



Underground Storage Tank (UST) Permit Guidance

- **DOWNLOAD PERMIT APPLICATIONS/FORMS:** www.sjgov.org/departments/envhealth/forms
- **SUBMIT THE PERMIT:** By email – ust@sjgov.org; By mail or in person – Environmental Health Department (EHD), 1868 E. Hazelton Ave., Stockton, CA 95205. The submittal should include:
 - permit application, with all required attachments (cut sheet, certifications, etc.)
 - payment or proof of payment
- **PAYMENTS:** By credit card – pay online at www.sjgov.org/departments/envhealth/fees/online-fee-payment; By check – Mail or deliver in person to the address above.
- **EMERGENCY WORK:** Emergency repairs are unplanned repairs relating to monitoring and release detection only. Permits for non-emergency repairs must be approved by EHD prior to beginning work. Permit applications for *emergency repairs* must be submitted within one (1) business day of the repair.
- **'FAILURE TO OBTAIN A PERMIT' PENALTY:** The 'Failure to Obtain a Permit' penalty is an additional 100% of the UST Retrofit - Full Permit fee. If a required permit is not obtained, or all conditions of the No Fee Permit are not met, a Full Permit must be immediately obtained with the penalty applied (total amount for full permit fee plus penalty = \$1,074).

TYPES OF PERMITS – Refer to pages 2, 3 & 4 for a list of UST work and the required permit type

1. UST Installation Permit – \$3,580

EHD written approval needed – comply with all conditions on the approval letter

2. UST Closure Permit – Temporary Closure: \$537, Removal or Closure in Place: \$537 per tank

EHD written approval needed – comply with all conditions on the approval letter

3. UST Retrofit – Full Permit – \$537 (Note: Tank Lining is \$537 per tank)

EHD written approval needed – comply with all conditions on the approval letter

4. UST Retrofit – Minor Plan Check Permit – \$179

EHD written approval needed – comply with all conditions on the approval letter

5. UST Retrofit – No Fee Permit – No fee, no application

*** If all conditions listed below (a/b/c) are met, no EHD written approval needed. If they are not all met, see 'Failure to Obtain a Permit' Penalty section (above).**

- a) Provide at least 48-hour advance written notification to ust@sjgov.org for repairs and testing
- b) The component(s) must be tested to verify functionality, in accordance with CCR Title 23
- c) The following must be on-site for review by an inspector during the annual UST inspection:
 - 1) Description of part(s) installed (parts list, cut sheets, etc.)
 - 2) Proof of current ICC and manufacturer certifications for the individual performing the work
 - 3) Proof that testing was conducted to verify functionality of the component after repair

*** Test results must be submitted to ust@sjgov.org within 30 days of the completion of the test**

6. No UST Retrofit Permit Needed – No EHD notification or approval needed.

UST Scope of Work & Permit Types

The required permit type for each UST-related scope of work is listed below. Alternatively, a Full Permit can be obtained for any UST retrofit work. If the proposed scope of work for your project is not on this list, email EHD at ust@sjgov.org with your project details. An inspector will respond to assist with determining the required permit type or providing additional clarification.

Scope Of Work Categories Listed:		
Page 2	Page 3	Page 4
TANKS	PIPING	DISPENSERS
SUMPS	MONITORING SYSTEM (<i>panels, sensors, leak detectors</i>)	FLOATS & CHAINS
	RELAY SWITCH/CONTROLLER	SPILL CONTAINERS
	OVERFILL PREVENTION	OTHER

SCOPE OF WORK	REQUIRED PERMIT TYPE
TANKS	
New installation	(1) UST Installation Permit
Removal	(2) UST Closure Permit
Closure in place	(2) UST Closure Permit
Temporary closure	(2) UST Closure Permit
Tank lining, tank repair, or other activities requiring entering the tank	(3) UST Retrofit - Full Permit
Change of product stored in tank with piping addition or disconnection	(3) UST Retrofit - Full Permit <i>Notify ust@sjgov.org at least 30 days before change</i>
Change of product stored in tank from one type to another (e.g. gasoline, diesel, E85, B20) when no piping addition or disconnection is needed	(4) UST Retrofit - Minor Plan Check <i>Notify ust@sjgov.org at least 30 days before change</i>
Change of product stored in tank when both are the same type (e.g. 89 to 87, diesel to B20) when no piping addition or disconnection is needed	(5) UST Retrofit - No Fee Permit <i>Notify ust@sjgov.org at least 30 days before change</i>
Cathodic protection repair, replacement, modification, or installation	(3) UST Retrofit - Full Permit
UST expansion or tank top upgrade, without adding new tank(s)	(3) UST Retrofit - Full Permit
SUMPS	
Sump wall repairs, alterations, or cutting	(3) UST Retrofit - Full Permit
Sump replacement or installation	(3) UST Retrofit - Full Permit
Test boot repair or installation which does not require piping disconnection	(6) No UST Retrofit Permit Needed
Split repair penetration installations which do not require concrete breaking, piping disconnection, or sump/piping modifications	(4) UST Retrofit - Minor Plan Check
Penetration boot replacement requiring disconnection of piping, breaking of concrete, or sump modification	(3) UST Retrofit - Full Permit
Manway replacement which requires concrete removal/replacement	(5) UST Retrofit - No Fee Permit
Manway lid replacement with no concrete removal/replacement	(6) No UST Retrofit Permit Needed
Sump lid repair or replacement for tanks installed prior to 7/1/03	(6) No UST Retrofit Permit Needed
Sump lid repair or replacement for tanks installed on or after 7/1/03	(4) UST Retrofit - Minor Plan Check
Water & vapor intrusion component replacement (shroud boots, lid gaskets, etc.) for tanks installed on or after 7/1/03	(5) UST Retrofit - No Fee Permit
Vacuum or brine test port installation or replacement	(3) UST Retrofit - Full Permit
Brine addition when done by a properly certified technician	(6) No UST Retrofit Permit Needed
Brine replacement due to contamination or mixing of brine types	(3) UST Retrofit - Full Permit

SCOPE OF WORK	REQUIRED PERMIT TYPE
PIPING	
Primary piping repair or replacement above the shear valve	(6) No UST Retrofit Permit Needed
Buried primary or secondary piping repair, replacement, relocation, or installation downstream of the shear valve, including replacement of buried flex connectors	(3) UST Retrofit - Full Permit
Primary or secondary piping repair or replacement fully inside a sump, including flex connectors	(4) UST Retrofit - Minor Plan Check
Vent or vapor recovery piping repair or replacement for tanks installed prior to 7/1/03	(6) No UST Retrofit Permit Needed
MONITORING SYSTEM (PANELS, SENSORS & LEAK DETECTORS)	
Installation of new sensor or leak detector (not a replacement)	(3) UST Retrofit - Full Permit
Sensor or leak detector replacement - not "like for like"	(4) UST Retrofit - Minor Plan Check
Sensor or leak detector replacement - "like for like" <i>*look-alike sensors from different manufacturers are not considered "like for like"</i>	(5) UST Retrofit - No Fee Permit
Sensor disconnection and reconnection of same sensor, including replacing wiring	(6) No UST Retrofit Permit Needed
2 to 1 sensor input box replacement	(5) UST Retrofit - No Fee Permit
Leak detector copper vent tube replacement	(6) No UST Retrofit Permit Needed
Cold start of monitoring panel	(5) UST Retrofit - No Fee Permit
Monitoring panel software upgrade with no cold start needed	(6) No UST Retrofit Permit Needed
Monitoring panel module replacement – when connected to leak detection sensors	(5) UST Retrofit - No Fee Permit
Monitoring panel replacement - "like for like" with existing sensors	(5) UST Retrofit - No Fee Permit
Monitoring panel replacement - not "like for like" with existing sensors	(4) UST Retrofit - Minor Plan Check
Monitoring panel replacement - not "like for like" with new sensors	(3) UST Retrofit - Full Permit
Monitoring panel light bulb or keypad replacement	(6) No UST Retrofit Permit Needed
Hangar/sleeve installation for positioning of a sensor – not attached to sump wall, opening for liquid entry at the bottom	(6) No UST Retrofit Permit Needed
Hangar/sleeve installation for positioning of a sensor – glued to sump wall	(4) UST Retrofit - Minor Plan Check
Hangar/sleeve installation for positioning of a sensor - with holes drilled in sump wall	(3) UST Retrofit - Full Permit
Vacuum or brine sensor communication repair, when no secondary containment modification or repair is needed	(4) UST Retrofit - Minor Plan Check
Epoxy pack replacement for existing wire connections	(6) No UST Retrofit Permit Needed
Electrical junction box replacement, repair, or installation	(6) No UST Retrofit Permit Needed
Emergency Stop (E-stop) replacement – contact the local fire agency	(6) No UST Retrofit Permit Needed
RELAY SWITCH/CONTROLLER	
Relay switch repair or replacement, if used for positive shutdown	(5) UST Retrofit - No Fee Permit
Relay switch repair or replacement, if not used for positive shutdown	(6) No UST Retrofit Permit Needed
Replacement/installation of MagVFC variable speed controllers at sites with PLLDs	(6) No UST Retrofit Permit Needed
OVERFILL PREVENTION	
Overfill prevention equipment installation, repair, or replacement	(3) UST Retrofit - Full Permit
Tank probe replacement when not used for overfill prevention	(6) No UST Retrofit Permit Needed
Float replacement on tank probe when probe is used for overfill prevention	(4) UST Retrofit - Minor Plan Check
Annunciator/light bulb replacement for external audible/visual for overfill prevention	(5) UST Retrofit - No Fee Permit

SCOPE OF WORK	REQUIRED PERMIT TYPE
DISPENSERS	
Installation of additional dispensers or relocation of existing dispensers	(3) UST Retrofit - Full Permit
Dispenser replacement with conversion frame	(4) UST Retrofit - Minor Plan Check
Dispenser replacement due to structural damage (e.g. vehicular incident)	(4) UST Retrofit - Minor Plan Check
Dispenser replacement with no vehicular damage and no conversion frames	(5) UST Retrofit - No Fee Permit
Conversion frame installation or replacement	(4) UST Retrofit - Minor Plan Check
Deflector plate installation or replacement	(5) UST Retrofit - No Fee Permit
Dispenser repair or reprogramming	(6) No UST Retrofit Permit Needed
Filter replacement	(6) No UST Retrofit Permit Needed
FLOATS AND CHAINS *effective 1/1/26 repair or replacement of floats and chains will no longer be allowed*	
Float-and-chain repair or replacement - "like for like"	(5) UST Retrofit - No Fee Permit
Shear valve repair or replacement when connected to a float-and-chain device	(5) UST Retrofit - No Fee Permit
Shear valve repair or replacement when NOT connected to a float-and-chain device	(6) No UST Retrofit Permit Needed
Chain tightening or adjustment	(6) No UST Retrofit Permit Needed
Removal of floats-and-chains and switching to sensors	(3) UST Retrofit - Full Permit
Filling float-and-chain cups/holes or removal of barriers when floats were previously removed under permit when not including sensor installation	(4) UST Retrofit - Minor Plan Check
SPILL CONTAINERS	
Direct bury spill container replacement	(3) UST Retrofit - Full Permit
Direct bury double wall spill container "primary bucket" replacement – no breaking of concrete	(3) UST Retrofit - Full Permit
Spill container in a tank top sump - "like for like"	(5) UST Retrofit - No Fee Permit
Spill container in a tank top sump - not "like for like"	(4) UST Retrofit - Minor Plan Check
Spill container drain valve replacement	(6) No UST Retrofit Permit Needed
Vapor bucket replacement	(6) No UST Retrofit Permit Needed
Equipment replacement or modification inside a spill container that reduces capacity	(5) UST Retrofit - No Fee Permit
Riser piping repair or replacement in a sump on tanks installed prior to 7/1/03	(6) No UST Retrofit Permit Needed
OTHER	
Breaking concrete over tank systems, including over piping	(5) UST Retrofit - No Fee Permit
Turbine replacement	(6) No UST Retrofit Permit Needed <i>*test leak detector for functionality after work is done</i>
Air pollution control equipment installation, repair, or replacement - contact the San Joaquin Valley Air Pollution Control District	(6) No UST Retrofit Permit Needed