



DISTRICT OF COLUMBIA
DISTRICT DEPARTMENT OF THE ENVIRONMENT (DDOE)
STANDARD PERMITTING PROCEDURES FOR
INSTALLATION OF UNDERGROUND STORAGE TANKS



I. NOTIFICATION/PERTMITTING PROCEDURES

- Pursuant to 20 DCMR §§ 5603.1, the UST owner/operator must notify the District Department of the Environment (DDOE), Underground Storage Tank (UST) Program office five (5) days in advance of performing work either in writing or by completing the UST/LUST Activity Notification form on our website.
- A \$200 fee is required by the UST Branch DDOE for UST installation. Fees can be paid by checks and money orders made payable to the DC Treasurer.
- The owner/operator must obtain and complete a standard construction permit form and Building Permit Application Supplemental for from the DCRA Permit Processing Division, located at 1100 4th Street SW, Washington DC 20024 (Waterfront), they can be reached at (202) 727-7047.
- These forms, the installation plans, drawings, tank specifications and a site diagram must be taken to DDOE for sign-off at 1200 First Street, N.E., 5th Floor – UST Branch. DDOE reviews and signs off on installation diagram and plans within five (5) days after receipt.
- Pursuant to 20 DCMR §5603.2, forty-eight (48) hours in advance of the excavation activity, the owner/operator must notify the D.C. Fire Marshal's (DCFM) Technical Inspections Plans and Permits Branch, Hazardous Materials Section on 202-727-1614, and the UST Branch , on 202-535-2600 to arrange for representatives of the DCFM and DDOE to be on-site.

II. INSTALLATION PRACTICES

- The contractor must follow 20 DCMR § 6101, and standard tank installation safety practices as contained in the American Petroleum Institute Publication 1615, the D.C. Fire Code, or equivalent DDOE approved standard.
- An Official from the DCFM and DDOE must be present upon tank removal for tank and excavation area assessment.
- Any contaminated soil excavated for UST installation should be taken offsite for treatment and disposal. Onsite stockpiles should be placed on and covered with impermeable material to prevent erosion and leachate and be removed within 10 days.

For Additional Information or Clarifications please contact:

District of Columbia Department of the Environment
Toxic Substances Division, Underground Storage Tank Branch

Attention: Branch Chief

1200 First Street, NE, 5th Floor, Washington, DC 20002.

Tel: (202) 535-2600 Fax: (202) 535-1383

Website: www.green.dc.gov, Email: ust.ddoe@dc.gov