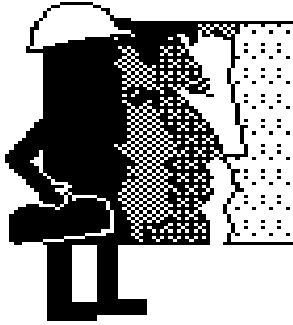


PLANNING & DEVELOPMENT



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 March 2016

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).
5. 3 sets - Specification and catalog cut sheets of tank, piping materials and other related components.
6. Comply with the Toxics Management Division [UST Installation 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. Prior to the introduction of hazardous materials into the new UST, electronically complete and submit the Hazardous Materials Business Plan (HMBP) and UST Facility Operating Permit Application, along with associated forms and documents. Electronic reporting must be completed through the California Environmental Reporting System (CERS), at: <http://cers.calepa.ca.gov/>. Click [here](#) for detailed instructions on creating a CERS account. For additional guidance and help on electronic reporting, please visit: <https://cersbusiness2.calepa.ca.gov/Help>

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 DIVISION [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. 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 <http://cers.calepa.ca.gov/> to update and submit the Hazardous Materials Business Plan, UST Facility Operating Permit Application and UST Tank Information. Click [here](#) for detailed instructions on creating a CERS account. For additional guidance and help on electronic reporting, please visit: <https://cersbusiness2.calepa.ca.gov/Help>
2. 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).

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 DIVISION [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. 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 DIVISION [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 <http://cers.calepa.ca.gov/> and update and submit the UST Facility Operating Permit Application, UST Installation/Modification form, and associated forms and documents to reflect the changes to the UST system.

Permits are NOT REQUIRED for the following UST activities; however, the tank owner is required to notify Toxics Management Division 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 workings 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 and tank removals 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