

HOW TO SUBMIT A COMPLETE APPLICATION PACKET

1 Determine if the project requires a permit.

All projects require a permit unless 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.

2 Determine which of the following forms are necessary.

- * Notification of Underground Storage Tanks
- * Closure Permit Application
- * Minor Installation Permit Application
- * Major Installation Permit Application plus
 - ◆ Supplement A: Tank installation
 - ◆ Supplement B: Pipe Installation
 - ◆ Supplement C: Tank and Pipe Installation
 - ◆ Supplement D: Modification, repair, lining, or investigation
 - ◆ Supplement E: Corrosion protection installation
- * Environmental Assessment Questionnaire

Samples of Projects, Forms Required, and Associated Fees		
Project	*Form(s) * Additional paperwork may be required	Fees
New Facility - installing tanks with piping	A. Notification of Underground Storage Tanks B. Major Installation and Supplement C C. Environmental Assessment Questionnaire D. Environmental Assessment Questionnaire Continuation Sheet (if needed)	\$100/permit + \$.02 times total gallons for all tanks installed. Piping fee is included.
Closing Tanks and Piping for Existing Facility	Closure Permit Application	\$100/permit + \$.02 times total gallons for all tanks installed. Piping removal fee is included.
* Closing Piping only leaving tanks in place. *Engineering justification required	Closure Permit Application	\$50 if total piping to be removed is <= 50 ft., \$100 if total piping to be removed is >50 ft.
Removing found tanks at New or Existing Facilities	A. Notification of Underground Storage Tank B. Closure Permit Tanks & Piping	\$100/permit + \$.02 times total gallons for all tanks installed. Piping removal fee is included.

Installing New Tank with Associated Piping	A. Notification of Underground Storage Tanks B. Major Installation and Supplement C	\$100/permit + \$.02 times total gallons for all tanks installed. Piping fee is included.
Re-piping only at Existing Facility	A. Major Installation Permit Application B. Supplement B	\$50 if total of re-piping is <= 50 ft., \$100 if total of re-piping is > 50 ft.
Spill Bucket or Other Minor Work	Minor Installation form	\$50/permit covers all items checked on this form
Other Modifications, Repair, Lining, Investigations	A. Major Installation B. Supplement D	\$100/permit
Corrosion Protection Installation	A. Major Installation B. Supplement E	\$100/permit

3 Submit a *complete* application packet to the department based on the following criteria:

A. If the proposed project is a **minor installation**, submit the following:

- ◆ Completed minor installation permit application form; and
- ◆ Permit review fees.
 - * If you are submitting this form alone, there is a \$50 permit review fee. If you are submitting other forms that already include the base permit fee (i.e. for a tank installation or a modification), you do not need to include this fee for the minor installation.

The minor application is intended to save you time if you are making certain allowable changes to a system. However, if you are already completing a major installation application, you may include the minor activities on the supplement and omit the minor application page.

B. If the proposed project is a **major installation**, submit the following:

- ◆ Completed major installation application form;
- ◆ Permit review fees;
 - * *Tank installation*: \$100/permit + \$.02 x total gallons. The tank installation fee includes the associated piping installed.
 - * *Piping only*: \$50 if 50 feet or less, greater than 50 feet \$100.00 unless piping permit is associated with a major permit application
 - * *Repairs, modifications, lining, addition of monitoring wells or cathodic protection, leak investigation*: \$100/permit
- ◆ Corresponding supplement;

- * Please provide the UST operating tag number as requested. This number ensures that we are reviewing information for the correct tank, keeps our records accurate, and expedites the permit review process. Tag numbers can be obtained from the Facility Summary Sheets located at <https://deq.mt.gov/twr/assistance>
- * The **site plan** should contain all the listed elements. Computer generated drawings are encouraged but not required. Use the provided checklist to ensure that all required components are included on the site plan.
- * **Design Checklist:** Use this section to describe what is *currently in use* and what *will be installed*.
- * **Describe the project**—what are you going to do? Use this area to describe what is being *removed* from the system and to describe the entire project in detail. Anything that is not standard or could adversely affect the performance of the underground storage tank system should be specified here.
- * **Supplement A:** All leak detection equipment must be listed in the document “List of Leak Detection Evaluations for Storage Tank Systems” latest edition on the National Work Group on Leak Detection Evaluations website (www.nwglde.org).
- * **Supplement B:** A pipe installation includes new installations, re-piping, connecting to existing pipe, installation of vents and siphon lines, and installation of an aboveground storage tank with underground piping.
- * **Supplement C:** This supplement can be used in place of Supplements A and B to save time when installing tanks and piping together.
- * **Supplement D:** Use this form for the following activities:
 - (a) **Modification:** a significant change in the structure or components of an UST system. A modification includes cutting the walls of a tank or the addition of internal leak detection devices.
 - (b) **Repair:** to restore a damaged or leaking tank or UST system component to the manufacturer’s original standards.
 - (c) **Tank Lining:** to install a non-corrodible tank lining to the inside of an underground storage tank.
 - (d) **Suspect Release:** to uncover an underground storage tank system to determine the source of a release as part of a release investigation.

This supplement may also be used for activities that are not included on any of the other applications.

- * **Supplement E:** The addition of corrosion protection to new or existing installations includes the addition of an impressed current system, galvanic anodes, heat shrink sleeves, non-corrodible offset sleeves, watertight boots and/or STI coating.
 - (a) Indicate the condition of the systems as they are **presently** installed.
 - (b) The cathodic protection design should indicate **future** conditions.

◆ Environmental Assessment Questionnaire (if required).

Answer the questions on the appropriate supplement to determine if you must complete an EA questionnaire. Use the following definitions to assist with answering the questions accurately:

- * **Project boundary:** any portion of an UST system that may contain product,

including vents, product piping, dispensers, and tanks.

- * **Domestic well:** any water, agricultural, industrial or other type of well that is used or intended for the purpose of delivering potable water for human consumption.
- * **Surface water:** any water that is open to the atmosphere and is subject to surface runoff. This includes perennial streams, rivers, ponds, lakes, ditches, and some wetlands, as well as intermittent streams and natural or artificial surface impoundments that receive water from runoff.
- * **Public sewage system:** a system of collection, transportation, treatment, or disposal of sewage that serves 15 or more families or 25 or more persons daily for any 60 or more days in a calendar year.

C. If the proposed project is a **closure**, submit the following:

- ◆ Completed closure application form; and
- ◆ Permit review fees.

If you are submitting this form alone, there is a \$100 base permit review fee. If you are submitting other forms that already include the \$100 base permit fee (i.e. a tank installation, a modification, or a minor installation), you do not need to include the base fee for the tank closure (but you **do** need to include the \$0.02 times the total gallons of the tank being closed). If you are closing piping only, indicate how many feet of pipe being closed that you are basing your fee calculation on.

Incomplete applications:

Permit applications will be considered incomplete if all the information requested on permit applications (including the site plan) is not submitted. In these cases, the department will issue a *Notice of Incomplete Application* to the permit applicant. Permit review times will start upon submission of a complete permit application.

Review times:

The department will issue an installation permit within:

- **20 days** of receiving a *complete* minor installation or closure application packet; or,
- **30 days** of receiving a *complete* major installation application packet.

Certification:

Federal and state statutes provide for severe penalties for submitting false information on this application. Regulations require this application to be signed by one of the following:

- If the work is to be conducted by an owner/operator with an on-site inspector, the owner or operator must sign the permit application.
- If the work is to be conducted by a licensed installer/remover, the licensed installer/remover shall sign the permit application. A representative of the company that employs the licensed installer/remover may also sign the permit application. The licensed installer/remover (or the representative) must be authorized by the owner to conduct the work.

Post-installation submittals:

Some changes will be made regarding post-installation submittals when the proposed rule changes take effect. Until that time, please continue to submit all necessary documentation when the project is completed.

Every major installation project requires the submission of an as-built plan at project completion. The as-built plan may be a copy of the original design (as submitted with the application) with redlined corrections showing how the actual installation differs from the plan (a redlined drawing). If no variation exists, a copy of the original site plan labeled with the words “As-built” should be submitted. The as-built drawing must also include deflection readings and UL label numbers (tank serial numbers).

Redlined drawings are strictly limited to changes of site plan configuration, including:

- Re-route of piping only when the total product pipe length is either unchanged or less than the length shown on the original department-approved site plan;
- Any other changes in the configuration of a site plan that result in changes in UST system components located differently than shown on the approved site plan.

For site changes that do not meet the above criteria for a redlined drawing, a permit modification is required. Call the department for questions regarding redlined drawings and permit modifications.