



PLAN SUBMITTAL REQUIREMENTS FOR HAZARDOUS MATERIALS SYSTEMS

For Use Within the Cities of Los Altos, Los Altos Hills, Monte Sereno, Morgan Hill, Palo Alto, San Jose, Saratoga, and in Unincorporated Areas of Santa Clara County, Including Moffett Field, San Martin, and Stanford.
Authority Cited: Santa Clara County Ordinance Code; Title 23, Division 3, Chapter 16 California Code of Regulations (23 CCR) §§2661(b) and 2662(a)

A permit is required to install or retrofit underground storage tank (UST) systems and aboveground hazardous materials storage/handling systems (tanks, buildings, labs) located in areas regulated by HMCD.¹ This document describes plan submittal requirements for obtaining such a permit. If you have any questions regarding this information, please contact HMCD at (408) 918-3400 and ask to speak to the Hazardous Materials Program Phone Duty Officer. HMCD forms and guidance are available at www.EHinfo.org/hazmat.

A. Required Submittals

Plan review will not be performed until all required information is submitted.

1. Hazardous Materials Construction permit Application (form HMCD-116) [Required for projects involving installation, retrofit, or repair of hazardous materials storage/handling systems.]
2. Equipment List for Aboveground Storage Tank Systems (form HMCD-024A) [Required for projects involving installation, retrofit, or repair of aboveground tank systems.]
3. Equipment List for Underground Storage Tank Systems (form HMCD-024U) [Required for projects involving installation, retrofit, or repair of UST systems (other than monitoring system “cold starts”).]
4. Hazardous Materials Clearance Form (form HMCD-028) [Required for projects in unincorporated areas.]
5. Drawings [2 sets required for facility construction/remodel and installation/retrofits involving hazardous materials tank system piping, sumps, or under dispenser containment.] All drawings must be drawn in a professional manner at a legible scale and include a vicinity map showing nearby streets and buildings, electrical lines, and other significant details.
6. Manufacturers' Cut Sheets/Specifications [1 set required for projects other than monitoring system “cold starts.”] *If more than one equipment model is shown on a cut sheet, highlight, circle, underline, or otherwise clearly indicate the specific model(s) intended for use.*
7. ICC UST Installation/Retrofitting certification, ICC California UST Service Technician certification, and equipment manufacturers' training certifications for person(s) who will oversee installation and/or testing of UST system components [1 copy required for underground storage tank projects.]
8. If hazardous material or waste storage tanks will be removed as part of this project, a tank system closure permit must be obtained from HMCD. Submit a completed aboveground or underground Tank

¹ Installation/retrofitting of LPG tanks is regulated by Building and Fire authorities, but does not require a permit from HMCD.]

Closure Permit Application form and appropriate fees along with the plans. Refer to the tank closure guidance documents available at www.EHinfo.org/hazmat. *[Note: The HMCD closure permit requirement does not apply to aboveground tanks within Los Altos, Morgan Hill, San Jose, or Palo Alto city limits. Check with the local fire department regarding their requirements for tank closure.]*

9. Local ordinance requires that a Hazardous Materials Storage Permit be obtained from HMCD prior to bringing hazardous materials on-site in Los Altos Hills, Monte Sereno, and Saratoga and in unincorporated areas of Santa Clara County such as Moffett Field, Redwood Estates, San Martin, and Stanford). Submit a “Temporary Hazardous Materials Storage Permit Application” (form HMCD-109) to HMCD prior to bringing 10 gallons or more of any hazardous material onsite for temporary use (e.g., fuel for generator, compressor, etc.). Temporary use is limited to 90 consecutive days. Other storage requires a full-term permit. Contact HMCD regarding temporary permit quantity limits for solids and compressed gases.
10. A new/revised Hazardous Materials Business Plan (HMBP) for the facility must be electronically submitted to the California Environmental Reporting System (CERS) website (<http://cers.calepa.ca.gov/>) or Santa Clara County CUPA Front Counter electronic reporting portal (<https://frontcounter.sccgov.org/scc/frontcounter.html>) prior to final inspection sign-off.
11. An Underground Storage Tank Certification of Installation/Modification must be electronically submitted to the California Environmental Reporting System (CERS) website within 30 days of final inspection sign-off if the project involves the installation of new a new UST or replacement of product/waste piping (including sumps and under dispenser containment) associated with a UST.

B. Fees

Payment of the appropriate hazardous materials plan review fee must be included with your submittal. This fee will cover plan review, consultations, and on-site inspections. Minor retrofit/repair projects are limited to 2 hours total project time, including plan review, consultation, and one inspection. HMCD staff time associated with re-inspections or in excess of pre-paid minimums will be billed on an hourly basis (one hour minimum). All fees must be paid before final project sign-off will be granted. Make checks payable to Santa Clara County DEH. Fees may be paid electronically (by credit card or electronic check) at our front counter, or online at www.EHinfo.org if you provide billing contact information and request that an invoice be emailed to you. Fees are posted at www.EHinfo.org/hazmat.

C. Additional Information

1. A copy of the plan check approval letter and approved drawings must be kept at the project location until final project sign-off by HMCD.
2. Inspections must be scheduled at least two (2) working days in advance.
3. In the cities of Los Altos, Morgan Hill, Palo Alto, and San Jose, these requirements apply only to projects involving underground storage tanks.
4. Plan check approval may also be required from the applicable Fire Marshal Office and the County of Santa Clara's Office of Development Services or applicable City Building Department.