

County of Sacramento
Local Agency Permit Requirements
Enhanced Vapor Recovery (EVR) Phase II & In-Station Diagnostics (ISD)
Planning, Building and Sac Metro Fire

Building Department

1. Complete an Application for Building Permit.
2. Bring the completed application to intake permit counter with plans including: site plan with location of the equipment, required screens with dimensions from property lines and other buildings or structures.
3. Submit specifications or installation instructions for equipment.
4. Submitted electrical plans should include single line diagram and panel schedule – see attached examples.
5. Submit structural plans with calculations, if needed.
6. Submit mechanical plans if needed.
7. Plan check turn-around time are approximately 1 to 2 weeks.
8. Cost of permit for miscellaneous plumbing, mechanical, or electrical permit fees based on valuation.

Planning Department

1. Submit plans to Building – plans will be routed to Planning automatically
2. Planning will review and sign off.
3. Planning may request additional landscaping, screening, and/or painting of equipment.
4. Turn around time approximately 1 to 2 days.
5. Cost of Planning permit included in Building permit fees.

Sac Metro Fire District

1. Submit two sets of plans.
2. Plans typically are completed over the counter.
3. Permit fee is \$140.25

Helpful Hints

1. Secure permits earlier rather than later – agencies will more than likely be hit with numerous requests for permits at the last minute causing delays in permit issuance or plan approval.
2. Building, Planning and Sac Metro Fire are all located at the Building Permit office at 4101 Branch Center Road, so plans may be submitted to Building, Planning and Sac. Metro Fire at the same location.

Contact People

Building	Tim Siemens	(916) 875-4751
Planning	Jack Polenske	(916) 874-5951
Fire	Allyson Warr	(916) 875-4118

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