



PLAN SUBMITTAL REQUIREMENTS FOR HAZARDOUS MATERIALS SYSTEMS

*For Use Within Los Altos, Los Altos Hills, Monte Sereno, Saratoga, Palo Alto, 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)*

This document has been prepared to describe plan submittal requirements for hazardous materials storage/handling systems (e.g., tanks, buildings, labs). If you have any questions regarding this information, please contact the Hazardous Materials Compliance Division (HMCD) at (408) 918-3400 and ask to speak to the Hazardous Materials Program Phone Duty Officer. All documents referenced in these requirements are available at www.EHinfo.org/hazmat.

A. Submittals

1. Prior to construction, at least **two (2) copies of detailed plans** must be submitted to and approved by HMCD. HMCD's address is shown on the letterhead, above.
2. Submittals shall include a completed Hazardous Materials Construction Permit Application.
3. Submittals shall include a detailed **Equipment List** identifying the specific equipment model and name of the manufacturer of each hazardous materials storage, handling, and monitoring component intended for installation (e.g., tanks, piping, leak sensors). If the project involves the installation of aboveground or underground storage tanks, HMCD's Hazardous Materials Tank System Installation/Upgrade Equipment List form shall be completed and submitted. Equipment substitution is not allowed without prior approval from HMCD.
4. **Manufacturer's specifications** (i.e., cut sheets) shall be submitted for all equipment in the Equipment List. These shall clearly show listings (e.g., UL) for all listed components. If more than one equipment model is shown on a document, highlight, circle, underline, or otherwise clearly indicate the specific model(s) intended for use.
5. All plans 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. If tanks will be removed as part of this project, a tank system closure permit must be obtained. Submit a completed aboveground or underground Tank Closure Permit Application form and appropriate fees along with the plans.
7. A Temporary Fuel Tank Permit must be obtained from HMCD prior to bringing any diesel or gasoline storage tank (e.g., for a portable generator, compressor, pumping system, motor vehicle fueling system, etc.) with a capacity greater than ten (10) gallons onsite if it will be located at the project site longer than 72 consecutive hours. To obtain a permit, submit a completed Temporary Fuel Tank Permit Application to HMCD.

8. A new/revised Hazardous Materials Business Plan (HMBP) for the facility must be submitted to HMCD and approved prior to final inspection sign-off.

B. Fees

A plan check fee must be submitted with the plans. This fee will cover plan review, consultations, and on-site inspections. 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 approval will be granted. Make checks payable to Santa Clara County HMCD. Fees are listed in the following table:

Fee Category	Fee Amount*	Included Hours
New installation (e.g., tank system, building)	\$ 842.00	7
Existing system remodel or retrofit	\$ 361.00	3
Reinspection or time above pre-paid minimums (1 hour minimum)	\$ 120.00/hour	1

* These fee amounts are effective July 1, 2007 through June 30, 2011.

C. Additional Information

1. After plans have been approved and stamped, one copy will be kept on file with HMCD. All remaining sets will be returned to the project contact.
2. A copy of the approved plans must be kept on the job site until project completion.
3. Inspections must be scheduled at least two (2) working days in advance.
4. Approved plans are valid for 180 days. If construction is delayed more than 180 days, a new approval must be obtained. The fee for the new approval will be 25% of the original plan check fee. HMCD may extend the time for action by the applicant for a period not exceeding 180 days on written request by the applicant. No approval will be extended more than once.
5. In the City of Los Altos, these requirements apply only to projects involving underground storage tanks or toxic gases. In the City of Palo Alto, these requirements apply only to projects involving underground storage tanks.
6. Plan check approval may also be required from the applicable Fire Marshal Office and the County Office of Development Services or City Building Department.