



# UST Construction Permit Application

## Underground Storage Tank (UST) Program

DevelopmentATX.com | Phone: 311 (or 512-974-2000 outside Austin)  
For submittal and fee information, see [austintexas.gov/digitaldevelopment](http://austintexas.gov/digitaldevelopment)

Email completed application to [UST@austintexas.gov](mailto:UST@austintexas.gov).

City of Austin UST ID: \_\_\_\_\_

Facility Name: \_\_\_\_\_

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

Type of Project (check all that apply):

- New UST Facility**  
- Installation of new UST System (including Hazardous Materials Interceptor (HMI) System).  
*NOTE: Review/Approval from the Development Assistance Center (DAC) is required prior to this Application.*
- Remodel of UST Facility**       With Sampling       Without Sampling  
- Addition or replacement of whole system components (e.g., Tank(s) and/or Lines) at existing UST Facility.  
*NOTE: Review/Approval from the Development Assistance Center (DAC) is required prior to this Application. HMI System design & installation will be required if location doesn't already have one.*
- Manway Construction**       With Sampling       Without Sampling  
- Installation, replacement or repair of spill buckets and/or STP sumps and/or UDC sumps
- Repair Existing UST System**       With Sampling       Without Sampling  
- Repair or replacement of partial system components (e.g. line repair; anode installation) at existing UST Facility
- Hazardous Materials Interceptor (HMI) System Construction Only**  
- Installation or repair of HMI system
- Tank Removal/Tank Closure (Sampling Required)**  
- Tank closure or permanent removal from existing permitted UST Facility
- Ghost Tank or Waste-Oil Tank Removal/Closure (Sampling Required)**  
- Removal of "ghost" tank or waste-oil from unpermitted UST location

Description of Project Work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Construction Date:

\_\_\_\_\_

NOTE: The Contractor must confirm the construction start date with the City of Austin at [UST@austintexas.gov](mailto:UST@austintexas.gov) a minimum of 24 hours prior to starting construction work.

THIS PROPOSED PROJECT WILL BE PERFORMED AND COMPLETED IN ACCORDANCE WITH ALL APPROVED PLANS, SPECIFICATIONS, AND ALL APPLICABLE CITY CODE (INCLUDING SITE DEVELOPMENT REQUIREMENTS) AND STATE REGULATORY REQUIREMENTS. I HAVE READ AND UNDERSTOOD THE TERMS OF THIS PERMIT APPLICATION. I AGREE THAT THE PROPOSED CONSTRUCTION SHALL BE PERFORMED AND COMPLETED IN ACCORDANCE WITH THIS APPROVED PERMIT.

Submitted by: \_\_\_\_\_

Signature: \_\_\_\_\_

Title/Company: \_\_\_\_\_

Phone: \_\_\_\_\_

Email address registered on [Austin Build + Connect \(AB+C\)](http://Austin Build + Connect (AB+C)): \_\_\_\_\_

(refer to page 10 for additional instruction)

<p><b>ADMINISTRATIVE USE ONLY</b></p> <p>Date Submitted: _____ Fees Paid: _____</p> <p>DSD APPROVAL STAMP/DATE: <i>Permit expires 6 months after approval</i></p>
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## UST Owner Information

UST Owner Name: \_\_\_\_\_

UST Owner Mailing Address: \_\_\_\_\_

UST Owner Phone: \_\_\_\_\_ UST Owner Email Address: \_\_\_\_\_

## UST Contractor Information

TCEQ-Registered Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

TCEQ-Registered Company Address: \_\_\_\_\_

TCEQ-Registered Company Email Address: \_\_\_\_\_

TCEQ-Registered Company Registration Number: \_\_\_\_\_

TCEQ-Licensed Contractor Name: \_\_\_\_\_

TCEQ-Licensed Contractor License Number: \_\_\_\_\_ Phone: \_\_\_\_\_

*NOTE: UST Licensed Contractor is responsible for site restoration by revegetation or resurfacing.*

## Corrective-Action Specialist Information (if applicable)

Name: \_\_\_\_\_ TCEQ License Number: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

TCEQ Company Registration Number: \_\_\_\_\_

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

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

## Additional Permits That May Be Required

1. Is the site in the City of Austin utility service area?

- YES
- NO

2. Is there a new site plan applied for in conjunction with this project?

- YES. If yes, what is the site plan number: \_\_\_\_\_
- NO. If no, a Site Plan Exemption Form is required to be submitted with this application, except for UST closures.

3. Are there any building or structural components, electrical material, equipment with new or extended circuitry, or plumbing components to be installed or replaced?

- YES. If yes, Commercial Plan Review and Permitting may be required. Building and related Electrical, Fire, and Plumbing Permits will be issues through the Commercial Plan Review Process.  
For information, refer to <https://austintexas.gov/page/commercial-plan-review> or email [commercialreview@austintexas.gov](mailto:commercialreview@austintexas.gov).

Permit Number: \_\_\_\_\_

- NO.  
NOTE: A Site Plan Determination from the Development Assistance Center (DAC) must be obtained for all projects. Please contact the DAC to determine the necessary requirements for your project. DAC may require a Site Plan Exemption, or request a new Site Plan (for new installs). To determine what you will need, please contact DAC at <https://www.austintexas.gov/department/development-assistance-center> or via email at [DSDDAC@austintexas.gov](mailto:DSDDAC@austintexas.gov).

4. Are there any trees greater than 8 inches (DBH) near your construction area?

- YES. If yes, then show the tree locations on the plans. If the proposed construction occurs within the critical root zone of a tree with DBH 8 inches or greater, then you MUST complete a Tree Ordinance Review Application. An application initiates the development and tree review process and can be found at [www.cityofaustin.org/trees](http://www.cityofaustin.org/trees) or requested at [cityarborist@austintexas.gov](mailto:cityarborist@austintexas.gov).
- NO. If no, then no trees need to be shown on the plans and you will not need to apply for Tree Ordinance Review Application.

5. Does the project require use of City right(s) of way?

- YES. If yes, then a Temporary Use Right-of-Way Permit is required.  
Permit Number: \_\_\_\_\_
- NO. If no, then a Temporary Use of Right-of-Way Permit is NOT required.

## Equipment to be installed

<b>TANKS</b> (for <i>compartment</i> tanks, designate as “1A,” “1B,” etc.)	<b>Tank</b> #_____	<b>Tank</b> #_____	<b>Tank</b> #_____	<b>Tank</b> #_____	<b>Tank</b> #_____
Maximum Capacity (gallons)					
Substance Stored (fuel grade)					
Manufacturer (company)					
Material of Construction					
Secondary Containment (type used; e.g., DW)					
Installation Date (month/year)					
Spill Containment (Y/N)					
Overfill Protection Equipment (e.g., flapper valve, ball float, etc.)					
Tight Fill Connection (Y/N)					
Electronic Monitor (ATG) (Manufacturer and model)					
30-day Tank Release-Detection Monitoring Method					
Tank Manifolded with Another Tank? (Y/N; tank numbers)					
<b>PIPING (Product Lines)</b>					
Manufacturer (company)					
Material of Construction					
Diameter(s) (A”/B”)					
Secondary Containment (type used; e.g., DW)					
Pump Type (Pressure or Suction) & Manufacturer					
Line-Leak Detector Mfg. (Pressure only) MLLDs or ELLDs					
<b>DISPENSERS</b>					
Total Number of Dispensers					
Anchored Shear Valves (Pressure Systems only) (Y/N)					
Vertical Check Valve (Suction Systems only) (Y/N)					
Line Release-Detection Monitoring Method					
<b>CATHODIC PROTECTION</b>	<b>Tanks</b>	<b>Piping</b>	<b>STP Sumps</b>	<b>UDC Sumps</b>	
Cathodic Protection Type (e.g., NCM, Iso, IP, Sac Anode)					

## General UST System Construction Notes

1. The approved *UST Construction Permit* will be an electronic copy of your *UST Construction Permit Application* (without supplemental plans, specifications or documents) returned to you with our Approval Stamp and Date of approval on it.
2. Contact the City of Austin Development Services Department (DSD) / UST Team for UST inspections at least 24 hours prior to commencement of approved UST construction activities and leak testing operations, at [UST@austintexas.gov](mailto:UST@austintexas.gov).
3. UST installation must follow all applicable City, State and Federal construction and safety regulations and guidelines. In addition to the requirements in this rule, the installation of USTs shall be in accordance with the International Fire Code.
4. All excavations and stockpile material will be controlled by some type of erosion and sedimentation control (ESC) best-management practice (BMP) device(s). **Indicate the stockpile location and ESC method on a site map, as well as the flow direction and inlet location(s).** Before hauling any material from site, the City must be notified at [UST@austintexas.gov](mailto:UST@austintexas.gov) with truck company name and the location of the disposal site.
5. Required separation distances for double-walled tanks: Two Feet (2') to excavation walls and other tanks and One Foot (1') to excavation floor.
6. Tops of tanks are required to be at same elevation as one another.
7. Piping must slope a minimum 1/8 inch per linear-foot towards tank.
8. Final cover over tanks must bear anticipated loads: Minimum Two Feet (2') of backfill, and either Six Inches (6") of reinforced concrete or Eight Inches (8") of asphalt.
9. Final cover must extend One Foot (1') past excavation on all sides for double-walled tanks.
10. Tanks must be ballasted by water after installation.
11. In areas where the tank may become buoyant due to a rise in the water-table level or due to siting in an area subject to possible flooding, suitable precautions shall be taken to anchor the tank(s) in place. **Indicate the anchoring method to be used.**
12. Backfill must be washed sand, pea gravel (1/8" - 3/4" diameter), rounded aggregate, or stone/gravel crushings (1/8" - 1/2" angular particle size (ASTM C-33)).
13. Backfill to be compacted in Twelve-Inch (12") lifts to mid-level of tanks or lines, packed under tanks to eliminate voids.
14. Vent lines shall terminate not less than Twelve Feet (12') above adjacent ground level, have pressure/vacuum (P/V) caps, and not be obstructed in any way.
15. All new USTs and piping must be air tested for leakage to the following specifications after installation and before being put in use:
  - A. Double-walled tank installation air test:
    - a) Primary Containment: Soap test at manufacturer's recommended test pressure but not less than 3 or more than 5 psig for 1 hour minimum.
    - b) Secondary Containment: Soap test at manufacturer's recommended test pressure but not less than 2 or more than 5 psig for 1 hour minimum.
  - B. Piping installation air test:
    - a) Primary Piping: Soap test with air pressure of at least 110% of maximum anticipated line pressure but not less than 30 psig, or hydrostatically tested with a minimum of 150% of anticipated line pressure but not less than 30 psig.
    - b) Secondary Piping: Soap test with a minimum air pressure of 5 psig or hydrostatically tested at a minimum pressure of 10 psig.

**NOTE: Contact the City of Austin to schedule tank and line test inspections, per Note 2, above.**

# Underground Storage Tank System Closure Plan

Complete this page if tanks and/or piping are to be removed or closed in situ.

**DESCRIPTION OF EQUIPMENT TO BE REMOVED/CLOSED:**

TANKS	Tank # _____	Tank # _____	Tank # _____	Tank # _____	Tank # _____
Maximum Capacity (gallons)					
Previous Contents Stored (fuel grade)					
Material of Construction					
Date Installed (month/year)					
Date Last in Use (month/year)					
Test Failure or Leak History (Y/N)					
Tank Removal, or in-situ Closure					
<b>PIPING (Product Lines)</b>					
Material of Construction					
Piping to be Pulled or Capped					

Burial Depth: \_\_\_\_\_ Type Backfill: \_\_\_\_\_ Cover over Tank/Piping: \_\_\_\_\_

Surrounding Geologic Material: \_\_\_\_\_

Proposed Construction Date: \_\_\_\_\_ Proposed Date of Tank/Piping Pull: \_\_\_\_\_

Reason for Closure: \_\_\_\_\_

USTs/Piping to be replaced?  Yes  No

Any existing USTs to remain at site after closure?  Yes  No

Are any new USTs or dispensers to be installed after the removal of existing USTs or dispensers?

Yes  No

- If **Yes**, and the new USTs or dispensers are to be installed in the same location, a separate UST Construction Permit Application and a Site Plan Exemption Form must be submitted. Site Plan Exemption permit #: \_\_\_\_\_

- If **No** is selected above, complete this section:

Land Owner Company: \_\_\_\_\_

Land Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Location of stockpiled soil and erosion & sedimentation controls must be shown on a \*site map.**

All excavation and stockpiled material from closure will be placed completely on plastic sheeting and completely covered by same, or backfilled. Indicate location of stockpile material and drainage patterns, including all inlets, on a site map.

Erosion control measures to be used: \_\_\_\_\_  
(refer to Environmental Criteria Manual, Section 1.4).

Name/Address of Tank Disposal Facility: \_\_\_\_\_

Name/Address of Hazardous Materials Disposal Facility: \_\_\_\_\_

**NOTE: DSD must be notified at [UST@austintexas.gov](mailto:UST@austintexas.gov) before any material is removed from the site. Notification will include the approved location, trucking company and date/time of removal.**

Name of Laboratory to Perform Sample Analysis: \_\_\_\_\_

Address of Laboratory to Perform Sample Analysis: \_\_\_\_\_

Samples will be analyzed for (potential analytes listed):

<b>Sampling Parameters</b>	<b>EPA Approved Analysis Method</b>
BTEX	
MTBE	
TPH	
PAH	
Total Pb	

Contact person responsible for notification to the City of all sample results and all written closure reports as soon as they are available: \_\_\_\_\_ Phone #: \_\_\_\_\_

**\*NOTE: PLEASE ATTACH A SITE MAP**

## General UST Closure Operation Notes

(If tanks and/or piping are to be removed)

1. The City of Austin Development Services Department (DSD) must be contacted for inspection at least 24 hours prior to all site activities and sampling operations, at [UST@austintexas.gov](mailto:UST@austintexas.gov).
2. DSD must be notified of sample results as soon as they are available for approval of clean-up operations and closure completion. All written closure reports must be submitted to TCEQ, with a copy to DSD for acceptance of the closure.
3. If significant contamination is found to have occurred beyond the tank pit area, a remediation plan must be submitted for approval, which will eliminate/minimize the threat of harm to public health and the environment. Site remediation must follow all City requirements and TCEQ guidance for leaking petroleum storage tank cleanups in Texas.
4. All used tanks, residual hazardous materials, and contaminated soil and water must be stored, transported, and disposed of in accordance with the COA Environmental Criteria Manual, such as plastic sheeting placed under and over excavated material or temporary backfilling. Temporary Erosion and Sedimentation Control berms or silt fences placed down slope are also required.
5. Right-of-way (ROW) use for construction purposes: Contact the Public Works and Transportation Department if City ROW must be temporarily utilized for construction operations.
6. Contractors performing UST closure must be a registered UST contractor with the State of Texas. Closure operations must follow all applicable City, State, and Federal regulations and guidelines for safety and construction management.
7. Site must be barricaded against unauthorized entry and warning signs "NO SMOKING" and "DO NOT ENTER" must be provided.
8. All possible sources of spark ignition must be eliminated, and at least two fire extinguishers must be provided and placed onsite with a minimum classification of 2A, 20 B: C.
9. Piping must be drained and flushed into tank, then removed or capped. All residual hazardous materials must be removed from the tank prior to removal or permanent filling of the tank.
10. Tanks must be purged of ignitable vapors prior to removal or filling by approved methods such as air education and carbon dioxide/dry ice. A combustible gas indicator (CGI) must be provided onsite to ensure a Lower Explosive Limit (LEL) of less than 20% prior to removal or permanent filling of the tanks.
11. Tanks closed in place must be approved prior to any site activity. A soil/groundwater sampling plan must be submitted with the *UST Construction Permit Application* Packet. All piping must be drained into the tank and either capped or removed. Tanks must be emptied, cleaned out and purged of all vapors. Tanks must be filled with concrete slurry or other inert material capable of filling all voids and hardening to solid material.
12. Tanks must be labeled after removal from the ground with the following warning: "DANGER-FLAMMABLE VAPORS" or "TANK HAS CONTAINED GASOLINE/NOT SUITABLE FOR FOOD OR DRINKING WATER" or "NOT SUITABLE FOR RE-USE."
13. Tank holes must be sealed prior to transportation from site except for a 1/8" hole on top for ventilation.
14. Tank pit excavations left temporarily open must be fenced for public safety if located in an unsecured area.
15. Excavations must be restored (including revegetation and/or surfacing) before the site is approved and accepted for release. All erosion and sedimentation controls are required to remain on site and be maintained until final revegetation and/or surfacing are accepted.



# Document Submission Requirements

## **NEW UST FACILITY:**

1. Completed *UST Construction Permit Application*, in PDF format.
2. Completed *Hazardous Materials Storage Permit Application*, in PDF format.
3. Component specifications and scaled engineering drawings of the proposed new-facility, in PDF format, including, but not limited to: the locations of all underground storage tanks (USTs), pump sumps, fill ports, vapor-recovery ports, monitor wells, product piping, vent piping, fuel dispensers/islands, canopies, buildings, paved areas, parking spaces, air/water service areas, dumpsters, sidewalks, driveways, utilities, trees, fire hydrants, basements, ponds, vaults, storm water inlet locations, hazardous material interceptor (HMI) location, HMI drain location(s), stockpile location, erosion/sedimentation control location, emergency shut-off switch location and shut-off sign location.
4. Arrangements for online payment of required Permit Fees (refer to current *UST Fee Schedule* for *UST Construction Permit Application* fee for New Facility, and *Hazardous Materials Storage Permit Application* fee).

## **REMODEL OF UST FACILITY:**

1. Completed *UST Construction Permit Application*, in PDF format.
2. Component specifications and scaled engineering drawings of the proposed improvements, in PDF format, including, but not limited to: the locations of all underground storage tanks (USTs), pump sumps, fill ports, vapor-recovery ports, monitor wells, product piping, vent piping, fuel dispensers/islands, canopies, buildings, paved areas, parking spaces, air/water service areas, dumpsters, sidewalks, driveways, utilities, trees, fire hydrants, basements, ponds, vaults, storm water inlet locations, hazardous material interceptor (HMI) location, HMI drain location(s), stockpile location, erosion/sedimentation control location, emergency shut-off switch location and shut-off sign location.
3. Arrangements for online payment of required Permit Fees (refer to current *UST Fee Schedule* for *UST Construction Permit Application* fee for a Remodel of a UST Facility).

## **MANWAY, REPAIR, OR HMI CONSTRUCTION:**

1. Completed *UST Construction Permit Application*, in PDF format.
2. Component specifications and scaled engineering drawings of the proposed improvements, in PDF format, including, but not limited to: the locations of all underground storage tanks (USTs), pump sumps, fill ports, vapor-recovery ports, monitor wells, product piping, vent piping, fuel dispensers/islands, canopies, buildings, paved areas, parking spaces, air/water service areas, dumpsters, sidewalks, driveways, utilities, trees, fire hydrants, basements, ponds, vaults, storm water inlet locations, hazardous material interceptor (HMI) location, HMI drain location(s), stockpile location, erosion/sedimentation control location, emergency shut-off switch location and shut-off sign location.
3. Arrangements for online payment of required Permit Fees (refer to current *UST Fee Schedule* for *UST Construction Permit Application* fee for Manway Construction, Repair Construction, or HMI Construction, as applicable).

## **UST REMOVAL / CLOSURE:**

1. Completed *UST Construction Permit Application*, in PDF format.
2. Site drawing, in PDF format, illustrating the location of all underground storage tanks (USTs), product piping, fuel dispensers/islands, vents, canopies, buildings, drainage-flow directions, storm drains, erosion and sedimentation control method and location, stockpile location(s), and sampling locations, if known.
3. Arrangements for online payment of required Permit Fees (refer to current *UST Fee Schedule* for *UST Construction Permit Application* fee for Tank Removal / Closure; or Ghost Tank or Waste-Oil Tank Removal / Closure, as applicable).

## Online Payment Instructions

1. Use **Google Chrome or Internet Explorer** for your web browser (because these particular browsers work best for this process).
2. Create an Account through the City of Austin Pay Portal by first registering [here](#) for an account on [Austin Build + Connect \(AB+C\)](#). If you already have open/active cases/permits, or an existing online profile that you'd like to link to your new AB+C account, email [UST@austintexas.gov](mailto:UST@austintexas.gov) and provide the email address to link for the permit payment.
3. Once you have registered, email [UST@austintexas.gov](mailto:UST@austintexas.gov) and provide us with
  - (a) your Facility Name;
  - (b) the email address under which you registered;
  - (c) your UST Identification Number (if already assigned); and
  - (d) a copy in PDF of this completed Permit Application (if not already provided).
4. We will email you the invoice for you to make your online payment for specified permit(s).
5. After you have completed your online payment successfully, please notify us at [UST@austintexas.gov](mailto:UST@austintexas.gov). We will begin reviewing your Permit Application as soon as we confirm payment has been made.
6. If you encounter any technical difficulties navigating Austin Build + Connect, you may refer to the [Online Permit Application & Payment User Manual](#) or select the online Help button. Otherwise, please contact the UST Program at [UST@austintexas.gov](mailto:UST@austintexas.gov) for assistance.

## Barricade Permits (Temporary Use of Public Rights of Way)

If you are planning a project that will require the use of the City of Austin rights of way (i.e., sidewalks / alleys, parking lanes, parking meters, and/or traffic lanes) for construction purposes which do not require street cuts, you must apply for authorization for a Barricade Permit before you start work. No Building, Demolition, or Driveway Permit, which would also require a Barricade Permit, will be issued until a Barricade Permit is issued.

1. Contact the Public Works and Transportation Departments for applications and/or questions. They will schedule a meeting with you at the job site to help you determine your barricade requirements.
2. Upon approval, you will receive an authorization from Public Works and Transportation. Submit the authorizations with your *UST Construction Permit Application*.
3. Submit a copy of your general liability insurance in the amount required by Risk Management, including a barricade surety bond, and naming the City of Austin as the certificate holder, on forms provided by the City of Austin. Insurance must be in full force and effect during the period of time when the permit shall be issued.
4. You will be issued a Barricade Permit based on the current Barricade Fee Schedule.



## Working Safely in Trenches

When done safely, trenching operations can reduce worker exposure to cave-ins, falling loads, hazardous atmospheres, and hazards from mobile equipment.



OSHA standards require that trenches and protective systems be inspected daily and as conditions change by a competent person before work begins.

### Never enter a trench unless:

- It has been properly inspected by a competent person.
- Cave-in protection measures are in place.
- There is a safe way to enter and exit.
- Equipment and materials are away from the edge.
- It is free of standing water and atmospheric hazards.

### Prevent trench collapses:

- Trenches 5 feet deep or greater require a protective system.
- Trenches 20 feet deep or greater require a protective system designed by a registered professional engineer.

### Protective systems for trenches:

- SLOPE or bench trench walls by cutting back the trench wall at an angle inclined away from the excavation.
- SHORE trench walls by installing aluminum hydraulic or other types of supports to prevent soil movement.
- SHIELD trench walls by using trench boxes or other types of supports to prevent soil cave-ins.

For more information:



[www.osha.gov](http://www.osha.gov) (800) 321-OSHA (6742)

OSHA 3243-09R 2018