



## Underground Storage Tank Installation Permit Checklist Steps to Success

- 1) **Is a Permit required?** An UST installation permit is not necessary if the proposed activity is an identical replacement. An identical replacement is the exchange of an UST system component with an identical style, make and model component. An identical replacement is limited to the exchange of mechanical and electrical components associated with leak detection equipment and DOES NOT extend to tanks, piping, or other major components. The exchange of a component that requires excavation is NOT considered an identical replacement. If a permit is required, please proceed with the rest of the steps. For additional information, visit <https://deq.mt.gov/twr/assistance#accordion4-collapse3>.
  
- 2) **Determine which of the following forms are necessary.**

**All forms are available online at:** <https://deq.mt.gov/twr/resources>

  - ◆ **A Closure Permit Application** – Are you closing a tank system or closing a piping run? If so, a closure permit application is required.
  - ◆ **A Minor Permit Application** – Is the project you plan to complete listed on the Minor Permit Application? If so, a minor permit application should be submitted.
  - ◆ **A Major Permit Application** – If the project you plan to complete is not listed on the Minor Permit Application then you must submit a Major Permit Application with the required supplements.
    - \* **Supplement A:** For tank installations only
    - \* **Supplement B:** For pipe installations only
    - \* **Supplement C:** For tank and piping installations
    - \* **Supplement D:** For modifications, repairs, lining, or investigations
    - \* **Supplement E:** For the addition of corrosion protection
    - \* **New Facility Permit Application:** [Fill this form out](#) and submit all required attachments when the project includes installing a NEW UST system.
  
- 3) **Attach the following required corresponding supplements:**
  - \* Provide the UST operating tag numbers
  - \* The site plan drawings- should contain all of the listed elements, parts, design, etc.
  - \* Parts List - a list of each part you're planning to install, including make and model
  - \* Buoyancy calculations for all NEW Tanks
  - \* A written description of the project - Use this area to describe what is being removed from the system and what is being added; describe the entire project in detail.
  
- 4) **Submit the completed permit application and permit review fees to the department.**
  - \* **Minor Permit Application:** Fee is **\$80/permit**
  - \* **Major Permit Application:** Maximum is **\$1208** (see below)
    - \* **Tank installation: \$161/permit + \$.02 x total gallons**  
The tank installation fee includes the associated piping installed.

- \* *Piping only: \$80* if 50 feet or less, greater than 50 feet **\$161** unless piping permit is associated with a major permit application.
- \* *Repairs, modifications, lining, leak investigation, or addition of cathodic protection: \$161/permit.*
- \* **Closure Permit Application:** Fee is **\$161/permit + \$.02 x total gallons** that will be removed during the project. Maximum is **\$1208**.

**5) The department will review the permit application and submit a permit to the licensee.**

- \* The department will issue a UST work permit to the licensee within 30 days of receipt of the permit application.
- \* Normal turnaround is a week, unless installing a brand-new tank or facility.
- \* New Facilities require either a [programmatic or abbreviated environmental assessment](#). Allow two to three weeks to complete an abbreviated environmental assessment.
- \* All permit applications must be emailed to [DEQUESTPROGRAM@mt.gov](mailto:DEQUESTPROGRAM@mt.gov).

**6) The permit is valid for 6 months from the date of issuance.**

- \* Any change to the permit requires a permit modification- submit via e-mail.
- \* Completed permit paperwork must be received by the department within 30 days of completing the project.
- \* Submit all required documentation, including the certification of compliance, the signed permit, all specified permit tests and documentation.
- \* Submit the signed and completed one-time fill permit within 10 days of filling an UST system- IF applicable.
- \* Does the facility need a conditional operating permit? If so, it is the licensee's job to submit all permit required documentation (ATG printouts, test forms, as-built site diagram, notification form, etc.) earlier to allow for review before the owner/operator is legally able to receive and dispense fuel.
- \* A conditional operating permit requires the owner to have a full UST system inspection to be completed between 90 and 120 days from the date of issuance.
- \* A one-time fill permit is NOT a permit to operate the UST system at the facility. The permit is only valid for testing purposes.
- \* No additional deliveries are allowed until the facility has a department issued UST conditional operating permit or an UST operating permit.
- \* The owner and the fuel distributor/transporter are held responsible when violations occur.
- \* An approved monthly tank leak detection method must begin immediately for each tank after being filled.
- \* All product shall be removed from the UST if an operating permit or conditional operating permit is not obtained.
- \* Documentation verifying tank tests conducted at 90 percent full or higher must be submitted.