

It is the Contractor's responsibility to ensure that each requirement set forth in this document is satisfied. Failure to adhere to any of these conditions in a manner which prevents compliance with 2008 California Code of Regulations (CCR) Title 23; 2010 California Fire Code (CFC); and 2010 California Building Code (CBC) can result in permit revocation and/or the issuance of administrative citations.

These guidelines are applicable to installation of hazardous material UST systems (tanks, piping, dispensers) regulated within the boundaries of the City of Ventura. They serve as supplements to other requirements or guidelines (e.g. California Fire Code, State Underground Storage Tank Regulations, manufacturers' guidelines). Where such regulations or guidelines conflict, the more stringent requirement shall apply.

General Information

- Contractor shall secure a UST installation permit through Fire Prevention prior to the start of excavation. * *Securing a permit requires the Contractor to submit documentation verifying that they possess a current State License (A, B, C-36, C-61/D-40), current ICC UST Certification, Workmen's Compensation Insurance, and City business license. In addition, all associated fees must be paid.*
- Contractor shall secure all associated permits as required prior to the start of excavation.
 - Plumbing/Mechanical – contact Construction Services at 805/654-7734
 - Electrical – contact Construction Services at 805/654-7734
 - Hazard Materials and Temp Fuel Tanks – contact Fire Prevention at 805/658-4717
 - Air Resources (Phase I & II Vapor Recovery) contact Ventura County APCD at 805/645-1401
- Contractor shall submit construction plans to Fire Prevention for review prior to the start of excavation.
- Contractor shall be responsible for ensuring that conditions on site provide for workplace safety, protection of the environment, and maintenance and integrity of nearby structures.
- Under no circumstances shall any regulated material be placed into the UST system without prior approval from Fire Prevention.
- Contractor shall install and test the UST system in accordance with the manufacturer's recommendation and guidelines.
- Contractors shall be responsible for scheduling any and all associated inspections. * *Fire Prevention shall withhold approval to operate UST system until verification has been received indicating satisfactory completion of all associated inspections.*
- Contractor shall be responsible for any active USTs remaining on site are monitored for potential leaks in accordance with CCR Title 23, Section 2641.

Required Submittals

Prior to Undertaking a Plan Review:

- Completed permit application shall be on file with Fire Prevention
- Three (3) complete sets of construction plans shall be on file with Fire Prevention * *These documents shall be reviewed to ensure overall compliance (construction and installation) with both CCR, Title 23, Division 3, Chapter 16 and 2007 California Fire Code.*

Prior to Undertaking Final Inspection:

- Completed Unified Program Consolidated Form (UPCF) Business Activities Form
- UPCF Underground Storage Tanks – Facility Form
- UPCF Underground Storage Tanks – Tank (one form per tank)
- UPCF Underground Storage Tanks – Installation Certificate of Compliance (one form per tank)
- Completed Underground Storage Tank Certification of Financial Responsibility form, along with any required attachments
- New or revised Hazardous Materials Business Plan

On site Inspection Criteria

All activities below must be witnessed by a representative from Fire Prevention. A minimum 72-hour advanced notification is required.

- Associated tanks continued to be monitored for leaks/releases in accordance with CCR Title 23 Section 2641
- Visual inspection of piping to ensure proper slope prior to covering
- Primary tank pressure test after placement in excavation (5 psig for 30 minutes)
- Secondary tank pressure test after placement in excavation (5 psig for 30 minutes)
- Primary piping pressure test (75 psig for 60 minutes)
- Secondary tank and vent pressure test (5 psig for 30 minutes)
- Vapor recovery piping pressure test (5 psig for 30 minutes)
- Secondary containment lake tests (Highest penetration for 24 hours)
- Complete functional test of tank and piping monitoring system(s)
- Complete functional test of dispenser emergency electrical shut-off