



DIVISION OF STATE FIRE MARSHAL

BUREAU OF UNDERGROUND STORAGE TANK REGULATIONS

FACT SHEET

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THE BUSTR PERMIT PROCESS

ACTIVITIES THAT REQUIRE A BUSTR PERMIT

Ohio Administrative Code (OAC) rule 1301:7-9-10, often referred to as the permit rule, addresses the process for obtaining a permit to perform work on underground storage tank (UST) systems regulated by the Bureau of Underground Storage Tank Regulations (BUSTR). A permit is required to perform the following types of work:

- Install,
- Remove,
- Close-in-place,
- Take out of service more than 90 days,
- Perform a change in service,
- Perform a major repair of an UST system that has caused a release, or
- Perform a modification of an UST system or component.

It is important to note that not all tanks are regulated by BUSTR, and you should review the fact sheet titled “Underground Storage Tank Registration” for a list of tanks that are exempt or excluded from BUSTR regulation. Often, a permit is still required to perform work on flammable and combustible tanks that are not regulated by BUSTR, though the permit should be obtained in accordance Ohio Fire Code through the local fire authority.

WHERE TO OBTAIN A BUSTR PERMIT

Regardless of ownership, any person performing work on a BUSTR regulated UST system must obtain a written permit before the permit related work takes place. During emergency situations, BUSTR may grant verbal approval to perform work prior to the issuance of a written permit.

BUSTR permits can be obtained from the BUSTR central office in Reynoldsburg, Ohio, or in some cases, from local fire departments that have been delegated by BUSTR to issue permits on our behalf. A list of the local fire departments that are delegated is posted on the BUSTR web site at www.com.state.oh.us/sfm/bustr or may be obtained by contacting BUSTR at the phone number listed on this fact sheet.

To obtain a permit, an “Application for BUSTR Underground Storage Tank Permit—Part A” must be filled out and submitted to BUSTR or to the delegated fire department (a copy of the permit application is available on the BUSTR web site). BUSTR charges a fee of \$35 to obtain a permit. Delegated fire department charge their own fees and these fees may be different from what BUSTR charges. If the work being performed involves the installation of a new UST, then an “Application for BUSTR Underground Storage Tank Permit—Part B” must be completed and submitted along with additional plans and written descriptions.

Bureau of Underground Storage Tank Regulations

8895 E. Main St., P.O. Box 687, Reynoldsburg, Ohio 43068 (614) 752-7938
(02/07)

PERMIT REVIEW AND APPROVAL

After a complete permit application is submitted, BUSTR or the delegated fire department will review the application and confirm that the proposed work is in compliance with all applicable BUSTR and Ohio Fire Code requirements. Also, BUSTR usually performs a records search to confirm if the USTs have been registered with BUSTR and the Petroleum UST Compensation Board.

PERFORMANCE OF WORK UNDER A BUSTR PERMIT

If the permit application is in proper order, a permit will be issued and work may commence. The permit will remain open for six months; after which, a new permit must be obtained or an extension must be obtained under the original permit.

Important: Most work performed under a permit must be supervised by an Installer certified pursuant to rule 1301:7-9-11 of the Administrative Code and inspected by an UST Inspector certified pursuant to rule 1301:7-9-15 of the Administrative Code. It is the obligation of the permit holder to make all appropriate arrangements to ensure that work is properly supervised and inspected. Lists of all Certified UST Installers and Inspectors are posted on the BUSTR web site at www.com.state.oh.us/sfm/bust or may be obtained by contacting BUSTR at the phone number listed on this fact sheet.

BUSTR INSPECTION PROCEDURES

For every activity that requires a permit, there are times during the work when inspections must be performed. In areas under the authority of a delegated fire department, the designated local inspector is required to perform all inspections. In other parts of the State, BUSTR Inspectors or state certified private inspectors may be used. It is the responsibility of the permit holder to contact the inspector at the times when an inspection is required. Citations will be issued if a permit holder fails to have work properly inspected, and any work that is not properly inspected must be performed over. Rule 1301:7-9-15 of the Administrative code provides a complete description of when inspections are required. A copy of this rule is posted on the BUSTR web page or may be obtained by contacting BUSTR at the phone number listed on this fact sheet.

Following each inspection, the inspector will complete an "Inspection Field Report" and leave a copy of the report at the site or with the permit holder.

Inspections are often billed separately from the initial permit application fee. The fee for a state inspector (BUSTR inspector) is \$60 per hour or any fraction thereof. (Example: If the BUSTR inspector performs ten minutes of inspection work, the owner or operator will be charged for one hour which is \$60. If the BUSTR inspector performs one hour and 10 minutes of inspection work, the owner or operator will be charged for two hours, which is \$120.) The inspection fee charged by delegated fire department inspectors or by a state certified private inspectors is not controlled by BUSTR and can be set at the discretion of the inspector.

POST INSPECTION REQUIREMENTS

After the final inspection is performed, an invoice will be sent to the permit holder (or UST owner) for any fees owed to the fire marshal for inspections performed by a state inspector (BUSTR Inspectors). No person shall operate any UST system or portion thereof upon which there are past due permit fees or inspection fees owed to the fire marshal.

Please note: A closure assessment is required following most types of permit related work. Please review the fact sheet title "Closure Guidelines" for an overview of the sampling and reporting requirements that may apply.

This fact sheet is one of a series on Ohio's underground storage tank program. Please copy as needed.

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