



Public Health Department

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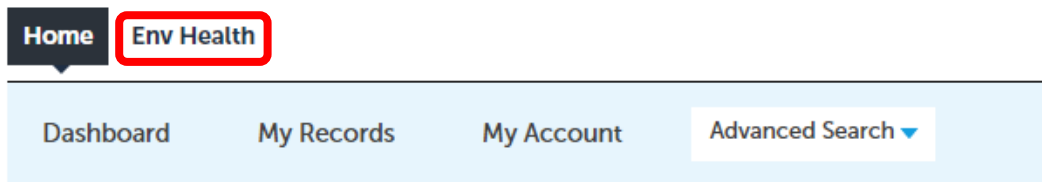
buttecounty.net/publichealth

UST Application Document Submittal Requirements, Fees and Instructions for On-line Submittal

UST Application submittals for closures, installs, repairs, etc. require a variety of documents to be submitted with the application based on the type of UST Application. This guidance specifies the fees for each type of application, what additional documents are required for each application and what specific projects are associated with Major Repair/Modification, Minor Repair/Modification or a Special Inspection.

Instructions for Accela Citizen Access On-line Submittals of UST Applications

UST Applications may be submitted via mail, e-mail or over the counter and now may be submitted on-line through the Accela Citizen Access portal at <https://aca-supp.accela.com/BUTTECO/Default.aspx>. For UST Applications, after creating an account and logging in, go to the Env Health Tab:



The next screen will have the following note: **Please "Allow Pop-ups from This Site" before proceeding.** This is extremely important so you do not get errors when trying to submit you application.

On the next screen choose **"Haz Mat Applications"** and then **"Underground Storage Tank Application/Plan Review"**.

Step 1 - Create an account by "Add New". Once you have created an account you will be able to "Select From Account" which will pre-fill out all of the account information. This information can also be edited or removed in the next screen. When adding account information "*" are required fields.

Step 2 - If the Parcel Number does not auto populate you can find the parcel using the address or map from the following web link:

<https://gisportal.buttecounty.net/portal/apps/webappviewer/index.html?id=5001dc0af6374efe95a3cc87b252d5fa>

Step 3 – Choose the appropriate closure, construction or repair items you will be applying for. Please note, that "*Temporary Closure" must be checked, which will usually be "No". Select "Yes" to all items you will be performing or include the number of tanks to be installed or closed. This will automatically generate the fees based on the schedule below.

Step 4 – Add the required documents which are detailed below for each application type. You can add multiple documents at once by holding “Ctrl” button and using the left mouse button for each attachment you want to add.

On the next screen you will have to choose the required document “Type” from the drop down menu for each document. Please note, that the document type must be exactly the type that is required for each application type which are outlined in the following sections.

* Type:

File:
Application for Transfer of Permit to Operate.docx
100%

* Description:
spell check

Click “Save”

spell check

Save Add Remove All

Continue Application >>

Additional documents can be added on the next screen, if one or more was not added (click “Add”, then “Save” when finished adding). If not, click “Continue Application”

Step 5 – Review submitted information, check the box for certification and then click “Continue Application”. This will submit the application for completeness review.

Paying Application Fees – The applicant will not be required to pay application fees during the initial submittal. Once the application has been deemed complete for all required submittals, the applicant will be notified to pay the required fees through Accela Citizen Access. If the application is not complete, the applicant will be notified of the deficiencies. Once the application fees have been paid, the application will be assigned to an inspector who will then begin the detailed review of the application.

Specific information for each type of specific projects that are associated with UST applications, including fees and documents required to be submitted is are included in the following pages.

UST Install (\$3,213 first tank and \$424 each additional tank)

Required Document Submittals. **Note: these are the exact drop down menu choices for document “Type” for on-line Applications.**

1. Construction Plans (stamped by registered engineer/architect)
 2. Equipment Listing and Specifications – (Cut Sheets with components compatible per LG-113) – **Note: Additionally, provide documentation (i.e. cut sheet) of third party approval (i.e. UL Listing) for use and product stored**
 3. Site Specific Health & Safety Plan
 4. Buoyancy Calculations & Anchoring Plans (As Required) – **Note: If the facility does not have high groundwater or it is not in a flood zone which would require buoyancy calculations and anchoring plans, submit documentation as to why these would not be required for the installation.**
 5. Contractor License
 6. ICC Certifications
 7. Manufacturer Component Installation Certifications
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UST Permanent Closure (\$362 plan review, \$605 first tank and \$151 each additional tank)

Required Document Submittals. **Note: these are the exact drop down menu choices for document “Type” for on-line Applications.**

1. Contractor License and Certifications (Hazardous Substance Removal Certification “HAZ”)
 2. UST Closure Work Plan
 3. Site Specific Health and Safety Plan
 4. Fire Department Permit (if required) – **Note: If the jurisdictional fire department does not require or issue permits for this work, submit documentation that includes the fire department contacted, representative for the fire department and their contact information.**
 5. BCAQMD Permit
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UST Major and Minor Modification/Repair and Special Inspection

Major (\$2,182)

- Adding or replacement of product piping, vapor recovery piping and vent line piping.
- Adding or replacement of sumps or under dispenser containment.

Required Document Submittals. **Note: these are the exact drop down menu choices for document “Type” for on-line Applications.**

1. Construction Plans

2. Equipment Listing and Specifications – (Cut Sheets with components compatible per LG-113) - **Note: Additionally, provide documentation (i.e. cut sheet) of third party approval (i.e. UL Listing) for use and product stored**
3. Site Specific Health & Safety Plan
4. Contractor License
5. ICC Certifications
6. Manufacturer Component Installation Certifications

Minor (\$424)

- Repair of product piping, vapor recovery piping and vent line piping.
- Repair of sumps or under dispenser containment.
- Penetration repair for sumps or under dispenser containment.
- Adding or replacement of monitoring system console.
- Direct bury spill bucket replacement.
- Overfill prevention repair/replacement (drop tube with flapper valve, audio/visual alarm with ATG or ball float valve removal) – More than one replacement/repair.

Required Document Submittals. **Note: these are the exact drop down menu choices for document “Type” for on-line Applications.**

1. Work/Construction Plans
2. Equipment Listing and Specifications – (Cut Sheets with components compatible per LG-113) - **Note: Additionally, provide documentation (i.e. cut sheet) of third party approval (i.e. UL Listing) for use and product stored**
3. Site Specific Health & Safety Plan
4. Contractor License
5. ICC Certifications
6. Manufacturer Component Installation Certifications

Special Inspection (\$241)

- Monitoring system console reprogramming or cold start.
- Dispenser replacement with conversion frame.
- Overfill prevention repair/replacement (drop tube with flapper valve, audio/visual alarm with ATG or ball float valve removal) – One replacement/repair.
- Spill bucket replacement in a sump.
- Replacement of leak detection sensors, line leak detectors that are not like for like, unless during the monitoring certification with inspectors present and documentation of manufactures certification for installation and independent third party approval for use with hazardous substance.

Required Document Submittals. **Note: these are the exact drop down menu choices for document “Type” for on-line Applications.**

1. Work/Construction Plans

2. Equipment Listing and Specifications – (Cut Sheets with components compatible per LG-113) - **Note: Additionally, provide documentation (i.e. cut sheet) of third party approval (i.e. UL Listing) for use and product stored**
 3. Site Specific Health & Safety Plan
 4. Contractor License
 5. ICC Certifications
 6. Manufacturer Component Installation Certifications
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UST Temporary Closure (\$545)

Required Document Submittals. **Note: these are the exact drop down menu choices for document “Type” for on-line Applications.**

1. Contractor License and Certifications (Hazardous Substance Removal Certification “HAZ”)
 2. UST Temporary Closure Work Plan
 3. Site Specific Health and Safety Plan
 4. Fire Department Permit (if required) – **Note: If the jurisdictional fire department does not require or issue permits for this work, submit documentation that includes the fire department contacted, representative for the fire department and their contact information.**
 5. BCAQMD Permit
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UST Transfer Permit to Operate (\$424)

Required Document Submittals. **Note: these are the exact drop down menu choices for document “Type” for on-line Applications.**

1. Application for Transfer of Permit to Operate
 2. Owner/Operator Agreement (if permittee is UST Owner but not UST Operator) – Note: If an Owner/Operator Agreement (lease or other agreement) is not required, submit a statement or documentation that the Owner will also be the Operator or the permit will be issued to the Operator and not the Owner.
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Tank Lining Inspection (\$424)

Required Document Submittals. **Note: these are the exact drop down menu choices for document “Type” for on-line Applications.**

1. Contractor License and Certifications (Hazardous Substance Removal Certification “HAZ”)
2. Certification from the special inspector or coatings expert
3. UST Lining Inspection/Repair Work Plan
4. Site Specific Health and Safety Plan

5. Fire Department Permit (if required) – ***Note: If the jurisdictional fire department does not require or issue permits for this work, submit documentation that includes the fire department contacted, representative for the fire department and their contact information.***
6. BCAQMD Permit