



## UNDERGROUND STORAGE TANK CHANGE OF OWNERSHIP/PERMIT TRANSFER PACKAGE

To assist your business in achieving compliance with Title 23 of the California Code of Regulations (CCR), the following Underground Storage Tank Change of Ownership/Permit Transfer Package has been developed to assist underground storage tank owners with this process.\* All forms listed below with the accompanying guidance documents are available on line at: [www.unidocs.org](http://www.unidocs.org) through the specific links provided.

Any person assuming ownership, or accepting a transferred permit, of an underground storage tank (UST) used for the storage of hazardous substances shall have 30 days from the date of assumption of ownership to apply for an operating permit pursuant to the California Health and Safety Code Section 25286.

The following forms serve as the notification and applications and must be submitted within 30 days after a change of ownership:

- Change of Ownership/Operator for Underground Storage Tanks, See Attached
- Operating Permit Application – Facility Information form,  
<http://www.unidocs.org/hazmat/upcf/ust/hwfwrc-a.pdf>  
Type of Action is:  #9 TRANSFER PERMIT
- Operating Permit Application – Tank Information form (one per tank),  
<http://www.unidocs.org/hazmat/upcf/ust/hwfwrc-b.pdf>
- Updated Financial Responsibility: <http://www.unidocs.org/hazmat/ust/financial/un-049.pdf>
- Monitoring Plan: <http://www.unidocs.org/hazmat/upcf/ust/hwfwrc-d.pdf>
- Response Plan: <http://www.unidocs.org/hazmat/ust/misc/un-022b.pdf>
- Submit a copy of the owner/operator agreement if required (see below)
- Update the Hazardous Materials Business Plan: <http://www.unidocs.org/hazmat/business-plan/un-020.pdf>

### Q: WHEN IS AN OWNER/OPERATOR AGREEMENT REQUIRED?

An Owner/Operator Agreement is required if the permit is issued to a person other than the operator of the UST. In this case, the permit holder shall:

- a. Have a written agreement with operator as to how the UST is monitored as set forth in the permit.
- b. Ensure both the owner and operator of the UST is provided with a copy of the permit.
- c. Give a copy of HSC 25299 to operator. This sections states penalties for failure to comply with the law. You may obtain a copy of HCS 25299 at:

[http://www.swrcb.ca.gov/cwphome/ust/regulatory/docs/hs\\_chp7\\_w\\_additions.pdf](http://www.swrcb.ca.gov/cwphome/ust/regulatory/docs/hs_chp7_w_additions.pdf)

- d. Notify the local agency of any change of operator.
- e. Complete the UST System Owner Statement of Designated UST Operator and Understanding of and Compliance with UST Requirements form: <http://www.unidocs.org/hazmat/ust/misc/un-062.pdf>

Please return the completed forms to the address below. If you have any questions, please contact us at 408-535-7750 or visit us on line at [www.sanjoseca.gov](http://www.sanjoseca.gov) . \*Special thanks to Santa Fe Springs Fire Department

# SAN JOSE FIRE DEPARTMENT BUREAU OF FIRE PREVENTION

## CHANGE OF OWNERSHIP/OPERATOR FOR UNDERGROUND STORAGE TANKS

### Instructions

Please type or print in ink all items.

This form must be completed and submitted within 30 days of acquiring ownership/operator of a UST.

The new owner's/operator's signature is required in Section V for this form to be valid.

#### I. Facility Information

Ownership/Operator Transfer Date:

\_\_\_\_\_

Previous Owner's/Operator's Name:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

#### II. Ownership/Operator of UST(s)

New Owner's/Operator's Name:

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Fax Number: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

#### III. Location of Tank(s)

Facility Name:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Contact Person: \_\_\_\_\_

#### IV. Items to Complete for Permit Transfer

- Underground Storage Tanks – Facility Form & Tank Forms
- Owner Statement/Assignment of Designated Operator
- Owner/Operator Agreement (If operator is not owner)
- Certification of Financial Responsibility
- Underground Storage Tank Monitoring Plan
- Underground Storage Tank Response Plan
- Hazardous Materials Business Plan (HMBP)

#### V. Certification (Read and sign after completing all sections.)

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete.

Name and Official Title of New UST Owner/Operator (print)

Signature of New UST Owner/Operator

Date

Return this completed form to:

San Jose Fire Department, Bureau of Fire Prevention, 170 W San Carlos Street, San Jose, Ca 95113

Phone (408) 277-5323 Fax (408) 277-2475