

County of Santa Clara

Department of Environmental Health

Hazardous Materials Compliance Division (HMCD)

Hazardous Materials Program

1555 Berger Drive, Suite 300

San Jose, California 95112-2716

(408)918-3400; Fax (408)280-6479

www.EHinfo.org/hazmat



HAZARDOUS MATERIALS CLEARANCE FORM

This form must be completed and submitted to the Hazardous Materials Compliance Division (HMCD) when applying for a building permit for any facility where hazardous materials will be present during or after construction. Questions concerning this form should be addressed to HMCD at (408) 918-3400 or via eMail at hmcd.cers@deh.sccgov.org.

I. Business Information

Business Name (DBA): _____
Mailing Address: _____ City: _____ Zip: _____
Project Contact Name: _____ Office Phone: (____) _____ ext. _____
Cell Phone: (____) _____ Fax: (____) _____ eMail: _____

II. Project Site Information Construction of new facility; Remodel/retrofit.

Site Name/Site No. (if different from Business Name): _____
Site Address: _____ City: _____
Plan Check No.: _____ Parcel No. (APN): _____

Briefly describe the project and what hazardous materials will be used during construction or stored after completion:

1. Will the applicant or future building occupant store or handle hazardous materials? Yes; No.
2. Will the applicant or future building occupant handle any individual hazardous material on-site in a quantity subject to State Hazardous Materials Business Plan (HMBP) reporting requirements (i.e., generally 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases)? Yes; No.
3. Will construction activities result in any individual hazardous material (e.g., temporary generator/compressor fuel, welding gas) being on-site in a quantity subject to Hazardous Materials Business Plan (HMBP) reporting requirements? Yes; No.
4. Will the applicant or future building occupant use equipment or devices that emit hazardous air contaminants as defined by the Bay Area Air Quality Management District? Yes; No. **If "Yes," contact BAAQMD: (415) 749-4990 / www.baaqmd.gov**

III. Certification

I understand that if the building does not currently have a tenant, that it is my responsibility to notify the occupant of the requirements that must be met prior to issuance of a certificate of occupancy, and maintained thereafter. I declare that the above information is true, accurate, and complete.

Owner Name (print): _____ Signature: _____ Date: _____

Hazardous Materials Clearance Form

HMCD Use Only

- HazMat Plan Check will be required; HazMat Plan Check will not be required
- Inspection sign-off by HMCD is required prior to final occupancy clearance; Inspection sign-off by HMCD is not required
- The following documents must be submitted to HMCD:
- Hazardous Materials Business Plan; Cal/ARP Risk Management Plan; Spill Prevention Control and Countermeasure Plan

Sign-Off By Name (print): _____ Signature: _____ Date: _____

County/City Plan Check No.: _____ HMCD SR No.: _____

Comments/Conditions: _____

Hazardous Materials Clearance Questions and Answers

Q. When is Hazardous Materials Clearance Required?

- A. Hazardous Materials Clearance is required any time a facility or site will be constructed or modified in a manner that requires a building permit and where any of the following conditions are met:
- Hazardous materials will be manufactured, used, or stored in any quantity at a new facility;
 - New hazardous materials storage or handling systems (e.g., tanks) will be installed at an existing facility;
 - Existing hazardous materials storage or handling systems will be removed or modified;
 - Temporary hazardous materials storage will be required as part of the construction project (e.g., temporary fuel storage for generators or vehicles).

Q. What are Hazardous Materials?

- A. Hazardous Materials include, but are not limited to: Fuels (e.g., diesel, gasoline, propane); Battery Electrolyte (liquid or gel type); Drycleaning Chemicals, Compressed gases; Materials classified as hazardous by the Department of Transportation, California Fire Code, or any other federal, state, or local legal authority. *[Note: A list of common hazardous materials is available at www.EHinfo.org/hazmat.]*

Q. How Does the Hazardous Materials Clearance and HazMat Plan Check Process Work?

- A. The County Office of Development Services or City Building Department will give you the Hazardous Materials Clearance Form. You must provide all information requested and submit the completed form for sign-off by HMCD. You may submit the Clearance Form to HMCD at the address or fax number printed at the top of the form, or submit it via eMail at hmcd.cers@deh.sccgov.org. Forms may also be dropped-off at HMCD's front counter between 8:00 a.m. and 5:00 p.m., Monday through Friday. The HMCD official who reviews and signs the form will indicate in the shaded box whether or not a hazardous materials plan check review and inspection by HMCD will be required, and whether specific additional documents will be required. Refer to HMCD's [Plan Submittal Requirements For Hazardous Materials Systems](#) (available at www.EHinfo.org/hazmat) for detailed guidance regarding the plan check process. After the Hazardous Materials Clearance Form is signed, you will receive a copy and an additional copy will be forwarded to the building authority so that a building permit can be issued. It is your responsibility to satisfy any additional requirements by other agencies (e.g., local Fire Authority, BAAQMD). Inspections by HMCD must be scheduled at least two (2) working days in advance.

Q. Does HMCD Charge a Fee for Hazardous Materials Clearance?

- A. HMCD does not charge a fee to review or sign-off Hazardous Materials Clearance Forms. However, if a HazMat plan check is required, the applicable fees must be paid. HMCD's fee schedule is available at www.EHinfo.org/hazmat.

If you have any additional questions regarding this information, please contact the Department of Environmental Health, Hazardous Materials Compliance Division (HMCD) at (408) 918-3400 and ask to speak to the HMCD Phone Duty Officer, or contact us via eMail at hmcd.cers@deh.sccgov.org.