Street, City, State, Zip)	CONTRACTOR EMAIL ADDRESS	

**SEE REVERSE FOR STANDARD CONDITIONS OF APPROVAL  
ADDITIONAL (SITE SPECIFIC) CONDITIONS OF APPROVAL WILL BE ATTACHED TO THE  
APPROVED PERMIT**

## STANDARD CONDITIONS OF APPROVAL FOR UST INSTALLATION

1. UST installation permits issued by the Ventura County Environmental Health Division (EHD) are required by Ventura County Ordinance Code, Article 1.2, Sections 4522 and 4523. Installation must conform to all applicable statutes, regulations, local ordinances and policies.
2. EHD will verify California Fire Code requirements for UST installation, modification, and repair permits per the current Memorandum of Understanding (MOU) with the Ventura County Fire Department. Note: City of Fillmore Fire Department retains oversight of fire code within the city limits.
3. Buoyancy calculations (with a 1.2 safety factor) are required when historical high groundwater level is equal or less than 20 feet below ground surface or within 10 feet of tank bottom.
4. Always maintain a copy of the approved permit and stamped site plans on site while work is being performed. UST systems must be installed as approved by the permit. Any changes must be submitted for approval prior to proceeding with work. **Failure to obtain all required approvals will result in work stoppage.**
5. Open excavations must be secured at all times by providing a 24-hour guard or a six-foot fence.
6. The entire UST system must be installed in accordance with California Health and Safety Code Section 25290.1 (Design and Construction Requirements Post July 1, 2004). All parts must be UL listed. Contractor must follow manufacturer installation instructions for proposed UST components.
7. All work must be performed by a properly licensed contractor or their employee. In addition, the person performing the work must possess all applicable ICC and manufacturer certifications, or work under the direct and personal supervision of someone ON SITE that possesses these certifications. License and certification requirements are codified in the California Code of Regulations, Title 23, Section 2715(d), (e), and (f).
8. Construction inspections are scheduled on a first-come-first-served basis (scheduling at least 72 hours in advance is strongly recommended). Missed appointments or failed inspections may result in additional fees. The permit fee covers 10.0 hours of project time. All time in excess of 10.0 hours will be billed at the current contract hourly rate at the completion of the project.
9. EHD must verify through inspection all installed equipment and be present to witness the following:
  - a. UST installation (tank set).
  - b. Pre-backfill primary and secondary piping tightness testing (pressure and soap).
  - c. Final inspection including a complete monitoring system certification, overflow prevention equipment inspection, and spill container test. Fire Code requirements such as shear valves, ESO, fire extinguishers, and proper dispenser signage will also be tested and/or verified.
10. An Enhanced Leak Detection (ELD) test is required for each UST system post backfill. A 48-hour notification is required prior to conducting the test. ELD testing must be conducted by a state approved ELD vendor. Permission to deliver product in preparation for a final inspection may be granted in writing by this Division once passing ELD results have been received. **Note: The leak detection monitoring system must be operational prior to storing a hazardous substance.**
11. PRIOR to the final inspection:
  - a. Apply for a UST permit to operate by submitting a complete UST element into the California Environmental Reporting System (CERS). A one-time UST Certification of Installation/Modification submittal is required. The UST CERS submittal must be approved by EHD prior to the final inspection.
  - b. If UST permanent closure preceded installation, meet all conditions of the associated UST permanent closure permit. This includes accurate CERS reporting of the closed UST.
  - c. Submit revised as-built plans, as necessary, which include any changes approved during installation.
12. See additional conditions of approval attached to this permit for site specific requirements.

**THE UST MAY NOT BE PLACED INTO OPERATION WITHOUT WRITTEN APPROVAL BY EHD.  
THE INSTALLATION PERMIT MAY BE REVOKED IF ANY CONDITION OF THE PERMIT IS NOT MET.**