

City of Sacramento
Local Agency Permit Requirements
Enhanced Vapor Recovery (EVR) Phase II and In-station Diagnostics (ISD)
Planning, Building and Fire

Planning

Planning or Design Review applications must be approved prior to submitting plans to the Building Department.

Submit a Minor Modification to the existing Special Permit for service stations in most Commercial Zones and Special Planning Districts (SPD). Modifications will be processed concurrently with any required Design Review application.

If the Service Station is not located in a Commercial Zone or SPD, a Minor Modification will not be required.

Applicants must submit:

- One Universal Application with wet-signed Letter of Agency from the property owner of record.
- One Full-sized set of plans to include site plan, floor plan, landscape and elevations.
- One reduction of the plans to 8.5" X 11".
- One Set of color photographs of the subject site from all four sides, photographs of the neighboring structures on both sides of the street. Clearly show the area in question and label each photograph – no Polaroid photographs.

The cost of a Minor Modification of a Special Permit for gasoline stations is anticipated to be just under \$500. The cost of Design Review is based on the value of the work and will cost approximately \$350 to \$500.

It will take approximately one month to complete the process.

Building

Complete Building Permit Application form.

Complete Owner's Authorization letter.

Complete Permit Fee Calculation Sheet.

Submit Plan Check Deposit Fee – the fee is based on valuation of project.

Submit five sets of plans (one set with original engineer's signature)

Submit five copies of the equipment cut sheets.

Submit two sets of structural calculations.

Include one copy of the approved Minor Modification from Planning.

Helpful Hints

Development Services Dept. Planning, Building and Fire plan reviews are now conducted at a new location – **300 Richards Boulevard, Sacramento.**

Contact People

Planning	Help Line	(916) 808-5656
Building	Dan Waters	(916) 808-8925
Fire	Chris Suter	(916) 808-5257

County of Sacramento
Including the cities of Sacramento, Elk Grove, Folsom, Rancho Cordova, Citrus
Heights, Galt and Isleton
Sacramento Metropolitan Air Quality Management District (SMAQMD) and County of
Sacramento Environmental Management Department – Underground Storage Tank
Program (EMD)

SMAQMD

1. Complete a Gasoline Dispensing Facility (GDF) application; it must be signed by the owner or the designated responsible official of the facility.
2. Submit one set of drawings
3. Pay application processing fee of \$614.
4. Complete applications will be reviewed and a Permit to Construct is issued within 14 days of the receipt of application (incomplete applications will be returned).
5. Upon receipt of the Permit to Construct; the applicant may proceed with the modification and also notify SMAQMD after the modification is complete.
6. Contact SMAQMD between 10 to 30 days after completion to schedule initial inspection and conduct required equipment tests.
7. Complete required testing and address any outstanding issues on the initial inspection report – SMAQMD staff will verify and issue the Permit to Operate to the facility owner/operator.
8. Please note: It is the applicant's responsibility to insure the contractors or technicians, e.g. installer and testers have the required licenses and certificates.

EMD

1. Reprogramming the leak detection console triggers a permit – every In-station diagnostic (ISD) project requires a permit.
2. Complete and submit an Application for a Permit to Install, Upgrade or Repair Underground Storage Tank (UST).
3. Applications are reviewed on a first come, first served basis. If the application package is incomplete, a letter identifying missing items is issued (aka "corrections" letter).
4. When the plan review is complete, a "permit" letter aka Authority to Construct or Authority to Repair is issued to the owner and a copy to the contractor. The letter identifies all required inspections.
5. The contractor may now begin work and must contact EMD to set up inspections as the work progresses/is completed.
6. Currently plan review turn around time is 5 to 6 weeks – this timeline is expected to increase if a significant number of applications are received.
7. The cost for a Healy/ISD upgrade is \$890 (this is a "Repair" fee) and fees will increase July 1, 2008.

	Contact People:
SMAQMD	Isam Boulad (916) 874-4859
EMD	Chris Pace (916) 875-8457



Sacramento
Fire Department

Requirements for Vapor Processing Equipment

Vapor processing equipment shall be:

- Installed in accordance with NFPA 30A and California Fire Code chapter 22.
- Listed for the intended use
- Located at least 10 feet from the nearest property lines or buildings, and 20 feet from dispensing devices.
 - Where required distances to property lines, buildings or fuel-transfer areas cannot be met, means shall be provided to protect against fire exposure:
 - Protective enclosure which extends 18” above the equipment constructed of non-combustible materials
 - Fire protection system using a water spray system
- Protected from physical damage
- Vented to discharge in an upward direction with a termination at least 12’ above grade.