



Los Angeles Fire Department Underground Storage Tank Unit
Contractor Owner Required Information

1) Contractors Information Required (Permitee must bring these documents each time)

- A. Copy of State Contractors License Wallet Size [A, B and Haz.]
- B. Copy of State Contractors License Board wall sized Certificate
- C. Copy of City Business License and Proof of Payment of Current Year
- D. Copy of Workers Compensation and Liability Insurance (for Current year)
- E. Letter from Contractor authorizing named agent to pull permits
- F. Required ICC and product manufacturer certifications

2) Ownership Information Required (Permitee must bring these documents each time)

- A. Filled out Division 5 permit Application (Filled out completely)
- B. Proof of ownership of Contract Site - Copy of tax bill or grant deed must Include property owners name and site address
- C. Facility ownership information, must be a named person with billable mailing address
- D. Letter from Property Owner authorizing Contractor to do work at specific site address
- E. Certification of Financial Responsibility on state form, Self-insured certificate is acceptable
- F. Plans - 3 sets
 - o Tank Removal = Plan Size 11 x 17 or 18 x 24; must include a EPA number
 - o Installations or Add to Alter Modifications: Plans Size 18 x 24 *only*

3) Additional EVR Phase II Documents

- A. Proof of AQMD Phase II Permit application
- B. Proof of ICC Vapor Recovery Certification
- C. Proof of each manufacturers product certification

* Emergency and time sensitive projects may use our 7-10 day expedite process at an additional cost of \$704.00