



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 DIVISION (TMD) UST PERMIT APPLICATION
2. Plot plan showing UST, dispenser, and piping locations along with a complete description of proposed work (scaled plan).
3. Specification and catalog cut sheets of tank, piping materials, monitoring equipment, and other related components.
4. Comply with the Toxics Management Division [UST Installation 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. 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. TOXICS MANAGEMENT DIVISION UST PERMIT APPLICATION
2. Plot plan showing tank, dispenser, and piping locations along with a complete description of proposed work (scaled plan).
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 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. TOXICS MANAGEMENT DIVISION UST PERMIT APPLICATION
2. Plot plan showing tank, dispenser, and piping locations along with a complete description of proposed work (scaled plan).
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 DIVISION 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 <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 within 2 working days of the activity:

1. "Like-for-like" replacement of identical parts, including sensors, tank gauge probes, or overflow 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 workings 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.