



**Public Health Department**

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## **UNDERGROUND STORAGE TANK PERMIT TO OPERATE**

### **DOCUMENT PACKET CHECKLIST**

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Are you:

- A New Operator/Owner of an Existing Underground Storage Tank Facility (Transfer)
  - An Operator/Owner of a New Underground Storage Tank Facility (New Permit to Operate)
  - Renewing the Permit to Operate for an Existing Underground Storage Tank Facility (Every 5 Years or Remodel/Upgrade)
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Fill Out and Return:

- Permit to Operate Application or Transfer of Permit Application
- Permit Application Fee
- Certificate of Financial Responsibility Document
- Facility Information Document
- Tank Information Document (one for each tank system)
- Monitoring Plan and Facility Plot Plan (one for each tank system if systems are monitored differently)
- Emergency Response Plan
- Designated Operator Statement
- Hazardous Material Release Response Plan and Inventory Forms
- EPA ID #