

**HMCD Use Only**

Received By: \_\_\_\_\_; Date: \_\_\_\_\_  
 Facility ID: \_\_\_\_\_; SR: \_\_\_\_\_  
 Fees Received: \$ \_\_\_\_\_; PE: **1813**  
 Invoice No.: \_\_\_\_\_

**TEMPORARY HAZARDOUS MATERIALS STORAGE PERMIT**

*For Use Within the Cities of Los Altos Hills, Monte Sereno, Saratoga, and in Unincorporated Areas of Santa Clara County, Including Moffett Field, San Martin, and Stanford. Authority Cited: Santa Clara County Ordinance Code*

The County's Hazardous Materials Compliance Division (HMCD) regulates the storage and handling of hazardous materials within the cities of Los Altos Hills, Monte Sereno, and Saratoga and in unincorporated areas of Santa Clara County (i.e., Moffett Field, San Martin, Stanford, etc.).

State law and local ordinance require that the handling of hazardous materials be disclosed. Local ordinance requires that a permit be obtained from HMCD prior to bringing hazardous materials on-site. This form must be submitted to and approved by HMCD prior to bringing 10 gallons or more of any hazardous material on-site for temporary use. Temporary use is limited to 180 consecutive days. Other storage requires a full-term permit. Contact HMCD regarding temporary permit quantity limits for solids and compressed gases.

**A. Site Information** (site where hazardous materials will be located)

Site Operator Name (DBA): \_\_\_\_\_  
 Site Name/Number (if applicable): \_\_\_\_\_  
 Site Address: \_\_\_\_\_ City: \_\_\_\_\_ APN: \_\_\_\_\_  
Assessor's Parcel Number (if known)

**B. Contact Information** (person responsible for temporary storage)

Contact Name: \_\_\_\_\_ eMail: \_\_\_\_\_  
 Company/Agency Name (DBA): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Numbers – Office: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

**C. Hazardous Materials Disclosure**

If the aggregate quantity of any individual hazardous material brought on-site equals or exceeds 55 gallons (liquids), 500 pounds (solids), or 200 cubic feet (compressed gases) a Hazardous Materials Business Plan (HMBP) must be submitted to HMCD per the requirements of California Health and Safety Code (HSC) §25503.5(a) or 25503.5(c)(6). A Hazardous Materials Registration Form must be submitted for sites not required to submit a HMBP. Forms are available at [www.EHinfo.org/hazmat](http://www.EHinfo.org/hazmat). If the site is located within Los Altos City limits, you must comply with the HMBP reporting requirement, but you do not need to submit this permit application form or the Hazardous Materials Registration Form.

**D. Hazardous Material Storage Information**

- Storage Type:  Generator;  Compressor;  Pumping System;  Vehicle Fueling;  Other.
- When do you plan to have the hazardous material on-site?  
 From (date): \_\_\_\_\_ To (date): \_\_\_\_\_
- Will fuel or other chemicals be stored in tanks?  Yes [*go to Section E*];  No [*skip to Section F*]

**E. Tank Information**

- 1. What is the capacity of the tank? \_\_\_\_\_ gallons of \_\_\_\_\_ (specify material)
- 2. What type of tank will be used? [Note: The Fire Marshal may require vehicle impact protection.]
  - Sub-base tank (e.g., generator “belly” tank);
  - Other type of tank inside trailer or enclosure;
  - Tank outside trailer or enclosure.
- 3. Secondary containment is required for all tanks and piping. How will it be provided?
  - The tank is a double-wall or diked tank;
  - The tank will be placed in a portable containment basin (e.g., tub, trough, etc.);
  - A containment berm/basin will be constructed in the field using heavy gauge plastic sheeting to line a berm constructed of sand bags, cement sacks, timber, or other material suitable for supporting the berm/basin walls;
  - Other (Attach a brief description of how secondary containment will be provided). [Note: Containment must be compatible with the product/waste stored. It must be able to contain 110% of the volume of the primary tank; or in the case of multiple tanks, 150% of the volume of the largest tank or 10% of the aggregate, whichever is larger. If open to rainfall, an additional 4-1/2 inches in depth must be provided to accommodate rainwater. Rainwater must be inspected for contamination, removed after each period of storm activity and disposed of properly.]
- 4. Protection from spills during tank filling is required. How will spill protection be provided?
  - The tank fill point is above the tank’s secondary containment system so any spills will be caught;
  - The tank fill point is equipped with or located above a spill/fluid containment pan/basin;
  - The tank will not be filled on-site [If this box is checked, skip to Section F];
  - Other (Attach a brief description of how spill containment will be provided).
- 5. Protection from overfills during tank filling is required. How will overfill protection be provided?
  - The tank will be filled by hand from containers with capacity of 5-gallons or less;
  - The tank will be filled using an automatic shut-off-type nozzle;
  - The tank is equipped with a “high liquid” alarm or indicator which is audible or visible at the fill location;
  - Other (Attach a brief description of how overfill protection will be provided).

**F. Certification** — *I certify that the information provided in this permit application is accurate and complete*

Applicant Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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APPROVED: A temporary Hazardous Materials Storage Permit is granted.  DENIED (see below)

HazMat Program Staff Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Permit Conditions:**

- 1. The Plan Review - Temporary Facility or Equipment fee (PE 1813) shall be paid by the applicant. See fee schedule at [www.EHinfo.org/hazmat](http://www.EHinfo.org/hazmat).
- 2. Unless noted otherwise, below, this Temporary Hazardous Materials Storage Permit expires on the “To” date specified in Section D, above, or 180 days from the date hazardous material is brought on-site, whichever occurs first.
- 3. Hazardous materials tanks, containers, and containment systems shall be monitored for leaks, damage, and deterioration. Results of visual inspections shall be documented. Inspection records shall be kept on-site for as long as the hazardous materials are present. Monitoring must be performed and documented every time fuel is delivered, but not less than monthly.
- 4. You must notify HMCD when the hazardous materials are delivered to the site and when they are removed from the site.
- 5. HMCD shall be granted access to the site to confirm compliance with applicable federal, state, and local requirements.

**Comments:** \_\_\_\_\_