



# COUNTY of VENTURA

## Environmental Health Division

800 South Victoria Avenue, Ventura, CA 93009-1730  
Phone 805-654-2813 • [vcrma.org/divisions/environmental-health](http://vcrma.org/divisions/environmental-health)

### PERMIT APPLICATION FOR MODIFICATION OR REPAIR UNDERGROUND HAZARDOUS MATERIAL STORAGE TANK

APPLICANT - INSTRUCTIONS & INFORMATION TO COMPLETE	FOR OFFICE USE ONLY
<p>1. Briefly describe the proposed UST modification and/or repair:</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div> <p>2. Submit the following electronically to: <a href="mailto:ustplancheck@ventura.org">ustplancheck@ventura.org</a></p> <ol style="list-style-type: none"> <li>a. Completed application.</li> <li>b. Contractor (CSLB) license and worker's compensation insurance.</li> <li>c. All applicable ICC and manufacturer certifications.</li> <li>d. Detailed project description and scope of work.</li> <li>e. Electronic (PDF) scaled plot plan (<b>Max. Size: 11x17 inches</b>) that includes: Site location, site structures, existing and proposed UST system components and layout in enough detail to verify regulatory compliance.</li> <li>f. Equipment list which includes manufacturer, type, and model # for all proposed parts. Specification (cut) sheets may be required for clarification prior to equipment approval.</li> </ol> <p>3. Pay the current UST modification/repair permit fee. Fee and payment information can be found at the UST program website address above.</p> <p>_____ Signature of Tank Owner or Representative</p> <p>_____ Date</p>	<p>Received by _____</p> <p>Amount Received \$ _____</p> <p>Date _____ Check # _____</p> <p>Receipt # _____</p> <p>SR # _____ PE # _____</p> <p>AR # _____ INV # _____</p> <p>Approved ____ Not Approved ____</p> <p>Permit Issued By _____</p> <p>Date Issued _____</p> <p>Expiration Date _____</p> <p>Final Inspection Date _____</p> <p>_____ Inspector</p>

**(APPLICANT TO COMPLETE ALL BOXES. THE APPLICATION WILL NOT BE APPROVED IF INCOMPLETE.)**

FACILITY NAME (As reported in CERS)	FACILITY ADDRESS (Number, Street, City, Zip)	CERS ID#
TANK OWNER	CONTACT NAME	TELEPHONE
TANK OWNER MAILING ADDRESS (Number, Street, City, State, Zip)	TANK OWNER EMAIL ADDRESS	
TANK OPERATOR (If same as tank owner, write same)	CONTACT NAME	TELEPHONE
TANK OPERATOR MAILING ADDRESS (Number, Street, City, State, Zip)	TANK OPERATOR EMAIL ADDRESS	
CONTRACTOR	CONTACT NAME	TELEPHONE
CONTRACTOR MAILING ADDRESS (Number, Street, City, State, Zip)	CONTRACTOR EMAIL ADDRESS	

**SEE REVERSE FOR STANDARD CONDITIONS OF APPROVAL  
ADDITIONAL (SITE SPECIFIC) CONDITIONS OF APPROVAL WILL BE ATTACHED TO THE  
APPROVED PERMIT**

## STANDARD CONDITIONS OF APPROVAL FOR UST MODIFICATION OR REPAIR

1. UST modification and repair permits issued by the Ventura County Environmental Health Division (EHD) are required by Ventura County Ordinance Code, Article 1.2, Sections 4522 and 4523. All modifications and repairs must conform to applicable statutes, regulations, local ordinances, and policies.
2. EHD will verify California Fire Code requirements for UST installation, modification, and repair permits per the current Memorandum of Understanding (MOU) with the Ventura County Fire Department. Note: City of Fillmore Fire Department retains oversight of fire code within the city limits.
3. Always maintain a copy of the approved permit and stamped site plans on site while work is being performed. UST modifications and repairs must be installed as approved by the permit. Any changes must be submitted for approval prior to proceeding with work. **Failure to obtain all required approvals will result in work stoppage.**
4. Open excavations must be secured at all times by providing a 24-hour guard or a six-foot fence.
5. All work must be performed by a properly licensed contractor or their employee. In addition, the person performing the work must possess all applicable ICC and manufacturer certifications, or work under the direct and personal supervision of someone ON SITE that possesses these certifications. License and certification requirements are codified in the California Code of Regulations, Title 23, Section 2715(d), (e), and (f).
6. All parts must be UL listed. Contractor must follow manufacturer installation instructions for proposed UST components.
7. Unless otherwise approved, EHD must verify through inspection all installed equipment and witness required pre-backfill and post construction component testing and certifications. Construction inspections are scheduled on a first-come-first-served basis (scheduling at least 72 hours in advance is strongly recommended). Missed appointments or failed inspections may result in additional fees. The permit fee covers 5.0 hours of project time. All time in excess of 5.0 hours will be billed at the current contract hourly rate at the completion of the project.
8. PRIOR to the final inspection:
  - a. Submit all required updates to the California Environmental Reporting System (CERS) including changes to Tank Information and Monitoring Plans, the Monitoring Plan Site Map, and/or submittal of a UST Certification of Installation/Modification. CERS updates must be approved prior to the final inspection.
  - b. Submit the results of any pre-final inspection testing approved to occur unwitnessed by EHD.
  - c. Submit revised as-built plans, as necessary, which include any changes approved during construction.
9. Soil sampling will be required when closing regulated piping, piping sumps, or UDCs . An inspector must be present during removal to inspect the condition of the permanently closed UST component and direct the location of sampling points. For site specific sampling and sample analysis instructions, see the additional conditions of approval attached to the permit.
10. All unauthorized releases must be reported to EHD within twenty-four (24) hours of discovery and a written report must be submitted within five (5) working days (California Health and Safety Code, Chapter 6.7, Section 25295). If contamination is detected, the modification/repair permit will be suspended until EHD determines that continuing work will not interfere or inhibit contamination mitigation. **Failure to report an unauthorized release will result in immediate work stoppage.**
11. See additional conditions of approval attached to this permit for site specific requirements.

**THE UST PERMIT TO OPERATE IS SUSPENDED UPON IMPLEMENTATION OF THE APPROVED MODIFICATION/REPAIR PERMIT. EHD WRITTEN APPROVAL IS REQUIRED FOR UST REOPERATION.**