



**HAZARDOUS SUBSTANCES UNDERGROUND STORAGE PERMIT  
APPLICATION SUPPLEMENT / NOTICE TO FILE  
AUTHORIZATION TO MAINTAIN UNDERGROUND STORAGE TANKS**  
COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS  
Environmental Programs Division  
900 South Fremont Avenue, 3<sup>rd</sup> Floor Annex Building  
Alhambra, CA 91803-1331  
(626) 458-3517, Fax (626) 458-3569  
[www.CleanLA.com](http://www.CleanLA.com)

DPW USE ONLY:  
SITE-FILE NO.: \_\_\_\_\_ AREA \_\_\_\_\_  
APPLICATION NO. \_\_\_\_\_  
ISSUED PERMIT NO.: \_\_\_\_\_  
DATE REC'D. \_\_\_\_\_ BY \_\_\_\_\_  
CHECK [ ] CASH [ ] FEE \$ \_\_\_\_\_

Application is hereby made for authorization to operate and maintain underground storage tanks (UST). This form must accompany each UST permit application for a new Hazardous Substances Underground Storage Permit or Unified Program (UP) Facility Permit.  
**\*\* See instructions on back of this form\*\***

CALIFORNIA ENVIRONMENTAL REPORTING SYSTEM (CERS) ID# \_\_\_\_\_

Email address of UST owner/operator or representative: \_\_\_\_\_

<b>FACILITY ADDRESS INFORMATION</b>	<b>UST OPERATOR, IF NOT UST OWNER NAMED ON UP FACILITY FORM</b>
FACILITY NAME _____	OPERATOR NAME _____
FACILITY ADDRESS _____	OPERATOR MAILING ADDRESS IF DIFFERENT FROM FACILITY ADDRESS _____
CITY _____ ZIP _____	CITY _____ STATE _____ ZIP _____

NUMBER OF USTS TO BE PERMITTED AT FACILITY: \_\_\_\_\_ FEDERAL TAX ID NO: \_\_\_\_\_ SIC CODE: \_\_\_\_\_

ASSESSOR PARCEL NUMBER (APN): MAP BOOK NO. \_\_\_\_\_ PAGE NO. \_\_\_\_\_ PARCEL NO. \_\_\_\_\_

BUSINESS ENTITY NO. \_\_\_\_\_

**THIS SUPPLEMENT MUST BE ACCOMPANIED BY:**

- SUBMITTED FACILITY INFORMATION
- SUBMITTED TANK INFORMATION (ALL USTs)
- SUBMITTED MONITORING INFORMATION
- OPERATING PERMIT APPLICATION FEE
- SUBMITTED DESIGNATED OPERATOR FORM
- SUBMITTED FINANCIAL RESPONSIBILITY FORM (Petroleum USTs)
- SUBMITTED UST RESPONSE PLAN FORM
- PRO-RATED ANNUAL PERMIT MAINTENANCE FEE

**HSUSP FEE SCHEDULE** (Los Angeles County Code 11.82.010):

<b>NUMBER OF USTs:</b>	<b>OPERATING PERMIT APPLICATION FEE</b>	<b>*PRO-RATED ANNUAL PERMIT + MAINTENANCE FEE*</b>
1	\$554.00	\$1,554.00
2	\$649.00	\$1,804.00
3	\$744.00	\$2,054.00
4	\$839.00	\$2,304.00
5	\$934.00	\$2,554.00
6 or more tanks	\$459.00 + \$95.00 per tank = \$ _____	+ \$1,304.00 + \$250.00 per tank = \$ _____

**MAKE CHECKS PAYABLE TO: "COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS"**

\*See Back of form for Pro-rated Annual Permit Maintenance Fee factors.

This Hazardous Substances Underground Storage Permit application form with the Permit Number identified in the upper right hand corner will serve as the UST operating permit document until the Unified Program Facility Permit is issued by the County of Los Angeles Certified Unified Program Agency the following Fiscal Year. All fees must be paid prior to issuance of the UP Facility Permit authorizing the underground storage of hazardous substances.

**UST OWNER/OPERATOR REPRESENTATIVE MUST COMPLETE THIS SECTION (AND BACK OF FORM):**

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

# INSTRUCTIONS

## Hazardous Substances Underground Storage Permit (HSUSP)/Unified Program (UP) Facility Permit Application Supplement

**Do not use this form for closure of an underground storage tank (UST), the transfer, or renewal of an existing HSUSP, additional tank installation, new construction plan check, or an additional approval.**

The Permittee, UST owner and UST operator shall be knowledgeable of and comply with the provisions of California Health and Safety Code, Division 20, Chapter 6.7 and Chapter 6.75, California Code of Regulations Title 23, Division 3, Chapter 16 and Chapter 18, and Los Angeles County Code, Title 11, Division 4.

This supplement is to be used for the application to operate and maintain existing USTs located within the jurisdiction of the County of Los Angeles Department of Public Works (DPW), which includes the unincorporated County of Los Angeles and 77 cities. Facilities located within the corporate limits of the cities of Burbank, Glendale, El Segundo, Long Beach, City of Los Angeles, Pasadena, San Fernando, Santa Fe Springs, Santa Monica, Torrance, and Vernon should contact the respective local agencies directly for permit information. Specify the number of tanks at the facility, Federal Tax ID number, primary business SIC Code, Assessor parcel identification number, the California Secretary of State Business Entity Number <https://businesssearch.sos.ca.gov/> for corporations and limited liability companies, and the California Environmental Reporting System (CERS) identification number <http://cers.calepa.ca.gov/>.

The facility name and facility address information for each new permit application must correspond with information uploaded to the CERS database and must be consistent with DPW standards. The applicant is responsible for completing all information requested to be uploaded to CERS, including the UP UST FACILITY INFORMATION, UP UST TANK INFORMATION, UP MONITORING PLAN. Additionally the UST RESPONSE PLAN, FINANCIAL RESPONSIBILITY and DESIGNATED OPERATOR forms must be submitted through CERS. The DPW will not complete these forms for you. This application is due by the date indicated. CERS submittals with data which is found to be inaccurate or incomplete will not be accepted.

By applying for a new Permit, the owner agrees to assume all obligations under any expired Permit including all fee installments, installation and maintenance of approved monitoring systems, and all reporting requirements. **IT IS THE APPLICANTS RESPONSIBILITY TO DETERMINE IF DELINQUENT FEES OR OTHER OUTSTANDING SUBMITTAL REQUIREMENTS, INCLUDING VIOLATION CORRECTIONS, ARE OWED TO DPW OR CUPA.**

All inspection notification(s) shall be made as directed by the attached conditions of this approval. Annual inspections will occur thereafter.

The fees to accompany this application represent the **Operating Permit** application fee and the pro-rated Annual Maintenance fee, only. The first UP Permit fee will include the full Annual Permit Maintenance fee plus the State UST surcharge and will be billed by the County of Los Angeles Certified Unified Program Agency (CUPA) prior to the issuance of the UP Facility Permit (Los Angeles County Code Title 12, Section 12.50.070) the following fiscal year. Future **annual maintenance fees** (which are adjusted annually by the Consumer Price Index) will be payable upon billing by the CUPA. The full annual maintenance fee will be charged for any unregistered UST(s)

The initial pro-rated Annual Permit Maintenance fee factor is based on number of days remaining in the Fiscal Year (July 1 through June 30):

FROM	TO	PRO-RATED Multiplication factor
07/01	09/01	100%
09/02	12/01	75%
12/02	03/01	50%
03/02	05/31	25%
06/01	06/30	0%

This form, the Application Supplement forms, and the CERS data, must be signed by the **Owner or Operator** of the UP Facility on which the tank is located as follows:

- 1) A principal executive officer at the level of vice-president or by an authorized representative. The representative must be responsible for the overall operation of the facility where the UST is located.
- 2) A general partner proprietor.
- 3) A principal executive officer, ranking elected official, or authorized representative of a public agency.
- 4) A responsible business representative for persons requesting exemption.

<b>CERTIFICATION OF COMPLIANCE WITH LOS ANGELES COUNTY LOBBYIST ORDINANCE</b>	
This is to certify that I, as permit applicant for the project located at _____,	
<b>LOCATION ADDRESS</b>	
am familiar with the requirements of Los Angeles County Code Chapter 2.160 et seq., (relating to the Los Angeles County Lobbyist Ordinance) and all persons acting on behalf of myself have complied and will continue to comply therewith through the application process.	
_____ <b>APPLICANT (PRINT NAME)</b>	_____ <b>APPLICANT SIGNATURE</b>
_____ <b>COMPANY NAME (If employed by an entity/agency)</b>	_____ <b>DATE</b>

If you suspect fraud or wrongdoing by a County employee, please report it to the County Fraud Hotline at 1-800-544-6861 or <http://fraud.lacounty.gov/>. You may remain anonymous.