



**State of Ohio—Department of Commerce**  
 Division of State Fire Marshal—Bureau of Testing & Registration  
 P.O. Box 529, Reynoldsburg, Ohio 43068  
 Phone (614) 752-7126 Fax (614) 995-4206  
 TTY/TDD 800-750-0750 [www.com.ohio.gov](http://www.com.ohio.gov)

**Application for BUSTR Underground Storage Tank Permit Part A**  
**Owner and Facility Information**

<b>A1) Ownership of Tanks</b>		<b>A2) Facility Information</b>			
Owner #:		Facility #:			
Owner Name:		Facility Name:			
Address:		Address:			
City:		City:			
State / Postal Code:		State / Postal Code:			
Contact Person:		County:			
Contact Phone:		Facility Phone:			
<b>A3) Contractor Information</b>		<b>A4) Local Fire Department Information</b>			
Contractor Name:		Fire Department Name:			
Address:					
City:		Note: A delegated permit must be obtained if the facility is located in a delegated fire department area.			
State / Postal Code:		A list of delegated fire departments may be found at <a href="http://www.com.ohio.gov/fire/BUSTRResources.aspx">http://www.com.ohio.gov/fire/BUSTRResources.aspx</a> .			
Work Phone Number:					
<p><b>Instructions:</b> See full instructions at end of application. Any person performing permit-required work on underground storage tank (UST) system(s) regulated by Chapter 1301:7-9 of the Administrative Code is required to complete the appropriate sections of 'Application for BUSTR Underground Storage Tank Permit' Part A, B, &amp; C. <b>Part A applies to all applicants.</b> When applying for a permit from BUSTR, the permit fee is \$35.00, <b>fee not applicable if in City of Columbus.</b> Make your check payable to: "Treasurer, State of Ohio". Permit fee is non-refundable. Permit expires six (6) months from date of issue unless stated otherwise on the permit.</p>					
<b>A5) System Information</b>		#	#	#	#
Tank Capacity (list gallons)					
Substance Stored (see instructions)					
Date Last Used (or list 'new' or 'in use')					
<b>A6) Components Undergoing Work</b> (see instructions, denote: T, P, S, C or A)					
<b>A7) Work to be Performed</b>					
Installation (also complete Part C)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Removal (of USTs, piping or containments)					
Modification (also complete Part B)					
Major Repair (also complete Part B)					
Closure in Place (requires prior approval)					
Change in Service (to non-regulated)					
Change of Product (change % of biofuel)					
Initial Out of Service (initial 12 months)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Renewal of Out of Service (list months)					
<b>A8) Signature of Applicant:</b>		Work Phone Number:			
Date:		Work Email:			
<b>Official Use Only</b>					
<b>A9) Payment Number:</b>		Payment Date:		Payment Amount:	
				Initial:	

## Permit Instructions and Guidance for Completing the Application for BUSTR Underground Storage Tank Permit—Part A

**General:** Any person performing permit-required work on underground storage tank (UST) system(s) regulated by Chapter 1301:7-9 of the Administrative Code is required to complete the appropriate sections of 'Application for BUSTR Underground Storage Tank Permit' Part A, B, & C. Part A applies to all applicants. Part B applies to modifications, repairs, changes in product of existing UST system(s). Part C applies to installations of new UST system(s).

**A1) Ownership of Tanks:** List the current owner of the UST system or the current property owner. The property owner is the party listed as the land owner as documented with the county auditor or recorder. Listing the current property owner does not necessarily obligate the property owner to perform a closure assessment or corrective actions.

**A2) Facility Information:** List the exact street address. Do not list street intersections. If more than one tank area is present at an address, include additional description (e.g., 100 Maple Street—NW corner).

**A3) Contractor Information:** The contractor may apply for a permit on behalf of the owner. All permit related work must be performed under the supervision of a Certified UST Installer. Both the owner and Certified UST Installer are responsible for obtaining a permit and assuring that the work is inspected by a Certified UST Inspector at the proper times.

**A4) Local Fire Department Information:** Many of the larger cities have fire departments that have been delegated to issue UST permits and perform inspections. If you perform permit-required work in a delegated area, then you must submit the permit application to the delegated fire department. A list of delegated fire departments may be found at <http://www.com.ohio.gov/fire/BUSTRResources.aspx> or contact BUSRT at (614) 752-7938 for clarification.

**A5) System Information:** List the capacity of the UST that is most affected by the work. List the substance store (e.g., gas, diesel or kerosene). If the substance stored is unknown, you must submit additional information demonstrating that the UST is regulated by BUSTR. If the UST is intended for the storage of bio fuels (i.e., greater than 10% ethanol or 20% biodiesel) list the % of the blend of biofuel to be stored. Applications for USTs that are out of service must include the "Date Last Used". Please note, the following substances are not regulated by BUSTR:

- Heating fuel for consumptive use on the premises where stored.
- 100% ethanol or 100% biodiesel
- Diesel Exhaust fluid (DEF)

**A6) Components Undergoing Work:** Denote all components undergoing work. T=Tank, P=Piping, S=System, C=Containments, A=Ancillary Equipment. Installation work normally applies to the entire system (S). Removal work can apply to the entire system or individual components (T, P, C, S or A). Modification, repair and change of product work always applies to individual components (T, P, C or A). Out of service, closure in place and change in service work applies to major components only (T, P or S).

**A7) Work to be Performed:** BUSTR allows different types of work to take place under one permit, though check only one work activity per UST. Installation work is always associated with the installation of a new UST, and the Application for BUSTR Underground Storage Tank Permit—Part C must be filled out as well. In order to distinguish modification from routine maintenance work, refer to the definitions found in paragraph (B) of rule 1301:7-9-02. Modification work is always associated with existing UST systems, and the Application for BUSTR Underground Storage Tank Permit—Part B must be filled out. Major repair applies in cases where a release has occurred. Before repairing an UST system, it is important to report a suspected release to BUSTR. In most cases, a BUSTR inspector will need to visit the site prior to the issuance of a permit for closure-in-place. Change of product applies to existing USTs where greater than 10% ethanol or greater than 20% biodiesel will be stored in the USTs. A permit is required when an UST or piping is out of service more than 90 days. A renewal out-of-service permit must be obtained when an UST or piping is out of service for more than twelve months. List the number of additional months you are seeking.

**A8) Signature of Applicant:** BUSTR will contact this party first if additional information is needed in order to process the permit application. To avoid delays, be sure to list accurate contact information.



## Application for BUSTR Underground Storage Tank Permit—Part C Installation of New UST Systems

Owner #:	Facility #:																		
Owner Name:	Facility Name:																		
<p><b>Instructions:</b> Any person performing permit-required work on underground storage tank (UST) system(s) regulated by Chapter 1301:7-9 of the Administrative Code is required to complete the appropriate sections of 'Application for BUSTR Underground Storage Tank Permit' Part A, B &amp; C. Part A applies to all applicants. Part B applies to modifications, repairs or change of product of existing UST system(s). <b>Parts C applies to installations of new UST system(s).</b> Applications and supporting information shall be submitted to either the Bureau of Testing &amp; Registration or to the local fire department for those areas where authority has been delegated.</p>																			
<p><b>Provide a brief description of the work to be performed:</b></p>          																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%; padding: 5px;">Yes</th> <th style="width: 10%; padding: 5px;">No</th> <th style="padding: 5px;"><b>Mark Yes or No for the following: If Yes is marked, describe in detail in the scope of work.</b></th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">Is any UST system intended for the storage of biofuel that exceeds 10% ethanol or 20% biodiesel by volume?</td> </tr> <tr> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">Is any UST system intended for the storage of hazardous substances per Chapter 1301:7-9-03 of the OAC?</td> </tr> <tr> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">Are any metallic components that routinely contain regulated substance in contact with earthen material?</td> </tr> <tr> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">Is any UST system located next to a bulk, processing or industrial petroleum location?</td> </tr> <tr> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">Is any piping configured to be pressurized by more than one pump feeding into the same line?</td> </tr> </tbody> </table>		Yes	No	<b>Mark Yes or No for the following: If Yes is marked, describe in detail in the scope of work.</b>	<input type="checkbox"/>	<input type="checkbox"/>	Is any UST system intended for the storage of biofuel that exceeds 10% ethanol or 20% biodiesel by volume?	<input type="checkbox"/>	<input type="checkbox"/>	Is any UST system intended for the storage of hazardous substances per Chapter 1301:7-9-03 of the OAC?	<input type="checkbox"/>	<input type="checkbox"/>	Are any metallic components that routinely contain regulated substance in contact with earthen material?	<input type="checkbox"/>	<input type="checkbox"/>	Is any UST system located next to a bulk, processing or industrial petroleum location?	<input type="checkbox"/>	<input type="checkbox"/>	Is any piping configured to be pressurized by more than one pump feeding into the same line?
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<input type="checkbox"/>	<input type="checkbox"/>	Is any UST system located next to a bulk, processing or industrial petroleum location?																	
<input type="checkbox"/>	<input type="checkbox"/>	Is any piping configured to be pressurized by more than one pump feeding into the same line?																	
<p><b>Complete the following by entering the appropriate information:</b></p>																			
List the number of feet that the UST(s) are from the closest property line.																			
List the number of feet that the UST(s) are from the closest building foundation.																			
List the number of feet that the dispenser(s) are from the closest property line.																			
List the number of feet that the dispenser nozzle(s) are to the closest building opening.																			
List the number of feet that the dispenser(s) are to the closest fixed source of ignition.																			
List the number of feet that the kerosene dispenser(s) are from the closest class I dispenser (e.g., gasoline).																			
Indicate the purpose of the facility: Retail or Non-Retail.																			
Indicate the type of facility: Attended or Unattended.																			
<p><b>The following items shall be submitted with the application. Indicate with a mark that the following items are included in the application package:</b></p>																			
<input type="checkbox"/>	A thorough description or scope of work of activities being performed on the UST system(s).																		
<input type="checkbox"/>	A scaled site plan noting location of structures, property, streets, waterways, major utilities within 50 feet of the site.																		
<input type="checkbox"/>	USTs, product lines and dispenser islands and vent lines are clearly shown on the submitted plan.																		
<input type="checkbox"/>	A thorough description, including brand names, of all UST, piping, containment, and ancillary components for the UST system(s).																		
<input type="checkbox"/>	Underwriters Laboratories (UL) listings, or equivalent, demonstrating compatibility with biofuel (ethanol greater than 10% or biodiesel greater than 20%) or with any hazardous substance, if present.																		
Name of Applicant (print):																			
Date:																			
Work Phone Number:																			
Work Email:																			

SUBMIT

Press Submit or email to [CFDTanks@columbus.gov](mailto:CFDTanks@columbus.gov)