



State of Ohio—Department of Commerce
 Division of State Fire Marshal—Bureau of Testing & Registration
 P.O. Box 529, Reynoldsburg, Ohio 43068
 Phone (614) 752-7126 Fax (614) 995-4206
 TTY/TDD 800-750-0750 www.com.ohio.gov

Application for BUSTR Underground Storage Tank Permit—Part A
Owner and Facility Information

I. Ownership of Tanks Owner # _____ _____ Owner/Operator Name _____ Address _____ City/State/Postal Code _____ Owner Contact _____ Work Phone Number _____	II. Location of Tanks Facility # _____ _____ Facility Name _____ Address _____ City/State/Postal Code _____ County _____ Work Phone Number _____
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III. Contractor Information _____ Contractor Name _____ Address _____ City/State/Postal Code _____ Work Phone Number _____ Certified Installer Name Installer Number	IV. Local Fire Department Information _____ Fire Department Name _____ Address _____ City/State/Postal Code _____ Note: A Delegated Permit must be obtained if the facility is located in a delegated fire department area. Call (614) 752-7126 for clarification.
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Instructions: Any person performing permit-required work on underground storage tank (UST) system(s) regulated by Chapter 1301:7-9 of the Administrative Code is required to complete the appropriate sections of 'Application for BUSTR Underground Storage Tank Permit' Part A, B, & C. Part A applies to all applicants. Part B applies to modifications or repairs of existing UST system(s). Part C applies to installations of new UST system(s). When applying for a permit from BUSTR, the permit fee is \$35.00. Make your check payable to: "Treasurer, State of Ohio". Permit fee is non-refundable. Permit expires six (6) months from date of issue unless stated otherwise on the permit. The state inspector fee per facility is \$60.00 per hour or fraction thereof while on site, though private UST Inspectors may charge a different fee. When using a state inspector, you will be billed at a later date for the inspection fee. Please see the Permit Instructions and Guidance page for additional information.

V. System Information (list each system separately)	# _____	# _____	# _____	# _____	# _____	# _____
Underground Tank Capacity (list gallons).....	_____	_____	_____	_____	_____	_____
Substance Stored	_____	_____	_____	_____	_____	_____
Date Last Used (or list "new" or "in use").....	_____	_____	_____	_____	_____	_____
VI. Components Undergoing Work (denote) (T=Tank, P=Piping, S=System, C=Containment, A=Ancillary Equip)	T P S C A					
VII. Work to be Performed (mark each system separately)						
Installation (also complete of Part C of the Application)	[]	[]	[]	[]	[]	[]
Removal (of any UST, piping or containment component)	[]	[]	[]	[]	[]	[]
Modification (also complete Part B of the Application)	[]	[]	[]	[]	[]	[]
Major Repair (also complete Part B of the Application).....	[]	[]	[]	[]	[]	[]
Closure in place (requires justification prior to approval).....	[]	[]	[]	[]	[]	[]
Change in Service (from regulated to non-regulated).....	[]	[]	[]	[]	[]	[]
Initial Out of Service (initial 12 month period)	[]	[]	[]	[]	[]	[]
Extension of Out of Service (list additional months).....						

Name of Applicant (print) _____	Work Email _____
Signature of Applicant _____	Date _____
Bureau Use Only Amount Paid _____	Check No _____



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Permit Instructions and Guidance for Completing the Application for BUSTR Underground Storage Tank Permit—Part A

General: Any person performing permit-required work on underground storage tank (UST) system(s) regulated by Chapter 1301:7-9 of the Administrative Code is required to complete the appropriate sections of 'Application for BUSTR Underground Storage Tank Permit' Part A, B, & C. Part A applies to all applicants. Part B applies to modifications or repairs of existing UST system(s). Part C applies to installations of new UST system(s). When applying for a permit from BUSTR, the permit fee is \$35.00. Make your check payable to: "Treasurer, State of Ohio". Permit fee is non-refundable. Permit expires six (6) months from date of issue unless stated otherwise on the permit. The state inspector fee per facility is \$60.00 per hour or fraction thereof while on site, though private UST Inspectors may charge a different fee. When using a state inspector, you will be billed at a later date for the inspection fee.

Ownership of Tanks: List the current owner of the UST system or the current property owner. Listing the current property owner does not necessarily obligate the property owner to perform a closure assessment or corrective actions.

Location of Tanks: List the exact street address. Do not list street intersections. If more than one tank area is present at an address, include additional description (e.g., 100 Maple Street—NW corner).

Contractor Information: The contractor may apply for a permit on behalf of the owner. All permit related work must be performed under the supervision of a Certified UST Installer. Both the owner and Certified UST Installer are responsible for obtaining a permit and assuring that the work is inspected by a Certified UST Inspector at the proper times.

Local Fire Department Information: Many of the larger cities have fire departments that have been delegated to issue UST permits and perform inspections. If you perform permit-required work in a delegated area, then you must submit the permit application to the delegated fire department. If unsure, call the local fire department or BUSTR for clarification.

System Information: List the capacity of the UST that is most affected by the work. List the substance store (e.g., gas, diesel or kerosene). If the substance stored is unknown, you must submit additional information demonstrating that the UST is regulated by BUSTR. If the UST is intended for the storage of alcohol blended fuels, list the % of the blend of alcohol to be stored. Please note, heating fuel for consumptive use on the premises where stored is not regulated by BUSTR (and you should contact the local fire department for further instructions). Applications for USTs that are out of service must include the "Date Last Used".

Components Undergoing Work: Denote all components undergoing work. Installation work normally applies to the entire system (S) instead of individual components. Removal work can apply to the entire system or individual components (T, P, C, S or A). Modification and major repair work always applies to individual components (T, P, C or A). Out of service, closure in place and change in service work applies to major components only (T, P or S).

Work to be Performed: BUSTR allows different types of work to take place under one permit, though check only one work activity per UST. Installation work is always associated with the installation of a new UST, and the Application for BUSTR Underground Storage Tank Permit—Part C must be filled out as well. In order to distinguish modification from routine maintenance work, refer to the definitions found in paragraph (B) of rule 1301:7-9-02. Modification work is always associated with existing UST systems, and the Application for BUSTR Underground Storage Tank Permit—Part B must be filled out. Major repair applies in cases where a release has occurred. Before repairing an UST system, it is important to report a suspected release to BUSTR. In most cases, a BUSTR inspector will need to visit the site prior to the issuance of a permit for closure-in-place. A permit is required when an UST or piping is out of service more than 90 days. A new out-of-service permit must be obtained when an UST or piping is out of service for more than twelve months.

Additional Instructions: Under no circumstances shall permit related work be performed unless a permit is issued or direct verbal approval is given by the authority with jurisdiction. If a permit is about to expire, contact the authority with jurisdiction for a new permit or for a short extension of time. All permit related work must be inspected by a Certified UST Inspector (except for some out-of-service extensions).



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Application for BUSTR Underground Storage Tank Permit—Part B
Modification or Repair of Existing UST Systems

Owner # _____ Facility # _____

Owner Name: _____ Facility Name: _____

Instructions: Any person performing permit-required work on underground storage tank (UST) system(s) regulated by Chapter 1301:7-9 of the Administrative Code is required to complete the appropriate sections of 'Application for BUSTR Underground Storage Tank Permit' Part A, B & C. Part A applies to all applicants. Part B applies to modifications or repairs of existing UST system(s). Part C applies to installations of new UST system(s). Applications and supporting information shall be submitted to either the Bureau of Testing & Registration or to the local fire department for those areas where authority has been delegated. Please see the Permit Instructions and Guidance page for additional information.

Yes	No	Mark Yes or No for the following:
		Is a new UST being installed or connected to any existing UST system(s) at the site?
		Is work being performed on any existing single wall piping at the site?
		Is an existing dispenser unit at the site being replaced?
		Is work being performed on an existing dispenser <u>island</u> at the site (i.e., the concrete portion of the island)?
		Is a new dispenser location being added to the existing site?

Note: If you marked 'No' for all of the items listed above, then stop and submit Parts A & B. You do not have to complete the sections below. If you mark 'Yes' for any of the items listed above, then you must complete the sections below.

Note: Paragraph (C)(7) of rule 1301:7-9-06 of the Administrative Code lists several conditions whereby existing UST systems must be retrofitted with double wall components and containments. Please review Rule 6 or the guidance on the BUSTR web site at <http://www.com.ohio.gov/fire/default.aspx> to determine if any retrofit requirements apply. Many of the questions listed below are intended to measure the amount of work planned as part of this application. If the amount of work planned (combined with any other work performed after May 16, 2011) exceeds the amounts listed in paragraph (C)(7) of rule 1301:7-9-06 of the Administrative Code, then the retrofit requirements apply. It is recommended that applicants contact BUSTR and review previous permit activity to determine if the cumulative effect of the work planned for the site triggers any retrofit requirements.

Yes	No	Mark Yes or No for the following:
		For dispensers being replaced, is the main product line under the existing dispenser undergoing work at the same time? If yes, then under dispenser containments shall be installed.

Complete the following by entering the appropriate information:

	Indicate the percentage of the existing <u>single wall</u> piping run undergoing work. If the cumulative amount is over 50% for the piping run, then the entire piping run shall be replaced with double wall piping and containments.
	Indicate the percentage of the existing dispenser <u>islands</u> undergoing work (i.e., the concrete portion of the island). If 100%, then under dispenser containments shall be installed under the islands.
	Indicate the total number of possible containment locations present at the site (i.e., count each tank top location and each dispenser location for all existing and planned UST systems at the site).
	Indicate the total number of possible containment locations undergoing work at the site as part of this application. If the cumulative amount is over 50%, then release detection may be required in the containments per paragraph (C)(8) of rule 1301:7-9-07 of the OAC.

The following items shall be submitted with the application. Indicate with a mark that the following items are included in the application package:

[]	A thorough description or scope of work of activities being performed on the UST system(s).
[]	A scaled site plan noting location of structures, property, streets, waterways, major utilities within 50 feet of the site.
[]	USTs, product lines and dispenser islands and vent lines are clearly shown on the submitted plan.
[]	A thorough description, including brand names, of all UST, piping, containment, and ancillary components for the UST system(s).
[]	Underwriters Laboratories (UL) listings, or equivalent, demonstrating compatibility with ethanol (E-85) fuel or with any hazardous substance, if present.

In order to help expedite the review of the application, please provide the following contact information:

Print name of person completing Part B _____ Date _____

Work phone number _____ Work email _____



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Application for BUSTR Underground Storage Tank Permit—Part C
Installation of New UST Systems

Owner # _____ Facility # _____

Owner Name: _____ Facility Name: _____

Instructions: Any person performing permit-required work on underground storage tank (UST) system(s) regulated by Chapter 1301:7-9 of the Administrative Code is required to complete the appropriate sections of 'Application for BUSTR Underground Storage Tank Permit' Part A, B & C. Part A applies to all applicants. Part B applies to modifications or repairs of existing UST system(s). Part C applies to installations of new UST system(s). Applications and supporting information shall be submitted to either the Bureau of Testing & Registration or to the local fire department for those areas where authority has been delegated. Please see the Permit Instructions and Guidance page for additional information.

Yes	No	Mark Yes or No for the following: If Yes is marked, describe in detail in the scope of work.
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		Is any UST system intended for the storage of alcohol blended fuel that exceeds 15% alcohol by volume?
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		Is any UST system intended for the storage of hazardous substances as defined in Chapter 1301:7-9-03 of the OAC?
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		Are any metallic components that routinely contain regulated substance in contact with earthen material?
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		Is any UST system located next to a bulk, processing or industrial petroleum location?
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		Is any piping configured to be pressurized by more than one pump feeding into the same line?
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Complete the following by entering the appropriate information:		
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	List the number of feet that the UST(s) are from the closest property line.
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	List the number of feet that the UST(s) are from the closest building foundation.
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	List the number of feet that the dispenser(s) are from the closest property line.
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	List the number of feet that the dispenser nozzle(s) are to the closest building opening.
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	List the number of feet that the dispenser(s) are to the closest fixed source of ignition.
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	List the number of feet that the kerosene dispenser(s), if present, are from the closest class I dispenser (e.g., gasoline).
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	Indicate the purpose of the facility: Retail or Non-Retail.
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	Indicate the type of facility: Attended or Unattended.
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The following items shall be submitted with the application. Indicate with a mark that the following items are included in the application package:		
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<input type="checkbox"/>	A thorough description or scope of work of activities being performed on the UST system(s).
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<input type="checkbox"/>	A scaled site plan noting location of structures, property, streets, waterways, major utilities within 50 feet of the site.
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<input type="checkbox"/>	USTs, product lines and dispenser islands and vent lines are clearly shown on the submitted plan.
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<input type="checkbox"/>	A thorough description, including brand names, of all UST, piping, containment, and ancillary components for the UST system(s).
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<input type="checkbox"/>	Underwriters Laboratories (UL) listings, or equivalent, demonstrating compatibility with ethanol (E-85) fuel or with any hazardous substance, if present.
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In order to help expedite the review of the application, please provide the following contact information:

 Print name of person completing Part C

 Date

 Work phone number

 Work email