

PLANNING & DEVELOPMENT



City of Berkeley
Permit Service Center
2120 Milvia Street
Berkeley, CA 94704
Tel: 510.981.7500
TDD: 510.981.6903
FAX: 510.981.7505
Email: Planning@CityofBerkeley.info



Underground Storage Tank (UST)

Permit Requirements

For more information, visit:
<http://www.ci.berkeley.ca.us/psc/>

Revised November 2014

PERMIT APPLICATION PROCESS for:
I. UST Installations
II. Regulated/Permitted UST Removals
III. Legacy/Unpermitted UST Removals
IV. UST Modifications/Repairs

I. UST INSTALLATIONS

A. Complete the following:

1. BUILDING PERMIT APPLICATION, *(If work is on a private property), AND/OR ENGINEERING PERMIT APPLICATION, (If a public right-of-way is to be accessed)*
2. FIRE PERMIT APPLICATION
3. TOXICS MANAGEMENT DIVISION (TMD) UST PERMIT APPLICATION
4. 5 sets - Plot plan showing UST, dispenser, and piping locations along with a complete description of proposed work (scaled plan). Plans to include a statement indicating soil be returned to a minimum of 90% compaction or statement from Engineer indicating compaction is not required.
5. 3 sets - Specification and catalog cut sheets of tank, piping materials and other related components.
6. Comply with the TMD PERMIT PLAN CHECK REQUIREMENTS document.

B. Inspections – See page 5 for inspection requirements.

C. Prior to final inspection, the following information must be submitted to TMD:

1. Results of UST and piping integrity testing by approved contractor.
2. Results of secondary containment testing by approved contractor.
3. Completed (or revised) Hazardous Materials Business Plan Permit Application. Complete online at www.Berkeleycupa.com* - follow the “Hazardous Materials Business Plan (HMBP)” link.
For electronic reporting instructions, please visit:
<http://www.berkeleycupa.com/berkeleycupa/help/PortallInstructions.pdf>
4. Log in to www.Berkeleycupa.com*, follow the “Berkeley Underground Storage Tanks” link for your site and fill out the following forms: “UST Facility”, then “UST Tank”, “UST Monitoring Plan”, and “UST Response Plan”, as well as “UST Installation”.

*Submittal of this information to cers.calepa.ca.gov is also acceptable.

II. UST REMOVALS: REGULATED/PERMITTED TANKS

A. Complete the following:

1. BUILDING & SAFETY PERMIT APPLICATION, *(If work is on private property)*,
AND/OR
ENGINEERING PERMIT APPLICATION, *(If a public right-of-way is to be accessed)*
2. FIRE PERMIT APPLICATION
3. TOXICS MANAGEMENT UST PERMIT APPLICATION
4. 5 sets - Plot plan showing tank, dispenser, and piping locations along with a complete description of proposed work (scaled plan). Plans to include a statement indicating soil be returned to a minimum of 90% compaction or statement from Engineer indicating compaction is not required.
5. Submit detailed proposal identifying tank(s), method of excavation, safe removal, cleaning, disposal or intended use of UST and piping and disposal of wastes per CCR 2670(f). Proposed method of identifying any release to soils and water. For closure-in-place, submit proposal to Toxics Management showing, in addition to above, the reasons why UST cannot reasonably be removed. A Civil or Structural Engineer signature is required.
6. 1 set – Copies of records of any modifications made to the tank and/or piping since its installation.
7. 1 set – Written response from BAAQMD confirming notification requirements have been met.

B. Inspections – See page 5 for inspection requirements.

C. UST removal is not finalized until Toxics Management Division receives the following additional information within 30 days following removal:

1. Log in to www.Berkeleycupa.com*, follow the “Berkeley Underground Storage Tanks” link for your site and fill out the following 2 forms: “UST Facility”, then “UST Tank”.
2. Submit a revised Hazardous Materials Business Plan. Complete online at www.Berkeleycupa.com* - follow the “Hazardous Materials Business Plan (HMBP)” link for your site.
3. Submit a final UST closure report to TMD. Electronic copy will be acceptable. The report shall include all information on the UST, cleaning and disposal documents, analytical report for soils and groundwater, copy of unauthorized release report submitted to Regional Water Quality Control Board (if required by TMD).

*For electronic reporting instructions, please visit:

<http://www.berkeleycupa.com/berkeleycupa/help/PortallInstructions.pdf>

Submittal of this information to cers.calepa.ca.gov is also acceptable.

III. UST REMOVALS: LEGACY/UNPERMITTED TANKS

A. Complete the following:

1. BUILDING & SAFETY PERMIT APPLICATION, (*If work is on private property*), AND/OR ENGINEERING PERMIT APPLICATION, (*If a public right-of-way is to be accessed*)
2. FIRE PERMIT APPLICATION
3. TOXICS MANAGEMENT UST PERMIT APPLICATION
4. 5 sets - Plot plan showing tank, dispenser, and piping locations along with a complete description of proposed work (scaled plan). Plans to include a statement indicating soil be returned to a minimum of 90% compaction or statement from Engineer indicating compaction is not required.
5. Submit detailed proposal identifying tank(s), method of excavation, safe removal, cleaning, disposal or intended use of UST and piping and disposal of wastes per CCR 2670(f). Proposed method of identifying any release to soils and water. For closure-in-place, submit proposal to Toxics Management showing, in addition to above, the reasons why UST cannot reasonably be removed. A Civil or Structural Engineer signature is required.
6. 1 set – Written response from BAAQMD confirming notification requirements have been met.

B. Inspections – See page 5 for inspection requirements.

C. The following forms must be submitted to Toxics Management within 30 days following the removal:

1. Submit a final UST closure report to TMD. Electronic copy will be acceptable. The report shall include all information on the UST, cleaning and disposal documents, analytical report for soils and groundwater, copy of unauthorized release report submitted to Regional Water Quality Control Board (if required by TMD).

IV. UST MODIFICATIONS/REPAIRS

A. Complete the following:

1. BUILDING & SAFETY PERMIT APPLICATION, (*If work is on a private property*), AND/OR ENGINEERING PERMIT APPLICATION, (*If a public right-of-way is to be accessed*)
2. FIRE PERMIT APPLICATION
3. TOXICS MANAGEMENT UST PERMIT APPLICATION
4. 5 sets - Plot plan showing tank, dispenser, and piping locations along with a complete description of proposed work (scaled plan).
5. 2 sets - Specification and catalog cut sheets of tank, piping materials, monitoring equipment, and other related components.

B. Inspections – See page 5 for inspection requirements

C. Within 30 days of repair or modification:

1. Log in to www.Berkeleycupa.com*, following the "Berkeley Underground Storage Tanks" link for your site and complete the "UST Installation" form. If necessary, update and resubmit the following forms: "UST Facility", then "UST Tank", "UST Monitoring Plan", and "UST Response Plan".

*Submittal of this information to cers.calepa.ca.gov is also acceptable.

Permits are NOT REQUIRED for the following UST activities; however, the tank owner is required to notify Toxics Management within 2 working days of the activity:

1. "Like-for-like" replacement of identical parts, including sensors, tank gauge probes, or overfill prevention devices.
2. Reprogramming or upgrading of monitoring system software. Alarm history must be printed prior to change.
3. Installation or modifications to dispenser hoses, nozzles or housings.
4. Installation of penetration boots and piping containment boots.

FEES

Building Permit

Filing Fee	\$20.00
Valuation up to \$3,000	\$89.00
Valuation over \$3,000	\$2.20/\$100
Plan Check Fee	65% of Bldg. Permit Fee

Engineering Permit

Base Fee.....	\$127.00
Inspection.....	\$153/hour
For other fees.....	see Engineering Permit Application for fee schedule

Fire Prevention Permit

To Install UST (<u>per tank</u> , includes systems piping)	
Less 4,000 gallons	\$163
4,000 to 8,000 gallons	\$326
More than 8,000 gallons	\$489
UST removal/closure (per tank)	\$326
For other fees.....	see Fire Prevention Permit for fee schedule

Toxics Management Permit

Install, 1 st tank	\$4,200
Each additional tank.....	\$525
Removal (Commercial), 1 st tank.....	\$1,575
Each additional tank.....	\$735
Removal (Single-family Residential), per tank	\$630
Inspection or Repair/Replacement/Modification.....	\$210/hour

PLAN CHECK REVIEW PERIOD

For new tank installations, tank removals and modifications/repairs

- ▶ 15 working days for review
- ▶ 10 working days for each recheck necessary

For minor repairs and modifications to existing systems

- ▶ 5 working days for review and each recheck necessary

INSPECTIONS

CHECK WITH INDIVIDUAL DEPARTMENTS FOR INSPECTION REQUIREMENTS AFTER PERMITS ARE ISSUED

Public Works: Tank removals in the public right-of-way require inspection by the Engineering Inspector. Call (510) 981-7444 before 5 p.m. to schedule your inspection for the next working day on the 24-hour automated inspection line.

Fire: All tank installations require an inspection by a Fire Inspector. Call (510) 981-5585 to schedule an appointment at least two working days in advance.

Toxics Management: All UST removals, installations, and permitted modifications require inspection by a Toxics Management Inspector, and pre-notification of two working days. Contact Toxics Management office at (510) 981-7460 and leave written notice by email (toxics@cityofberkeley.info) or fax (510) 981-7470.

Building & Safety: Final inspection after all other agencies have signed off is required by Building & Safety. Have compaction report available for Inspector at final inspection. Call 981-7444 before 5 p.m. to schedule your inspection for the next working day on the 24-hour automated inspection line.

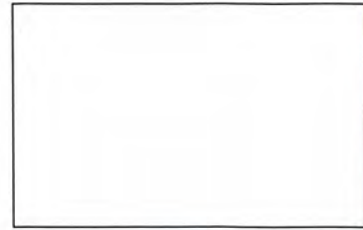
For questions about permit applications, please call -

Building and Safety	981-7440
Public Works	981-7500
Fire Department	981-7447
Toxics Management.....	981-7460



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 Scheduling Inspections Online: www.CityofBerkeley.info/BuildingInspections
 Automated Inspection Scheduling: 510-981-7444 Building Inspectors: 510 981-7440
 Email: Planning@ci.berkeley.ca.us



Building Permit Application

SHADED AREAS FOR STAFF USE ONLY

USE PERMIT # _____	APN # _____	APPLICATION # _____
STREET ADDRESS / UNIT #(if applicable)		<input type="checkbox"/> BUILT BEFORE 1978
TOTAL PROJECT SQUARE FEET	* VALUATION (\$)	
* - The valuation used in computing the Building Permit fee shall include total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment and permanent systems. BMC SECTION 19.28.20		
<input type="checkbox"/> NEW <input type="checkbox"/> ADD <input type="checkbox"/> DEMO>DEM <input type="checkbox"/> REMODEL>REM <input type="checkbox"/> REPAIR>REP <input type="checkbox"/> SEISMIC <input type="checkbox"/> GRADING <input type="checkbox"/> OTHER (Describe Below)		
<input type="checkbox"/> OWNER-BUILDER		

Fire Zone	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	Alquist Priolo: Yes <input type="checkbox"/> No <input type="checkbox"/>	Flood Zone:	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>
Liquefaction Zone:	Yes <input type="checkbox"/> No <input type="checkbox"/>		Landslide Area:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Creek on the Parcel:	Yes <input type="checkbox"/> No <input type="checkbox"/>		Work in the Right of Way:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Is this a Residential Rental Unit: <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, does the tenant need relocating? <input type="checkbox"/> Yes <input type="checkbox"/> No
---------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------

DESCRIBE SCOPE OF WORK:

ADDITIONAL PERMITS REQUIRED: Electrical Mechanical Plumbing Other _____

	Construction Type	Occupancy Code	Square Footage	#Residential Units	#Stories	# of Bedrooms
EXISTING						
PROPOSED						

Property Owner Name	Phone #	Applicant/Contact Person	Phone#
Address		Address	
City, ST	Zip	City, ST	Zip
Email address		Email address	

Contractor's Company Name	Phone #	Licensed Design Professional Name	
State Lic#	Bus Lic #	State Lic#	Phone #
Address		Address	
City, ST	Zip	City, ST	Zip
Email address			

PERMIT DECLARATIONS FOR FAX OR MAIL-IN ONLY

LICENSED CONTRACTOR'S DECLARATION AND INFORMATION

I hereby affirm under penalty of perjury that I am licensed under provision of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

License Class _____ License No. _____

License Expiration Date _____ Contractor _____

OWNER BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the following reason (Sec. 7031.5, Business and Professions Code: Any city that requires a permit to construct, alter, improve, demolish or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

I as owner of the property, or my employees with wages as their sole compensation, will do () all of or () portions of the work, and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code: The Contractors' State License law does not apply to an owner of property who builds or improves thereon, and who does the work himself or herself or through his or her own employees, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale.)

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a contractor(s) licensed pursuant to the Contractors' State License Law.). Provide contractor information above.

I am exempt from licensure under the Contractors' State License Law for the following reason: _____

NOTE: To obtain permit, the owner-builder must also submit completed Owner-Builder Verification of Information & Limitation of Sale Forms. (Permit Supplement 1). When executed by a person other than the property owner, owner must also sign the Authorization of Agent to Act on Property Owner's Behalf form prior to issuing of permit. (Permit Supplement 2).

AUTHORIZED AGENT DECLARATION

I hereby affirm under penalty of perjury that I am the authorized agent of: CONTRACTOR OWNER _____

Print Name of Agent

Address: _____

Phone No. _____

NOTE: A permit applicant who files a signed document by facsimile transmission (fax) with the City of Berkeley Permit Service Center represents that the original signed document is in his or her possession or control. At any time after filing the document, the City may demand production of the original physically signed document. Notwithstanding any provision of the law to the contrary, the City of Berkeley will treat a signature produced by facsimile transmission as an original.

WORKERS' COMPENSATION DECLARATION (This section need not be completed if the permit valuation is for five hundred dollars (\$500) or less.)

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700-3800 of the Labor Code, for the performance of the work for which this permit is issued. POLICY NUMBER _____

I have and will maintain workers' compensation insurance, as required by Section 3700-3800 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

CARRIER: _____ POLICY NUMBER: _____

EXPIRATION DATE: _____ NAME OF AGENT: _____ PHONE: _____

I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the worker's compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700-3800 of the Labor Code, I shall forthwith comply with those provisions.

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

CITY ORDINANCES DECLARATION (Ordinances available for view on request)

In conformance with the City of Berkeley Noise Ordinance, and/or Use Permit, I understand my obligation to comply and work within prescribed hours.

I am aware of my responsibilities under the Relocation Ordinance.

I certify that I have read and shall use to the maximum extent practicable applicable portions of the State Storm Water Best Management Practices Manual for Construction.

CONSTRUCTION LENDING AGENCY DECLARATION

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097, Civ. C.).

Lender's Name: _____

Lender' Address: _____

BUILDING & SAFETY - Certificate Of Compliance And Authorization Of Entry: By my signature below, I certify to each of the above and the following: I am the property owner or authorized to act on the property owner's behalf. I have read this application and state that the information given is correct. I agree to comply with all state laws and city and county ordinances relating to building construction and authorize a representative of the City of Berkeley Building and Safety Division to enter upon the property for which I have applied for this permit for the purpose of making inspections.

ENGINEERING - Certificate Of Indemnification and Compliance: By my signature below, I hereby agree to indemnify and hold harmless the City of Berkeley and its officers and employees from any and all claims arising from, or out of work, connected with this permit and to perform all work as specified in BMC Title 16 and 17 as amended, and in specifications, detail plans and the Building Codes of the City of Berkeley, and in all special provisions made a part of this permit, whether written or oral, and to the satisfaction of the Director of Public Works. I further agree to comply with all regulations and ordinances of the City of Berkeley.

CONTRACTOR, OWNER, or AUTHORIZED AGENT SIGNATURE (Circle One) I hereby affirm under penalty of perjury that each of the above declarations are true.

SIGNATURE: _____ DATE: _____

(Print)



PLANNING & DEVELOPMENT

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 Scheduling Inspections: 510.981-7444 Eng. Inspector: 510.981-7440
 Email: Planning@ci.berkeley.ca.us



Engineering Permit Application

SHADED AREAS FOR STAFF USE ONLY

APPLICATION # _____

STREET ADDRESS/ UNIT # (if applicable)	TENANT NAME
TOTAL PROJECT SQUARE FEET	VALUATION (\$)
APPLICATION GROUP: <input type="checkbox"/> DEMO>DEM <input type="checkbox"/> REMODEL>REM <input type="checkbox"/> REPAIR>REP	

Contractor Name	Phone#
Address	State Lic#
City, ST	Bus Lic# ZIP Code

Property Owner Name	Phone#
Address	
City, ST	ZIP Code

Applicant/Contact Person	Phone#
Address	FAX#
City, ST	ZIP Code
Email	

Misc. Comments (Brief Job Description) Attach Dimensioned Site Plan

Fees For Engineering Permit (Mark Quantities) + 5% Technology Fee		
Qty	Fee Description	Fee/Units
	Base Permit Fee for each permit type except Const. Park	\$127.00
	Refundable Deposit – As required by Engineering Inspector	\$1,376.00
SEWER, SANITARY		
	*Sidewalk Inspection (up to curb)	\$153.00/hr
	**Trench Inspection (roadway)	\$153.00/hr
CONCRETE AREA		
	Flatwork per 100sf	\$28.00
	Curb Gutter per 10 Lin Ft	\$28.00
CONSTRUCTION PARKING		
	Base Permit Fee	\$34.00
	No Parking Sign	\$12.00
	Time Zone/ Metered Area (weekly)	\$79.00/wk
	Time Zone/ Metered Area (daily)	\$15.75/day
MISCELLANEOUS		
	Miscellaneous Permit Inspection	\$153.00/hr
	Electrical Inspection Fee	\$153.00/hr
SEWER, STORM (Must be lic. sewer contractor)		
	Sidewalk Inspection	\$153.00/hr
	Trench Inspection	\$153.00/hr
	Storm Water BMP	\$153.00/hr
TEMPORARY RIGHT OF WAY USE		
	Monthly Fee	\$221.00/mo
	R/W Inspection Fee	\$153.00/hr
	\$7.50 x _____ Curb LF. x _____ mo.	
	Debris Box/ Moving Containers/PODS (Property Owners ONLY)	\$100.00 ea

* - Must be a Licensed Sewer contractor:
 C36 and/or C42 or a General Class A.
 ** - Must be a Class A contractor

Single Family Residential Multi-Family Residential Commercial

NOTE: If this is a fax-in permit, complete the Permit Application Information on the reverse side of this form.

Rev. 08/2010

PERMIT DECLARATIONS for FAX or Mail-In-Only

LICENSED CONTRACTOR'S DECLARATION AND INFORMATION

I hereby affirm under penalty of perjury that I am licensed under provision of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

License Class _____ License No. _____

Date _____ Contractor _____

OWNER BUILDER DECLARATION

I hereby affirm under penalty of perjury that I am exempt from the Contractors' State License Law for the following reason (Sec. 7031.5, Business and Professions Code:

Any city that requires a permit to construct, alter, improve, demolish or repair any structure, prior to its issuance, also requires the applicant for the permit to file a signed statement that he or she is licensed pursuant to the provisions of the Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he or she is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).):

I as owner of the property, or my employees with wages as their sole compensation, will do () all of or () portions of the work, and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who does the work himself or herself or through his or her own employees, provided that the improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he or she did not build or improve for the purpose of sale.)

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (Sec. 7044, Business and Professions Code: The Contractors' State License Law does not apply to an owner of property who builds or improves thereon, and who contracts for the projects with a contractor(s) licensed pursuant to the Contractors' State License Law.). **Provide contractor information above.**

I am exempt from licensure under the Contractors' State License Law for the following reason:

NOTE: To obtain permit, the owner-builder must also submit completed Owner-Builder Verification of Information & Limitation of Sale Forms. (Permit Supplement 1). When executed by a person other than the property owner, owner must also sign the Authorization of Agent to Act on Property Owner's Behalf form prior to issuing of permit. (Permit Supplement 2).

AUTHORIZED AGENT DECLARATION

I hereby affirm under penalty of perjury that I am the authorized agent of: CONTRACTOR OWNER _____

Print Name of Agent

Address: _____

Phone No. _____

NOTE: A permit applicant who files a signed document by facsimile transmission (fax) with the City of Berkeley Permit Service Center represents that the original signed document is in his or her possession or control. At any time after filing the document, the City may demand production of the original physically signed document. Notwithstanding any provision of the law to the contrary, the City of Berkeley will treat a signature produced by facsimile transmission as an original.

WORKERS' COMPENSATION DECLARATION (This section need not be completed if the permit valuation is for five hundred dollars (\$500) or less.)

I hereby affirm under penalty of perjury one of the following declarations:

I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700-3800 of the Labor Code, for the performance of the work for which this permit is issued. POLICY NUMBER _____

I have and will maintain workers' compensation insurance, as required by Section 3700-3800 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

CARRIER: _____ POLICY NUMBER _____

EXPIRATION DATE: _____ NAME OF AGENT: _____ PHONE

#: _____

I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the worker's compensation laws of California, and agree that, if I should become subject to the workers' compensation provisions of Section 3700-3800 of the Labor Code, I shall forthwith comply with those provisions.

WARNING: FAILURE TO SECURE WORKERS' COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY'S FEES.

CITY ORDINANCES DECLARATION (Ordinances available for view on request)

In conformance with the City of Berkeley Noise Ordinance, and/or Use Permit, I understand my obligation to comply and work within prescribed hours.

I am aware of my responsibilities under the Relocation Ordinance.

I certify that I have read and shall use to the maximum extent practicable applicable portions of the *State Storm Water Best Management Practices Manual for Construction*.

CONSTRUCTION LENDING AGENCY DECLARATION

I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097, Civ. C.).

Lender's Name: _____

Lender' Address: _____

BUILDING & SAFETY – Certificate Of Compliance And Authorization Of Entry: By my signature below, I certify to each of the above and the following: I am the property owner or authorized to act on the property owner's behalf. I have read this application and state that the information given is correct. I agree to comply with all state laws and city and county ordinances relating to building construction and authorize a representative of the City of Berkeley Building and Safety Division to enter upon the property for which I have applied for this permit for the purpose of making inspections.

ENGINEERING – Certificate Of Indemnification and Compliance: By my signature below, I hereby agree to indemnify and hold harmless the City of Berkeley and its officers and employees from any and all claims arising from, or out of work, connected with this permit and to perform all work as specified in BMC Title 16 and 17 as amended, and in specifications, detail plans and the Building Codes of the City of Berkeley, and in all special provisions made a part of this permit, whether written or oral, and to the satisfaction of the Director of Public Works. I further agree to comply with all regulations and ordinances of the City of Berkeley.

CONTRACTOR, OWNER, or AUTHORIZED AGENT SIGNATURE (Circle One) I hereby affirm under penalty of perjury that each of the above declarations are true.

SIGNATURE: _____ DATE: _____



PLANNING & DEVELOPMENT

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 Fire Inspectors: 510.981.5585 Fire Plan Checker: 510.981.7447
 Email: Planning@ci.berkeley.ca.us

FIRE PERMIT APPLICATION

SHADED AREAS FOR STAFF USE ONLY

Please note: Building, Electrical, Mechanical, and Plumbing elements require separate applications.

APPLICATION # _____	RELATED APPLICATIONS _____
STREET ADDRESS/ UNIT # (if applicable)	TENANT NAME
TOTAL PROJECT SQUARE FEET	VALUATION (\$)
APPLICATION GROUP (mark applicable permit types): <input type="checkbox"/> EQUIPMENT <input type="checkbox"/> ANNUAL EVENT <input type="checkbox"/> ASSEMBLY <input type="checkbox"/> TANKS <input type="checkbox"/> TEMP. USE <input type="checkbox"/> OPER/STORE	

Contractor Name	Phone#
Address	State Lic# Bus. Lic #
City, ST	ZIP Code

Property Owner Name	Phone#
Address	
City, ST	ZIP Code

Applicant/Contact Person	Phone#
Address	FAX#
City, ST	ZIP Code
Email	

Describe Scope of Work:

Filing Fee \$22.00	
<i>-- Check Applicable Boxes --</i>	
EQUIPMENT INSTALLATION	
<input type="checkbox"/>	Sprinkler System
<input type="checkbox"/>	Standpipe
<input type="checkbox"/>	Fire Pump
<input type="checkbox"/>	Underground Pipeline
<input type="checkbox"/>	Extinguishing Systems
<input type="checkbox"/>	High Pile Storage
<input type="checkbox"/>	Window Bars
<input type="checkbox"/>	Fire Alarm Devices: _____
<input type="checkbox"/>	Water Flow Alarms
ANNUAL EVENT	
ASSEMBLY	
<input type="checkbox"/>	< 300 Occupants
<input type="checkbox"/>	≥ 300 Occupants
TANKS	
<input type="checkbox"/>	Addition
<input type="checkbox"/>	Removal
<input type="checkbox"/>	Size(s): _____ gal.
<input type="checkbox"/>	Size(s): _____ gal.
TEMPORARY USE	
<input type="checkbox"/>	Parking Spaces: _____
<input type="checkbox"/>	Fireworks
<input type="checkbox"/>	Other, as described
OPERATION/STORAGE	
<input type="checkbox"/>	Hazardous Gas/Liquid
<input type="checkbox"/>	Hazardous Material

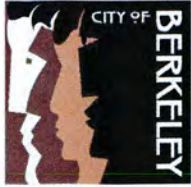
FIRE PERMIT APPLICATION

(continued)

-- FEES* --

Fees does not include \$22.00 Filing Fee

EQUIPMENT INSTALLATION			TEMPORARY USE		
	Additional Plan Check	\$350/hr		Permit Fee	
	Inspection	\$350/hr		Additional Plan Check	\$350/hr
	Automatic Sprinkler	\$350 min		Inspection	\$350/hr
	Extinguishing Systems	\$350 min		Temp. Burning in Public	\$175 ea
	Minor Extinguishing Systems – Alt.	\$175 min		Display of Gas Vehicles	\$350 ea
	Underground Water Main	\$350 min		Temp. Parade Float, etc.	\$175 ea
	Fire Pump	\$350 min		Temp. Parking < 15 cars	\$175 ea
	Standpipe	\$350 min		Temp. Parking ≥ 15 cars	\$350 ea
	Window Bars	\$175		Special Event Tent, etc.	\$350 ea
	High Pile Storage	\$350 min		Fireworks – Public Display	\$1050 ea
FIRE ALARM SYSTEMS (REQUIRED)				Fireworks – Cont'd Use	\$175 ea
	12 Devices and Under	\$350		Paint Removal w/ flame or heat	\$175 ea
	13-30 Devices	\$525			
	31-49 Devices	\$875			
	50 or more Devices	\$962.50 min			
	Water Flow Alarms	\$175	OPERATION/STORAGE		
ASSEMBLY				Permit Fee	
	Place of Assembly < 300 occupants	\$350		Additional Plan Check	\$350/hr
	Place of Assembly ≥ 300 occupants	\$525		Inspection	\$350/hr
				Store/Use Compressed Gas/Liquid	\$350 min
TANKS				Storage/Transport Hazardous Material	\$350 min
	Additional Plan Check	\$350/hr		Roofing: Hot Asphalt or Heat Applied	\$87.50 ea
	Additional Inspection Plus min.	\$350/hr			
	Storage & Use Flammables/Liquids	\$350 min			
	Remove/Change Flammables/Liquids	\$175 ea			
	Add Above/Below Grd Tank <4,000 Gal	\$175 ea	ANNUAL EVENT		
	Add Above Grd Tank 4,000-8,000 Gal	\$652 ea		Permit Fee	
	Add Above Grd Tank >8,000 Gal	\$875 ea		Additional Plan Check	\$350/hr
	Add Below Grd Tank 4,000-8,000 Gal	\$350 ea		Inspection	\$350/hr
	Add Below Grd Tank >8,000 Gal	\$525 ea		Yearly Permit Fee	\$350/hr
	Remove Above Grd Tank (per tank)	\$175 ea			
	Remove Below Grd Tank (per tank)	\$350 ea	MISCELLANEOUS FEES		
	Piping & Equipment	\$175 ea		Filing Fee	\$22.00
* -- Effective May 19, 2009			* -- Before Technology Fee (5% of total fees)		



PLANNING & DEVELOPMENT

Toxics Management Division (TMD)
2118 Milvia St. 3rd Floor
Berkeley, CA 94704

FOR TMD USE ONLY

Permit No.: _____
Total Permit Fee: _____
Approved by: _____ Date _____
(Expires 90 days from approval)

TOXICS MANAGEMENT DIVISION UST PERMIT APPLICATION UNDERGROUND STORAGE TANK (UST)

INSTALLATION CLOSURE/REMOVAL MODIFICATION/REPAIR

Name of Facility:		Type of Business:	
Facility Address:			
Facility Representative:		EPA ID:	
Telephone #:	24 Hour #:	Email:	
Property Owner:			
Owner Address:			
Telephone #:		Email:	
Contractor Removing/Modifying/Installing UST:			
Address:			
Berkeley Business License #:		Representative:	
Contractor License #:		License Type:	
Telephone #:		Email:	
Geotechnical Contractor:			
Address:		Contact Person:	
Telephone #:		Email:	
Hazardous Waste Hauler:		Contact Person:	
Address:		Telephone #:	
Will UST be removed as hazardous waste <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> n/a			
UST/Soils Disposal Facility:		Telephone #:	
Please refer to the Planning & Development Underground Storage Tank (UST) Permit Requirements packet for additional application requirements and information.			

Certification:

I hereby affirm under penalty of perjury that the information provided in the application for this permit is correct, and that I am the owner, or duly authorized agent of the owner of the premises.

Print Name Signature Date Print Title of Applicant

TMD PERMIT APPLICATION PROCESS for:

- I. UST Installations**
- II. Regulated/Permitted UST Removals**
- III. Legacy/Unpermitted UST Removals**
- IV. UST Modifications/Repairs**

I. UST INSTALLATIONS

A. Complete the following:

1. TOXICS MANAGEMENT UST PERMIT APPLICATION
2. Plot plan showing UST, dispenser, and piping locations along with a complete description of proposed work (scaled plan). Plans to include a statement indicating soil be returned to a minimum of 90% compaction or statement from Engineer indicating compaction is not required.
3. Specification and catalog cut sheets of tank, piping materials, monitoring equipment, and other related components.
4. Comply with the PERMIT PLAN CHECK REQUIREMENTS document.

B. Inspections – See “Inspections” section for inspection requirements.

C. Prior to final inspection, the following information must be submitted to TMD:

1. Results of UST and piping integrity testing by approved contractor.
2. Results of secondary containment testing by approved contractor.
3. Completed (or revised) Hazardous Materials Business Plan Permit Application. Complete online at www.Berkeleycupa.com* - follow the “Hazardous Materials Business Plan (HMBP)” link.

For electronic reporting instructions, please visit:

<http://www.berkeleycupa.com/berkeleycupa/help/PortallInstructions.pdf>

Submittal of this information to cers.calepa.ca.gov is also acceptable.

4. Complete the following forms online at www.Berkeleycupa.com* – follow the “Berkeley Underground Storage Tanks” link for your site and fill out the following forms: “UST Facility”, then “UST Tank”, “UST Monitoring Plan”, and “UST Response Plan”, as well as “UST Installation”.

*Submittal of this information to cers.calepa.ca.gov is also acceptable.

II. UST REMOVALS: REGULATED/PERMITTED TANKS

A. Complete the following:

1. TOXICS MANAGEMENT UST PERMIT APPLICATION
2. Plot plan showing tank, dispenser, and piping locations along with a complete description of proposed work (scaled plan). Plans to include a statement indicating soil be returned to a minimum of 90% compaction or statement from Engineer indicating compaction is not required.
3. Submit detailed proposal identifying tank(s), method of excavation, safe removal, cleaning, disposal or intended use of UST and piping and disposal of wastes per CCR 2670(f). Proposed method of identifying any release to soils and water. For closure-in-place, submit proposal to Toxics Management showing, in addition to above, the reasons why UST cannot reasonably be removed. A Civil or Structural Engineer signature is required.
4. Copies of records of any modifications made to the tank and/or piping since its installation.
5. Written response from BAAQMD confirming notification requirements have been met.

B. Inspections – See “Inspections” section for inspection requirements.

C. UST removal is not finalized until Toxics Management receives the following additional information within 30 days following removal:

1. Complete the following forms online at www.Berkeleycupa.com* - follow the "Berkeley Underground Storage Tanks" link for your site and fill out the following 2 forms: "UST Facility", then "UST Tank"
2. Submit a revised Hazardous Materials Business Plan. Complete online at www.Berkeleycupa.com* - follow the "Hazardous Materials Business Plan (HMBP)" link for your site.
3. Submit a final UST closure report to TMD. Electronic copy will be acceptable. The report shall include all information on the UST, cleaning and disposal documents, analytical report for soils and groundwater, copy of unauthorized release report submitted to Regional Water Quality Control Board (if required by TMD).

*For electronic reporting instructions, please visit:

<http://www.berkeleycupa.com/berkeleycupa/help/PortallInstructions.pdf>

Submittal of this information to cers.calepa.ca.gov is also acceptable.

III. UST REMOVALS: LEGACY/UNPERMITTED TANKS

A. Complete the following:

1. TOXICS MANAGEMENT UST PERMIT APPLICATION
2. Plot plan showing tank, dispenser, and piping locations along with a complete description of proposed work (scaled plan). Plans to include a statement indicating soil be returned to a minimum of 90% compaction or statement from Engineer indicating compaction is not required.
3. Submit detailed proposal identifying tank(s), method of excavation, safe removal, cleaning, disposal or intended use of UST and piping and disposal of wastes per CCR 2670(f). Proposed method of identifying any release to soils and water. For closure-in-place, submit proposal to Toxics Management showing, in addition to above, the reasons why UST cannot reasonably be removed. A Civil or Structural Engineer signature is required.
4. Written response from BAAQMD confirming notification requirements have been met.

B. Inspections – See "Inspections" section for inspection requirements.

C. The following forms must be submitted to Toxics Management within 30 days following the removal:

1. Submit a final UST closure report to TMD. Electronic copy will be acceptable. The report shall include all information on the UST, cleaning and disposal documents, analytical report for soils and groundwater, copy of unauthorized release report submitted to Regional Water Quality Control Board (if required by TMD).

IV. UST MODIFICATIONS/REPAIRS

A. Complete the following:

1. TOXICS MANAGEMENT UST PERMIT APPLICATION
2. Plot plan showing tank, dispenser, and piping locations along with a complete description of proposed work (scaled plan).
3. Specification and catalog cut sheets of tank, piping materials and other related components being modified or repaired.

B. Inspections – See "Inspections" section for inspection requirements

C. Within 30 days of repair or modification:

1. Log in to www.Berkeleycupa.com*, following the "Berkeley Underground Storage Tanks" link for your site and complete the "UST Installation" form. If necessary, update and resubmit the following forms: "UST Facility", then "UST Tank", "UST Monitoring Plan", and "UST Response Plan".

*Submittal of this information to cers.calepa.ca.gov is also acceptable.

Permits are NOT REQUIRED for the following UST activities; however, the tank owner is required to notify Toxics Management within 2 working days of the activity:

1. "Like-for-like" replacement of identical parts, including sensors, tank gauge probes, or overfill prevention devices.
2. Reprogramming or upgrading of monitoring system software. Alarm history must be printed prior to change.
3. Installation or modifications to dispenser hoses, nozzles or housings.
4. Installation of penetration boots and piping containment boots.

FEES

Toxics Management Permit

Install, 1 st tank	\$4,200
Each additional tank	\$525
Removal (Commercial), 1 st tank.....	\$1,575
Each additional tank.....	\$735
Removal (Single-Family Residential), per tank	\$630
Inspection or Repair/Replacement/Modification	\$210/hr

PLAN CHECK REVIEW PERIOD

For new tank installations, tank removals and modifications/repairs

- ▶ 15 working days for review
- ▶ 10 working days for each recheck necessary

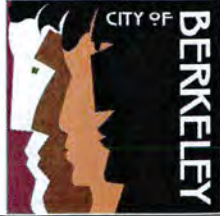
For minor repairs and modifications to existing systems

- ▶ 5 working days for review and each recheck necessary

INSPECTIONS

Toxics Management: All UST removals, installations, and permitted modifications require inspection by a Toxics Management Inspector, and pre-notification of two working days. Contact Toxics Management office at (510) 981-7460 and leave written notice by email (toxics@cityofberkeley.info) or fax (510) 981-7470.

This document outlines requirements specific to Berkeley Toxics Management Division. Additional permit requirements may be applicable. Please refer to the **Planning & Development Underground Storage Tank (UST) Permit Requirements** packet for additional application requirements and information.



Department of Planning and Development
TOXICS MANAGEMENT DIVISION
 A Certified Unified Program Agency (CUPA)
 2118 Milvia Street, Suite 300, Berkeley, California 94704
 TEL: (510) 981-7460 • TDD: (510) 981-6903 • FAX: (510) 981-7470

Permit #:		
Address:		
City:		
Facility:		
Scope of Work:	Installation of new tank system	
Permit Type:	Underground Storage Tank (UST) INSTALLATION	
Date first Reviewed:		Reviewed by:
Permit Plan Check Requirements		
Inspector Note	#	CONDITIONS / COMMENTS / CORRECTIVE ACTION NECESSARY
	1.	<p><u>Application</u> – Complete and submit attached application and pay the appropriate fees.</p> <p>Note - An approved/stamped set of plans, applications, and Plan Check Permit comments shall be on-site at all times.</p>
	2.	<p><u>Department Inspections</u></p> <p>Hazardous Materials Specialists shall inspect the UST System (tank, piping, sumps, dispensers, etc.) during installation activities. Hazardous Materials Specialists must be scheduled 48 hours in advance (call 510-981-7460).</p> <p>All tank inspections require an inspection by a Fire Inspector. Call 510-981-5585 to schedule an appointment at least two working days in advance.</p> <p>Final inspection after all other agencies have signed off is required by Building and Safety. Call 510-981-7444 before 5 pm to schedule your inspection for the next working day on the 24-hour automated inspection line.</p>
	3.	<p><u>Installation Time Lines</u> – Submit schedule indicating projected start and completion dates.</p>
	4.	<p><u>Other Permits</u></p> <p>Check with other local agencies (e.g. Building and/or Public Works Departments) regarding requirements for additional permits (e.g. electrical, plumbing, excavation, compaction and grading, etc.) and any work impacting public streets, walkways, and rights-of-way.</p>
	5.	<p><u>Groundwater Wells</u> - Being removed or destroyed require a separate permit from the Toxics Management Division. Please call 510-981-7460 for more information.</p>

6.	<u>Underground Service Alert</u> - Must be contacted at 800-642-2444 prior to the start of any excavation.
7.	<u>Subsurface Contamination</u> - Ensure subsurface is not contaminated prior to beginning work.
8.	<u>Site Security</u> If the excavation is to remain open after the contractor leaves the site, the site and/or excavation perimeter shall be fenced 6' high or posted with a 24-hour guard or other means to prevent unauthorized entry.
9.	<u>Training</u> All personnel handling hazardous materials or hazardous waste and working at construction activity sites must be properly trained which may include excavation, shoring, confined space entry, hot work, hazardous waste management, hazardous communication, injury illness prevention, etc.
10.	<u>Site Safety Plan</u> - Must be available on-site prior to the start of any work, and available for inspection at any time during installation.
11.	<u>Fire Extinguisher During Construction</u> Provide at least one 40BC-rated portable fire extinguisher onsite and readily accessible within 50 feet of work area for UST Systems. Hot work or spark-producing operations <u>shall not</u> be conducted if UST System previously contained flammable/combustible liquids unless UST System is decontaminated and free of hazardous vapors.
12.	<u>Terminate and Lock Out All Electrical Service</u> - To UST System when necessary prior to starting work.
13.	<u>Contractor's License</u> Provide copies of contractor's license. Note: C61-D40 licenses issued before 1/18/2001 can install and calibrate leak detection equipment. C61-D40 licenses issued after 1/18/2001 cannot install, remove, or replace equipment.
14.	<u>Manufacturers Installation Certifications</u> Provide copies of certifications from manufacturers that install contractors are trained and certified to install their equipment (USTs, piping, sumps, under dispenser containment, and monitoring systems). Install contractors must be re-certified as required by the equipment manufacturers or every 3 years.
15.	<u>Certified CA UST System INSTALLER</u> All UST installers must be certified by the International Code Council (ICC) by passing the "UST Installation/Retrofitting" exam. The certification is required to be re-certified every 24 months. Information regarding the ICC exams can be found at http://www.iccsafe.org/certification/ust.html or 866-422-3426.
16.	<u>Certified CA UST System SERVICE TECHNICIANS</u> All UST SERVICE TECHNICIANS must be certified by the International Code Council (ICC) by passing the "California UST Service Technician" exam. The certification is required to be re-certified every 24 months. Information regarding the ICC exams can be found at http://www.iccsafe.org/certification/ust.html or 866-422-3426
17.	<u>Scaled Drawing</u> - showing the location and details of all USTs, piping, monitoring system, sensors, fill pipes, overfill prevention, spill containment, pumps, sumps, anchoring, distances to the property lines, distance from buildings, distance from streets, etc.

18.	<p><u>UST System Setback Distances</u> USTs and piping shall not be less than 3 feet from any basement wall, pit, cellar or property line.</p>
19.	<p><u>Equipment Specifications</u> Provide documentation that the equipment is approved by an independent testing organization (e.g., UL Listing, etc.) for its particular use including tanks, piping, pumps, overfill prevention system, over spill containment system, foot valves, swiveling fill pipe adapters, swiveling vapor return pipe adapter, monitoring systems, leak sensors, tank gauges, and other devices. UST tanks and piping must bear appropriate markings.</p> <ul style="list-style-type: none"> • An independent third party listing is required for piping sumps and under dispenser containment (UDC). • Monitoring equipment must be listed in the CA State Water Resources Control Board LG-113.
20.	<p><u>Flammable or Combustible Product Conveying Piping</u> All underground piping conveying flammable or combustible liquids must be approved by an independent testing organization (e.g., UL 971 Standard and marked with "UL 971").</p>
21.	<p><u>Compatibility</u> Provide certification that materials of construction for USTs, piping, and secondary containment systems are compatible with the stored hazardous substances.</p>
22.	<p><u>Ethanol/Methanol Compatible</u> Submit certification whether UST Systems (UST, piping, pumps, materials, equipment, adhesives, etc.) can store ethanol or methanol-containing gasoline.</p>
23.	<p><u>Fiberglass Pipe Adhesive</u> Use adhesive provided by the manufacturer for the piping, or provide certification that the adhesive is compatible with the piping and hazardous substances being conveyed in the piping.</p>
24.	<p><u>Sump and Under Dispenser Containment (UDC) Penetration Sealants</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Use sealants provided by the manufacturer for the equipment. <input type="checkbox"/> All sump and UDC penetration pipe boots and sealants must be compatible with the hazardous substances being conveyed in the piping in case of a leak.
25.	<p><u>Corrosion Protection</u> USTs and underground piping shall be properly designed, installed and maintained, and protected from corrosion by cathodic protection and/or corrosion-resistant materials.</p>
26.	<p><u>UST Separation Distances</u> Distances between USTs must meet manufacturer installation guidelines, which is typically at least 1 foot between steel tanks and at least 1.5 feet between fiberglass tanks.</p>
27.	<p><u>UST Fill Locations</u> Ensure the placement of the USTs and dispensers allow enough room for tank truck fuel deliveries. All delivery tankers drop their fuel from the passenger side of the truck. Optimal turning radius of tanker truck is 50 feet.</p>

	<p>28. <u>UST Foundation</u> USTs shall be set on firm foundations and surrounded with at least 6 inches of non-corrosive inert material such as clean sand or gravel well tamped in place or in accordance with manufacturer's installation instructions.</p>
	<p>29. <u>UST Slope</u> All USTs shall be sloped in accordance with manufacturer requirements.</p>
	<p>30. <u>Excavation, Shoring and Sloping</u> – Shall be conducted in accordance with the Site Safety Plan.</p> <ul style="list-style-type: none"> □ Use excavation sloping, benching, sheet pile shoring, or trench jacks. □ Any excavation depth greater than 4 feet requires a CAL-OSHA Evacuation Permit prior to worker entering the excavation.
	<p>31. <u>Excavation Size</u> The minimum distance between piping and stable soils and/or shored excavations must meet manufacturer installation guidelines, which is typically at least 6 inches. The minimum distances between adjacent piping in an excavation must meet manufacturer installation guidelines, which is typically at least twice the pipe diameter. The minimum distance from end to end and shell to shell between USTs and <u>stable</u> soils and/or <u>shored</u> excavations are according to manufacturer or as follows:</p> <ul style="list-style-type: none"> □ >18 inches for fiberglass USTs; OR □ >6 inches for steel USTs; OR □ 1/2 tank diameter for unstable or unshored soils.
	<p>32. <u>UST Uplift Protection Exception</u> Provide a registered engineer's stamped certification that flooding will not occur and that groundwater conditions do not warrant additional engineering to counteract UST buoyancy. As an alternative, provide a registered engineer's stamped certification and buoyancy calculations assuming worst case scenario (each UST is completely submerged in water.)</p>
	<p>33. <u>UST Uplift Protection</u> Provide USTs with uplift protection as required by the manufacturer.</p>
	<p>34. <u>UST Tie-Downs</u> - Must be constructed of non-corrosive material or coated steel and wider than the strapping and placed where required by the manufacturer. Tie-down cable saddle clamps must be installed so every other one is facing the opposite direction for greater holding strength.</p>
	<p>35. <u>Product Tight</u> – All UST systems must be designed and installed such that there are no pathways for liquids or vapors to enter the backfill.</p>
	<p>36. <u>UST (Tank) Monitoring</u></p> <ul style="list-style-type: none"> □ Double-walled tank with continuous monitoring in accordance with 23 CCR 2631(g), 2632(c), 2634; AND □ Any leak shall initiate an audible and visual alarm that can immediately be detected by the UST operator; AND □ Secondary containment testing is required upon installation, but <u>is not</u> required every 3 years thereafter.
	<p>37. <u>UST Piping Monitoring</u> All UST piping shall be double-walled with continuous monitoring of the secondary containment in accordance with 23 CCR 2636, including product</p>

	<p>conveying piping, vent piping, and vapor recovery piping.</p> <ul style="list-style-type: none"> ❑ Any leak shall initiate an audible and visual alarm that can immediately be detected by the UST operator.
38.	<p><u>UST Sump Monitoring for Piping, Riser, and Manways (LG162)</u></p> <p>UST sumps shall be continuously monitored by one of the following 3 methods:</p> <ul style="list-style-type: none"> ❑ All double-walled piping within a single walled sump; or ❑ Single-walled piping within a single-walled sump; or ❑ Single-walled piping within a double-walled sump (monitored from top of tank to bottom of concrete; AND ❑ A leak shall initiate an audible and visual alarm that can immediately be detected by the UST operator; AND ❑ No unmonitored pathway to environment at piping penetrations ❑ Provide lid and conduit seals
39.	<p><u>UST Under Dispenser Containment (UDC) Monitoring (LG162)</u></p> <p>UDCs shall be continuously monitored by one of the following 3 methods:</p> <ul style="list-style-type: none"> ❑ All double-walled piping within a single walled sump; or ❑ Single-walled piping within a single-walled sump; or ❑ Single-walled piping within a double-walled sump; AND ❑ For double-walled UDC, double-wall portion must extend to surface. No pathway can exist for vapors to move from UDC to backfill.
40.	<p><u>Automatic Line Leak Detectors (LLDs) for Pressurized Piping</u></p> <ul style="list-style-type: none"> ❑ <u>ALL pressurized piping</u> must have automatic LLDs approved by an independent testing organization (e.g., UL Listing, etc.) for its particular use. Must, at a minimum, detect release within 1 hour equivalent to 3.0 gph at 10 psi, with $\geq 95\%$ probability of detection and $\leq 5\%$ probability of false alarm. ❑ Electronic Line Leak Detectors (ELLDs): <ul style="list-style-type: none"> ❑ Connected to control panels; AND ❑ Can be programmed to respond to simulated 0.2 gph leak monthly AND ❑ Can be programmed to respond to simulated 0.1 gph leak annually AND ❑ Must automatically shut off turbine pump if: <ul style="list-style-type: none"> ❑ Leak is detected; AND ❑ Any portion of monitoring system is disabled or disconnected; AND ❑ Any portion of monitoring system malfunctions or fails a test.
41.	<p><u>Automatic Line Leak Detector Certification for Pressurized Piping</u></p> <p>After testing, Certification must be submitted to the Toxics Management Division and should show:</p> <ul style="list-style-type: none"> ❑ Date of certification ❑ Software version installed ❑ Manufacturer, model, and serial numbers ❑ Audible and visual alarms were operational, and if printable, a copy attached ❑ If alarms are relayed to remote monitoring station, must show all communications equipment (e.g. modem) were operational ❑ Monitoring system set-up has proper settings, a copy attached ❑ Testing apparatus properly calibrated ❑ All equipment manufacturer's maintenance checklist are completed and attached ❑ All LLDs were operational and accurate within regulatory requirements ❑ If deficiencies were found, how and when they were or would be corrected ❑ Certification signed by technician, and their certification/license number documented (company's name and certification/license number found in

		LG105).
	42.	Piping – All piping shall be installed in accordance with manufacturer’s requirements.
	43.	Piping Slopes - Product, fill, vent, and vapor piping shall be sloped toward the UST with minimum ¼ inch slope per 1 foot of run.
	44.	Vents – Shall have at least 1.25-inch internal diameter and be sized to prevent excessive back pressure on the UST. This is different for manifold piping systems.
	45.	Fill Pipe and Vapor Return Pipes – <input type="checkbox"/> Sealed with a vapor-tight cap approved by an independent testing organization (e.g., UL Listing, etc.) for its particular use; AND <input type="checkbox"/> Equipped with swiveling-type adapters to reduce stress during fuel deliveries equipment is approved by an independent testing organization (e.g., UL Listing, etc.) for its particular use; AND <input type="checkbox"/> Labeled with name of hazardous substance stored in UST or “Vapor”.
	46.	Spill Prevention Containers Each UST fill pipe opening must be equipped with spill prevention container for hose disconnect leakage: <input type="checkbox"/> Minimum 5 gallon capacity; AND <input type="checkbox"/> Approved by an independent testing organization (e.g., UL Listing, etc.) for its particular use; AND <input type="checkbox"/> Equipped with drain valve and secondarily contained pipe to allow spilled hazardous substances to be drained directly into the primary UST through the fill pipe; and <input type="checkbox"/> If spill container <u>does not</u> have drain valve owner or operator will have to provide another way to keep spill container empty.
	47.	Overfill Prevention Equipment Each UST fill pipe opening must be equipped with overfill prevention <input type="checkbox"/> Overfill prevention system must comply with 23 CCR 2365(b)(2) <input type="checkbox"/> Equipment is approved by an independent testing organization (e.g., UL Listing, etc.) for its particular use; AND <input type="checkbox"/> Approved by Bay Area Air Quality Management District.
	48.	UST Pre-Installation Testing Witnessed by Hazardous Materials Specialist Prior to being placed in the excavation: <input type="checkbox"/> All NON-Steel USTs will be pressurized and soap tested; AND <input type="checkbox"/> Do not pressure test secondary containment tank directly. The primary tank should be pressurized first and then gradually vent/bleed the air into the secondary containment tank. Conduct all pressure testing with dual glycerin-filled gauges; AND <input type="checkbox"/> If UST is damaged, it can only be repaired by the tank manufacturer.
	49.	UST Enhanced Leak Detection (ELD) Testing Witnessed by Hazardous Material Specialist <input type="checkbox"/> <u>UST tank installation</u> after it is backfilled and the concrete is poured and prior to being put into service, the new UST system must be tested with Enhanced Leak Detection (ELD). <input type="checkbox"/> UST operating permit <u>will not</u> be issued until the UST passes the ELD testing. <input type="checkbox"/> UST secondary containment system must be tested separately using hydrostatic, pressure, or vacuum methods.

50.	<p><u>UST Leak Testing Witnessed by Hazardous Materials Specialists</u></p> <ul style="list-style-type: none"> ❑ After installation, but prior to back filling, test primary and secondary tanks according to manufacturer's specification. ❑ Conduct all pressure testing with dual glycerin-filled gauges.
51.	<p><u>Pipe Leak Testing Witnessed by Hazardous Materials Specialists</u></p> <ul style="list-style-type: none"> ❑ After installation, but prior to backfilling, primary and secondary piping conveying flammable or combustible liquid; before being covered, enclosed or placed in use; shall be pneumatically tested to 150 percent of the maximum anticipated of the system. There shall not be any leakage or permanent distortion for a minimum of 30 minutes. ❑ Conduct all pressure testing with dual glycerin-filled gauges.
52.	<p><u>Sump Leak Testing Witnessed by Hazardous Materials Specialist</u></p>
53.	<p><u>Fill Bucket Leak Testing Witnessed by Hazardous Materials Specialist</u></p>
54.	<p><u>UST Monitoring System Testing Witnessed by Hazardous Materials Specialists</u></p> <ul style="list-style-type: none"> ❑ After installation, but prior to being put in service, demonstrate the operation of the UST Monitoring System and high-level alarm system. ❑ Monitoring system must be protected from its surrounding environment. ❑ The system must be within sight and hearing distance of on-site personnel 24-hours each day or remotely monitored. ❑ The system must be hard-wired to a dedicated circuit.
55.	<p><u>Leak Sensor Location</u> – Must be positioned at the bottom of the lowest secondary containment point and accessible for inspection and testing.</p>
56.	<p><u>Concrete Cover</u></p> <ul style="list-style-type: none"> ❑ USTs and associated piping shall be protected by at least 3 feet of earth cover, or 18 inches of well tamped earth plus 6 inches of reinforced concrete. The reinforced concrete paving shall extend at least 1 foot horizontally beyond the outline of the UST in all directions. ❑ Ensure piping near the USTs is buried under concrete slab. Concrete around man ways and openings must slope at least 1 inch/foot of run for proper storm water drainage.
57.	<p><u>Bedding and Backfill</u></p> <p>For fiberglass USTs:</p> <ul style="list-style-type: none"> ❑ Pea gravel should be between 1/8 inch to 3/4 inch in size. ❑ Crushed rock should be between 1/8 inch to 1/2 inch in size. <p>Minimum bedding in a dry excavation should be:</p> <ul style="list-style-type: none"> ❑ >12 inches under the USTs. ❑ >6 inches under the piping <p>When USTs are installed in fine granular soils or high water tables it is required that a filter fiber liner be placed in the excavation to prevent backfill migration. The critical area for backfilling is the lower 1/4 of the tank.</p> <p>For fiberglass USTs, the burial depth of the UST measured from the top of the tank to finish grade is based on manufacturer's requirements or maximum of 7 feet.</p> <p>Document tank vertical deflection measurements before and after backfilling.</p>
<p><u>Authorization to Introduce Hazardous Materials to the UST System and Permit Application</u> Submit the following documents to receive authorization:</p>	
58.	<p><u>UST Permit Applications</u></p> <p>Complete or update and submit the Underground Storage Tank Operating Permit Applications, including Facility Information, Tank Information, Monitoring</p>

		Plan, Response Plan, and Certification of Installation/Modification.
	59.	<u>UST Owner vs Operator</u> Submit written agreement between the UST owner and the UST operator, if different individuals.
	60.	<u>UST Financial Assurance</u> Submit UST Certification of Financial Responsibility and supporting documents for USTs storing motor vehicle fuels.
	61.	<u>Hazardous Materials Business Plan</u> Submit revised forms including "Business Owner/Operator Identification" form, "Business Activities" form, site map, and chemical inventories of UST(s).
	62.	<u>Certified CA DESIGNATED UST SYSTEM OPERATOR</u> All operating UST facilities must have a "Designated UST Operator". Designated UST Operators must be certified by the International Code Council (ICC) by passing the "California UST System Operator" exam. Information regarding the ICC exams can be found at http://www.iccsafe.org/certification/ust.html or 866-422-3426 <u>UST owner shall:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Submit signed statement that the owner understands and is in compliance with all regulatory and, statutory UST requirements; AND <input type="checkbox"/> Submit name of Designated UST System Operator for the site. Designated UST System Operators must conduct monthly visual inspections of the UST systems.
	63.	<u>Plot Plan</u> <ul style="list-style-type: none"> <input type="checkbox"/> Submit a scaled diagram or desing or "as built" plans and drawings that accurately show final locations of all USTs, piping, dispensers, auxiliary equipment, and any changes of materials and equipment used in the final construction; AND <input type="checkbox"/> If not provided in the "as build" drawings, submit a plot plan, which identifies where monitoring is performed, including locations of sensors, consoles, etc. It must show placement on the site relative to buildings, storm drains, etc. This information may also be incorporated with the HMBP site map requirements.
	64.	<u>Checklists and Testing Results</u> <ul style="list-style-type: none"> <input type="checkbox"/> Submit manufacturer tank and piping checklists, including installation checklists <input type="checkbox"/> Submit field tank and piping integrity testing results <input type="checkbox"/> Submit secondary containment test results <input type="checkbox"/> Submit monitoring system certification <input type="checkbox"/> Submit spill bucket test results.
<u>Record Keeping for UST Owner and Operator</u>		
	65.	After the final inspection, submit following documents to UST Owner: <ul style="list-style-type: none"> <input type="checkbox"/> "AS BUILT" plans and drawings. <input type="checkbox"/> Manufacturer tank and piping checklists, including installation checklists; AND <input type="checkbox"/> Warranties; AND <input type="checkbox"/> Monitoring equipment calibration and maintenance records must be maintained on-site for at least 3 years; AND <input type="checkbox"/> Manufacturers recommended maintenance schedules and written performance claims must be maintained on-site for at least 5 years; AND

