

MENDOCINO COUNTY

DIVISION OF ENVIRONMENTAL HEALTH

THE PERMIT PLACE

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DEPARTMENT OVERVIEW

DIVISION OF ENVIRONMENTAL HEALTH

Located in the Mendocino County Administration Center, the Mendocino County Division of Environmental Health (DEH) provides a wide variety of environmental services in 14 different public health program areas.

Ukiah Office: 501 Low Gap Road, Room 1326, Ukiah, CA 95482
(707) 463-4466 FAX (707) 463-4308
E-Mail: enviroh@co.mendocino.ca.us
INTERNET: www.co.mendocino.ca.us/eh

Coast Office: 790 Franklin Street, Fort Bragg, CA 95437
(707) 961-2714 FAX (707) 961-2720
INTERNET: www.co.mendocino.ca.us/eh

Hours: Monday-Friday, 8:00 am to 12 noon; 1:00 pm to 5:00 pm

MISSION STATEMENT

The mission of DEH is to safeguard the public's health from diseases and health hazards related to water, food, sewage, hazardous materials, solid waste and other environmental factors.

VISION STATEMENT

Our vision is a community that understands and supports environmental compliance. Secondly, our vision is a fully staffed division functioning as a team which relies more on education than enforcement to accomplish goals or gain compliance.

DEPARTMENT SERVICES

DEH services are divided into three programs: The Land Use program (LU), the Consumer Protection Program (CP) and the Hazardous Materials/Solid Waste Program (HMSW).

The LU enforces State and County laws and issues permits relative to individual sewage disposal systems, individual domestic water wells, preparing and selling food for the general public, public swimming pools, and small public water systems.

The CP program enforces State and County laws and issues permits relative to preparing and selling food for the general public, public swimming pools and spas, and small public water systems. The CP also teaches the food certification classes.

The HMSW enforces State and County laws and issues permits or requires plans relative to underground storage tanks, monitoring wells, the handling and storage of hazardous materials, and solid waste disposal for private and public enterprises.

PERMIT CHECKLIST

DIVISION OF ENVIRONMENTAL HEALTH

Applications and information area available at the County Division of Environmental Health, or may be available on the web at www.co.mendocino.ca.us, under the Division of Environmental Health.

Food Facilities

_____ Permit to Operate-Food Services

Sewage Disposal

- _____ Septic Tank Permit- Standard or Non Standard (Alternative) New, Repair, Replacement, Addition, Destruction
- _____ Septic Tank Permit Renewal
- _____ Septic Tank Transfer of Ownership
- _____ Operational Permit
- _____ Site Evaluation Report

Water Provision

- _____ Domestic Water Well Permit- Construction or Destruction
- _____ Water Well Permit Renewal
- _____ Public Water Supply Permit
- _____ Monitoring Well Construction Permit
- _____ Public Pool/Spa-Annual, Seasonal, Plan Check

Solid Waste

- _____ Solid Waste Facility Permit or Exemption
- _____ Solid Waste Application-Five Year Review
- _____ Solid Waste Application-Closure/ Post Closure

Hazardous Materials

- _____ CUPA Permit
- _____ Underground Tank-New Construction Permit
- _____ Underground Tank-Closure Permit

FREQUENTLY ASKED QUESTIONS

DIVISION OF ENVIRONMENTAL HEALTH

SEPTIC TANKS

1. Do I need a site evaluation report to get a Septic Permit?

If you are developing a parcel with a new home or other structure generating domestic waste, you will need to obtain a sewage disposal system (septic) permit from the Division of Environmental Health (DEH). Prior to issuing a permit for a new septic system, DEH must approve a site evaluation report which demonstrates that the parcel is suitable for a septic system. If your parcel was created by a land division after 1979, DEH may have a copy of an approved site evaluation report. If the parcel was not created by a land division after 1979, you will need to contact a qualified site evaluator to conduct site evaluation testing. DEH has a list of qualified site evaluators if you are looking for someone.

2. How long does it take Environmental Health to review Site Evaluation Reports?

The **average** time to complete a review of a site evaluation report for a septic tank is 10 **calendar** days, some will take less time and some will take more time. The main issues that affect the review process are the completeness of the report, the complexity of the project, the current staffing of the division, and the time of the year.

3. How long is a Septic Permit valid?

Once the septic permit is issued, it is valid for two years. The permit can be renewed annually thereafter by paying the annual renewal fee. As long as the annual renewal fee is paid, the permit remains valid indefinitely. If a septic permit expires, a new permit can be issued only if the parcel meets current standards and the full septic permit fee is paid.

4. I want to get a Building Permit. Should I go to Environmental Health or Planning and Building Services first?

You should go to Planning and Building Services first to check for zoning compliance. Then, before making a building permit application, check with Environmental Health regarding sewage disposal requirements.

5. How long does it take Environmental Health to review Building Permit applications?

The **average** time to review a building permit for compliance with sewage disposal requirements is 5 **calendar** days. Nearly 90 percent of the building permit applications are processed in less than 20 calendar days. In general, building permit applications that have a detailed description and a complete plot plan are processed faster than incomplete applications. A complete description includes the number of bedrooms in a proposed house or the number of employees/customers for a commercial operation. A complete plot plan will clearly show the location of all existing and proposed septic tanks, leach fields, and water wells.

6. How long is the Site Evaluation Report valid?

The Site Evaluation Report is valid for five years after approval, unless new laws or regulations are adopted, or the site conditions change (e.g., a road is bulldozed through the leach field area, or the house is built on top of the leach field area, or a well is drilled closer than 100 feet from the leach field). If site conditions change, the report would have to be repeated. Testing for land divisions that were completed prior to 1979 does not meet current standards and must be repeated.

7. Do I have to build the Septic Tank System where it was tested?

Yes, testing and installation are specific to a location on your property, it is not for the property as a whole.

8. When does Environmental Health want to inspect the Septic Tank System?

Unless otherwise specified on the permit, inspection is accomplished after the system is totally constructed but just prior to burial.

9. If I wanted to build a second home can I hook up to my existing septic system and well?

Unless planned at the time the primary residence and septic system were built, the second residence will require a separate sewage disposal system and 100% expansion area for a future leach field replacement. You will have to hire a site evaluator to determine the septic system location for the new residence. You will also have to show that you have an area available for a replacement septic system for the existing residence. You could connect to your existing water well system; however, you will have to submit a pump test report by a site evaluator. In areas served by a public water system, you should check with them to determine if they will serve the second unit.

WELLS

1. What types of wells require a well permit?

All wells, including domestic wells, agricultural wells, and monitoring wells. All soils borings for wells require a boring permit.

2. Do I need approval for a well before I get a Building Permit for single family dwelling?

A building permit for a single family dwelling does not require proof of water quality or quantity. Prior to testing or drilling a well or boring, a well permit or boring permit must be obtained from a licensed well driller.

FOOD FACILITIES

1. I want to sell food. What do I need to do?

The following requirements apply to persons in the County and incorporated cities. The first step is to make an appointment with an Environmental Health Specialist (EHS), also called a Health Inspector for your area. You can pick up their business card at the Division of Environmental Health's front counter. Ask the clerical staff who your inspector is for your area. The clerical staff will provide you with the correct name for your area and will give you a copy of the laws, handouts and materials to aid you in the application process. The EHS will explain the process for obtaining a Permit to Operate including fees required and the inspection process. A food handlers certification may also be required.

After the initial consultation you need to submit a completed application for a Permit to Operate. You must also submit a detailed facility plan and obtain a building permit if there is to be any construction or remodeling. **There are strict State standards and laws for building materials and equipment for food facilities.** Please check with your health inspector first before investing in equipment, refrigerators, microwaves, dishwashers, hot water heaters, lighting fixtures, or building materials such as counter tops, wall, ceiling, and floor materials. You should also be aware that many existing buildings were not constructed with food facilities in mind. There may be requirements for grease traps, dry food storage facilities, water, and restroom and septic system

plumbing requirements. There are also fees for the plan review and an annual fee for your Permit to Operate.

You should also contact the City Building Inspection Department if you live in an incorporated City or the County Planning and Building Department if you live in the County. You may need to have a building permit from them and/or Planning Department clearance for zoning issues. You will also need a business license which you obtain from the Treasurer-Tax Collector, either from the City or the County, depending on where your business is located. You will need clearance from Environmental Health before the other departments will issue you a business license.

CUPA PERMITS AND UNDERGROUND STORAGE TANKS

1. What is CUPA?

In 1998, Mendocino County Division of Environmental Health was approved to be a Certified Unified Program Agency (CUPA) by the State of California. As a CUPA, Environmental Health is responsible for enforcing laws and regulations pertaining to the handling of hazardous materials, generation of hazardous waste, operation of underground storage tanks, and oversight of some other hazardous materials related issues.

2. Does a business need a CUPA Permit?

If a business has underground storage tanks, or generates or handles hazardous materials or wastes, it will need a CUPA permit. The CUPA facility permit encompasses the permitting and regulatory requirements for those activities.

3. Does a business need a permit to handle hazardous materials?

Businesses that handle or store 55 gallons of liquid or 500 pounds of solid or 200 cubic feet of gas need a CUPA Permit. Some examples of businesses that may require a CUPA Permit are gas stations, auto repair, corporation yards, dry cleaners, or other businesses with aboveground or underground tanks. Forms are available at Environmental Health.

4. What does a business which generates, stores, treats, or recycles hazardous waste need to do?

If a business generates or handles any amount of hazardous waste, it needs to comply with the California Hazardous Waste Control Law. Some common hazardous wastes are used automotive oils, used filters, used antifreeze, waste solvents, etc. Basic hazardous waste requirements include proper storage, labeling, disposal, and record keeping. A business needs to notify the Division of Environmental Health of the type and quantity of hazardous waste annually generated. Contact Environmental Health for guidance in dealing with your hazardous waste. Hazardous waste generators also need an EPA waste generator identification number. Call EPA at (800) 618-6942 or go to www.dtsc.ca.gov/IDManifest/ID_Numbers.cfm to get a waste generator identification number or to find out if your facility has previously been assigned an identification number.

5. What permit is needed for an Underground Storage Tank (UST)?

An annual CUPA Permit to Operate is required. You can obtain that permit from Environmental Health. Each year Environmental Health will inspect your facility to see if you are operating in compliance with State regulations. Environmental Health will leave a copy of the inspection report at your facility. The inspection report will list any needed changes in the operation to bring your facility into compliance with State regulations. (Also consult with the Mendocino County Air Quality Management District regarding a vapor recovery and discharge permit).

6. What approvals are needed to construct or install an Underground Storage Tank?

If you are constructing or installing a new underground storage tank, you will need a UST construction permit from Environmental Health. (Also consult with the Mendocino County Air Quality Management District and Planning and Building Services Department for their requirements.)

7. What approvals are needed to remove or discontinue use of an Underground Storage Tank?

A business which wants to discontinue or change the use of an underground storage tank which has contained a hazardous substance must contact Environmental Health for a closure permit.

A person with a private residence or farm where an underground storage tank is to be closed may need a closure permit from Environmental Health. Contact Environmental Health to find out if a closure permit is required.

Soil and groundwater contamination from an underground storage tank system must be reported to Environmental Health. In addition, the closure contractor needs to be properly licensed, and the underground storage tank and any sludges, rinsates, or residual liquids must be properly handled as hazardous waste.

8. Does a business which intends to construct an Aboveground Storage Tank to store a hazardous substance need a construction permit from the Division of Environmental Health?

Yes. The business will need to comply with the aboveground petroleum storage act to file a Hazardous Materials Management Plan with Environmental Health within 30 days of commencing operation of a new aboveground storage tank.

HOW TO APPLY FOR AN INDIVIDUAL ONSITE SEWAGE DISPOSAL SYSTEM PERMIT

DIVISION OF ENVIRONMENTAL HEALTH

- 1. Do you need to obtain a permit to construct or repair an individual sewage disposal system?**
State law and County ordinance require persons who wish to construct or repair an individual sewage disposal (septic) system to obtain a permit from the Division of Environmental Health. The “Land Development Requirements: Minimum Standards for On-Site Sewage Systems” detail site evaluation and permitting process requirements. Setback requirements are included in this chapter. Information on “non-standard” sewage system is provided in the next section.
- 2. Fill out the Permit.** You will need to submit plans and soil characteristics information so that a system can be designed, installed and inspected to ensure a safe and long lasting system for the dwelling unit. Qualified private site consultants (Registered Environmental Health Specialists, Civil Engineers, and Certified Professional Soil Scientists) provide this service and work with Environmental Health personnel in the design and inspection of your system. Environmental Health can provide a list of qualified site evaluators. In cases of repair, Environmental Health personnel may design your system at no extra charge if the site conditions are not severe and fall within the design parameter policy of Environmental Health.
- 3. Submit the Forms for Review.** Drop off or mail in your application to:
Mendocino County Division of Environmental Health
501 Low Gap Rd., Room 1326, Ukiah, CA 95482.

Applications for permits in the Fort Bragg inspection area may be submitted directly to the Coast office, 790 Franklin Street, Fort Bragg, CA 95437.
- 4. Plan Review Process.** Our staff will review the form for completeness. You or your contractor may be called if we have questions. If additional information is needed, a letter will be sent explaining application deficiencies and requesting additional information. A site view may be required by the Environmental Health inspector. When the application is determined to be complete, a permit will be issued and we will notify you that your permit is ready.
- 5. Fees.** Contact our office for current fees, we can be reached at 463-4466.

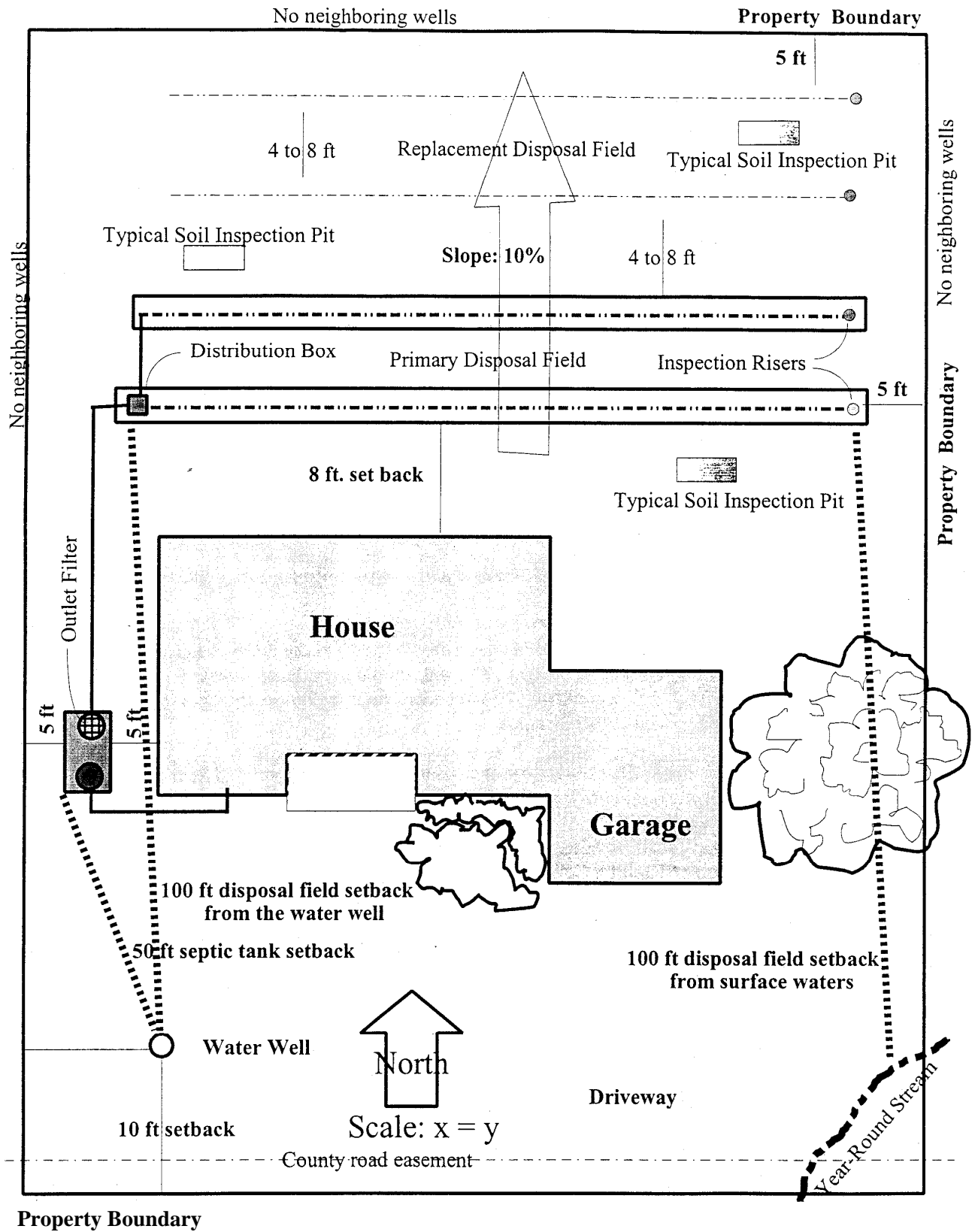
SETBACK REQUIREMENTS FOR ON-SITE SEWAGE SYSTEMS

DIVISION OF ENVIRONMENTAL HEALTH

SETBACK REQUIREMENTS – See attached drawing: “Required Setbacks.”

1. For buildings, foundations, or structures, including porches, steps, breeze-ways, patios, carports, walkways, driveways, and other similar structures or appurtenances, the setback is five (5) feet to the septic tank and eight (8) feet to the leach field. Property line setback is five (5) feet.
2. For wells, whether used for domestic or irrigation purposes, and whether used or unused, the setback is 50 feet from septic tank and 100 feet from a leach field.
3. For streams which run continuously or a major portion of the year, the setback is 100 feet, as measured from the 10 year flood line elevation on a stream where a Federal Emergency Management Agency (FEMA) study has been made, or an elevation established by a qualified site consultant as the 10 year flood line.
4. For seasonal/intermittent streams and drains, the setback is 50 feet and is measured from the edge of the watercourse. If the stream has been mapped in a FEMA study, then the 100 feet setback to the 10 year flood line applies whether the stream is considered seasonal, intermittent, or continuously flowing.
5. For ocean, lakes, ponds, reservoirs, springs or spring developments, the setback is 100 feet. For the ocean, the setback is from mean high tide.
6. For cliffs, cut banks, sharp breaks in slope, the setback is 25 feet. If groundwater or soil depth beneath the trench is less than five (5) feet, then a 50 foot setback is required.
7. A sewage system may not be installed on a slope steeper than 30%, unless the site qualifies for a waiver.
8. Distribution box setback is five (5) feet from the septic tank.
9. Groundwater intercept drains (also known as curtain or French Drains) must be sited no less than 15 feet up gradient and 50 feet laterally from any leach field, and 25 feet from any property line.
10. A waiver of setback requirements may be allowed, if all other criteria meet the Water Quality Control Board’s “Basin Plan,” and in the opinion of the Environmental Health Division, the public health is not compromised.

Excerpt from “Land Development Requirements: Minimum Standards for On-Site Sewage Systems,” Division of Environmental Health (Rev. June 1998).



REQUIRED SETBACKS

HOW TO APPLY FOR A NON-STANDARD ON-SITE SEWAGE SYSTEM PERMIT

DIVISION OF ENVIRONMENTAL HEALTH

1. **What is a non-standard sewage disposal system?** Mendocino County, with the approval of the North Coast Regional Water Quality Control Board, has developed a Non-Standard On-Site Waste Water Systems Program. In the last decade numerous new non-standard sewage disposal technologies have been developed improving existing on-site wastewater design. These new technologies address sites with marginal soil conditions which cannot be developed with standard disposal system designs. Many of these technologies are cost-effective solutions to long standing development problems. Some of these systems include Wisconsin Mounds, Sand Filters, Aerobic Drip Systems, etc.
2. **Fill out the Permit Application.** The Non-Standard On-Site Waste Water Systems Program requires the use of an Operating Permit, recorded Agreement between the applicant and County regarding monitoring, and an active term service contract. The Operating Permit will require periodic monitoring by the qualified service provider.
3. **Submit the Forms for Review.** Drop off or mail in your application to:
Mendocino County Division of Environmental Health
501 Low Gap Rd., Room 1326, Ukiah, CA 95482
4. **Plan Review Process.** Our staff will review the form for completeness. You or your contractor may be called if we have questions. If additional information is needed, a letter will be sent explaining application deficiencies and requesting additional information. When the application is determined to be complete, a permit will be issued and we will notify you that your permit is ready.
5. **Fees.** Contact our office for current fees, we can be reached at 463-4466.

HOW TO APPLY FOR A DOMESTIC WATER WELL PERMIT

DIVISION OF ENVIRONMENTAL HEALTH

- 1. Do you need to obtain a permit to drill a water well?** All water wells require a permit from the Division of Environmental Health. Well drilling requires special equipment and expertise. Improper drilling methods may contaminate aquifers that supply water to many people. Well drillers must follow the specific construction and sealing standards in the County ordinance.
- 2. Fill out the Permit Application .** You will need to obtain the services of a State Licensed Contractor with a C-57 License. The Division of Environmental Health can provide a list of well drillers who conduct business Mendocino County. The contractor will fill out the application form.
- 3. Submit the Forms for Review.** Drop off or mail in your application to:
Mendocino County Division of Environmental Health
501 Low Gap Rd., Room 1326, Ukiah, CA 95482.

Applications for permits in the Fort Bragg inspection area may be submitted directly to the Coast office, 790 Franklin Street, Fort Bragg, CA 95437
- 4. Plan Review Process.** Our staff will review the form for completeness. You or your contractor may be called if we have questions. If additional information is needed, a letter will be sent explaining application deficiencies and requesting additional information. When the application is determined to be complete, a permit will be issued and we will notify you that your permit is ready.
- 5. Fees.** Contact our office for current fees, we can be reached at 463-4466.

HOW TO APPLY FOR A MONITORING WELL OR BORING PERMIT

DIVISION OF ENVIRONMENTAL HEALTH

1. **Do you need to obtain a permit to construct a monitoring well or a boring?** All monitoring wells and soil borings require a permit from our office.
2. **Fill out the Permit Application.** You will need to obtain the services of a State Licensed Contractor with a C-57 License. The contractor will fill out the application form.
3. **Submit the Forms for Review.** Drop off or mail in your application to:
Mendocino County Division of Environmental Health
501 Low Gap Rd., Room 1326, Ukiah, CA 95482.

Applications for permits in the Fort Bragg inspection area may be submitted directly to the Coast office, 790 Franklin Street, Fort Bragg, CA 95437.
4. **Plan Review Process.** Our staff will review the form for completeness. You or your contractor may be called if we have questions. If additional information is needed, a letter will be sent explaining application deficiencies and requesting additional information. When the application is determined to be complete, a permit will be issued and we will notify you that your permit is ready.
5. **Fees.** Contact our office for current monitoring well and boring fees, we can be reached at 463-4466.

HOW TO APPLY FOR A FOOD FACILITY PERMIT

DIVISION OF ENVIRONMENTAL HEALTH

1. **Do you need to obtain a permit to construct, remodel or operate a food facility?** State law requires persons who wish to construct, remodel or operate a food facility to obtain construction plan approval from our office. After approval of the plan, a **Permit to Operate** the food facility is required. Some of the types of food facilities which may require a permit include:
 - Restaurant or bar (year-round or seasonal)
 - Caterer in an existing or new facility
 - Catering kitchen
 - Retail market, grocery, deli, bakery
 - Bed and breakfast or inn with full or continental breakfast
 - Any other facility, place, or temporary or seasonal event where food (including beverages or prepackaged food) is prepared, sold or consumed by the public
 - Food vehicle (hot dog cart, etc)
 - Mobile food preparation unit
 - Vending machine(s)
 - Produce stand/certified farmers market
 - Schools, organized camps
 - Concession stands or food booths
 - Home occupations engaged in food preparation (see footnote ¹ below)
2. **Fill out the Permit Application.** A “Plan Review/Construction Guide” is available from the Environmental Health office to assist you. The Guide addresses construction and equipment requirements for food handlers, floors, walls and ceilings, open food protection, storage, garbage and trash storage areas, rest rooms, clothing change and storage areas, vermin control, water supply, kitchen wastewater, exhaust hoods and ducts, equipment and utensils, refrigeration, ice machines, kitchen utensil, hand washing and food preparation sinks, janitorial facilities, dishwashing machines, and dipper wells.
3. **Submit the Forms for Review.** Drop off or mail in your application to:
Mendocino County Division of Environmental Health
501 Low Gap Rd., Room 1326, Ukiah, CA 95482
4. **Plan Review Process.** Our staff will review the form for completeness. You or your contractor may be called if we have questions. If additional information is needed, a letter will be sent explaining application deficiencies and requesting additional information. When the application is determined to be complete, a permit will be issued and we will notify you that your permit is ready.
5. **Fees.** Contact our office for current fees, we can be reached at 463-4466.
6. **Annual Review.** A Permit to Operate is issued on an annual basis on the basis of specific operational parameters and records documented by the facility operator. The Permit to Operate is only issued if the facility is in substantial compliance with State food handling laws. The Permit to Operate is not transferable to another operator or owner. Food facilities are inspected annually or more often, depending on the type of facility and methods of food preparation. Some facilities receive as many as four inspections a year.

¹ Commercial food preparation cannot be done in a person’s home. A food facility conducted as a home occupation must be located in a separate structure in accordance with County Zoning regulations. Assembling prepackaged foods is exempt.

HOW TO APPLY FOR A CUPA PERMIT

DIVISION OF ENVIRONMENTAL HEALTH

- 1. Do You Need to Submit a Hazardous Materials Management Plan (HMMP)?** A business that handles a hazardous material or a mixture containing a hazardous material in a quantity equal to or greater than 55 gallons liquid, 500 pounds solid material, or 200 cubic feet gaseous material *at any one time* during the year may be required to obtain a CUPA² Permit. As part of the CUPA Permit process, you must prepare and implement a Hazardous Materials Management Plan and file a copy of the Hazardous Materials Management Plan with the Division of Environmental Health.
- 2. Prepare the Plan.** Obtain a ‘Hazardous Materials Management Plan Program Guide’ from the Division of Environmental Health. The Plan must include the information requested, including basic information about the business, a Chemical Inventory, location and method of storage, evacuation diagram, how and when to make notifications of the release or threatened release of a hazardous material, and an employee training program.
- 3. Submit the Hazardous Materials Management Plan for Review.** Keep a copy of the completed form at the site for use in an emergency and send the originals to:
Mendocino County Division of Environmental Health
501 Low Gap Rd., Room 1326, Ukiah, CA 95482
- 4. Plan Review Process.** Our staff will review your forms for completeness. You may be called if we have questions. Most changes to the forms can be completed over the phone. When complete, we will send copies to the appropriate fire agency.
- 5. Fees.** Fees are based on the maximum amount of material handled during the year. Every year following the submittal of your plan and the first fee, an annual invoice is mailed to you. Payment is due within 30 days. To avoid late fees, call before the 30 day deadline and arrange a payment schedule.
- 6. Annual Plan Review.** The law requires review of the Chemical Inventory every year and review of the entire plan every two years. Changes to your facility’s HMMP and Chemical Inventory must be submitted to the Division of Environmental Health within 30 days of the change.

Hazardous Materials Management Plans Benefit Our Community:

Improved safety and handling
Improved training for employees
Prepares businesses for accidental releases
Prepares emergency response agencies
Safeguards your health and the environment from accidental releases

² CUPA is an acronym for Certified Unified Program Agency

HOW TO APPLY FOR A PERMIT TO CONSTRUCT, MODIFY, OR CLOSE AN UNDERGROUND STORAGE TANK

DIVISION OF ENVIRONMENTAL HEALTH

1. **Do you need to obtain a permit for work on your underground storage tank (UST)?**
 - If you are installing, repairing or closing any **underground** portion of your tank, piping or attached equipment, you will need to obtain a permit. If you are replacing or repairing the above ground portion of a dispenser (for example), a permit from our agency is not required.
 - If the tank was used for a **commercial** business (this also includes apartments, motels, offices, etc.), then a permit is required. If the UST was always used for a single family residence, then a permit may not be required, but we do recommend obtaining one. Many financial institutions or buyers require proof that the UST did not leak. The closure process can document this fact.
2. **Fill out the Permit.** Obtain an 'Application for Permit to Construct or Modify an Underground Storage Tank' or an 'Application for Permit /Approval to Close an Underground Storage Tank.' as applicable. The State Contractor can help you by providing the Plans, Cut Sheets, Installation Instructions and Checklist. If you have any questions or need help filling out the application, please call us at 463-4466.
3. **Submit the Forms for Review.** Drop off or mail in your application to:
Mendocino County Division of Environmental Health
501 Low Gap Rd., Room 1326, Ukiah, CA 95482
4. **Plan Review Process.** Our staff will review your forms for completeness. You may be called if we have questions. If additional information is needed, a letter will be sent explaining application deficiencies and requesting additional information. When the application is determined to be complete, a permit will be issued and we will notify you that your permit is ready.
5. **Fees.** A fee schedule is included in the application. If you have questions determining the correct fee, please call our office at 463-4466.
6. **Annual Review.** An annual Permit to Operate is required. You obtain that permit from Environmental Health. Each year Environmental Health will come out to your facility to inspect and see if you are operating in compliance with State regulations. Environmental Health will leave a copy of the inspection report at your facility. The inspection report will list any needed changes in the operation to bring your facility into compliance with State regulations.