

## **City of Citrus Heights**

Local Agency Permit Requirements  
Enhanced Vapor Recovery (EVR) Phase II & In-Station Diagnostics (ISD)  
Building, Planning, Sac Metro Fire,  
Sacramento Metropolitan Air Quality Management District (SMAQMD) and  
Environmental Management Department (EMD) aka CUPA

### **Building Department**

1. Complete an [Application for Building Permit](#)
2. Bring the completed application to intake permit counter with plans including:
  - a. Site plan with location of the equipment, required screens with dimensions from property lines and other buildings or structures.
  - b. Landscape or [Screening Plan](#) (See Page 3-35, 106.31.040.14)
  - c. Specifications or installation instructions for equipment.
  - d. Electrical plans should include
    - i. One Line Diagram
    - ii. Panel Schedule.
  - e. Structural plans with calculations, if needed.
  - f. Mechanical plans, if needed.
  - g. Plan check turn-around time are approximately 1 to 2 weeks.
  - h. Submit [permit fee](#) based on Valuation of project.

### **Planning Department**

1. Submit plans to Building – plans will be routed to Planning automatically
2. Planning will review and sign off.
3. Planning may request additional landscaping, screening, and/or painting of vapor processing equipment.
4. Turn around time approximately 1 to 2 days.
5. Fee included in Building Plan Review fees – no additional charge.

### **Sac Metro Fire District**

1. Submit two sets of plans.
2. Install vapor processing equipment in accordance with [NFPA 30A](#) [www.evrhome.org/pdf/nfpa\\_ch30\\_2005.pdf](http://www.evrhome.org/pdf/nfpa_ch30_2005.pdf) and [California Code of Regulations \(CCR\), Title 19, Chapter 11.5](#)– see [www.evrhome.org/pdf/vr\\_fire\\_regs\\_2004\\_short.pdf](http://www.evrhome.org/pdf/vr_fire_regs_2004_short.pdf)
3. Locate vapor processing equipment at least 10 feet from the nearest property lines, buildings, and 20 feet from dispensing devices. If required distances to property lines, buildings or fuel transfer areas can not be met, means shall be provided to protect against fire exposure.
4. Provide means to protect vapor processing equipment from physical damage.
5. Install vapor processing equipment to vent in an upward direction with termination at least 12' above grade.
6. Plans typically are reviewed and completed over the counter.

7. Permit fee is \$140.25.

### **SMAQMD**

1. [Complete a Gasoline Dispensing Facility \(GDF\) application see http://64.143.64.21/permits/forms/gdf/GS100GDFApplication.pdf](http://64.143.64.21/permits/forms/gdf/GS100GDFApplication.pdf); see [Application Instructions – http://64.143.64.21/permits/forms/gdf/GDFApplicationInstructions2003.pdf](http://64.143.64.21/permits/forms/gdf/GDFApplicationInstructions2003.pdf) it must be signed by the owner or the designated responsible official of the facility.
2. Submit one set of drawings.
3. Pay application processing fee of \$614.
4. Complete applications will be reviewed and an [Authority to Construct http://64.143.64.21/permits/forms/G100.pdf](http://64.143.64.21/permits/forms/G100.pdf) is issued within 14 days of the receipt of application (incomplete applications will be returned).
5. Upon receipt of the Permit to Construct; the applicant may proceed with the modification and also notify SMAQMD after the modification is complete.
6. Contact SMAQMD between 10 to 30 days after completion to schedule initial inspection and conduct required equipment tests.
7. Complete required testing and address any outstanding issues on the initial inspection report – SMAQMD staff will verify and issue the Permit to Operate to the facility owner/operator.
8. Please note: It is the applicant's responsibility to insure the contractors or technicians, e.g. installer and testers have the required licenses and certificates.

### **EMD**

1. Reprogramming the leak detection console triggers a permit – every In-station diagnostic (ISD) project requires a permit.
2. Complete and submit an [Application for a Permit to Install, Upgrade or Repair Underground Storage Tank \(UST\) www.emd.saccounty.net/Documents/Forms/HM/UST-all.pdf](http://www.emd.saccounty.net/Documents/Forms/HM/UST-all.pdf).
3. Applications are reviewed on a first come, first served basis. If the application package is incomplete, a letter identifying missing items is issued (aka “corrections” letter).
4. When the plan review is complete, a “permit” letter aka Authority to Construct or Authority to Repair is issued to the owner and a copy to the contractor. The letter identifies all required inspections.
5. The contractor may now begin work and must contact EMD to set up inspections as the work progresses/is completed.
6. Currently plan review turn around time is 5 to 6 weeks – this timeline is expected to increase if a significant number of applications are received.
7. The fee to reprogram the leak detection console is \$965.

### **Helpful Hints**

1. Secure permits earlier rather than later – agencies will more than likely be hit with numerous requests for permits at the last minute causing delays in permit issuance and plan approval.
2. Submit Building plans prior to Planning. Please note; the Building department will forward plans to Planning department.
3. Building and Planning are all located at the Building Permit office at **6237 Fountain Square Drive, Citrus Heights, CA 95621.**

Agency Contacts

<b>Agency</b>	<b>Contact Person</b>	<b>Telephone # (916) area code</b>	<b>E-mail Address</b>
Building		727-4760	<a href="mailto:building@citrusheights.net">building@citrusheights.net</a>
Planning		727-4740	<a href="mailto:planning@citrusheights.net">planning@citrusheights.net</a>
Fire	Allyson Warr	875-4118	<a href="mailto:warra@SacCounty.net">warra@SacCounty.net</a>
SMAQMD	Isam Boulad	874-4859	<a href="mailto:iboulad@airquality.org">iboulad@airquality.org</a>
EMD	Chris Pace or Doug Osborn	875-8550 8758450	<a href="mailto:pacec@SacCounty.net">pacec@SacCounty.net</a> <a href="mailto:osbornd@SacCounty.net">osbornd@SacCounty.net</a>
California Air Resources Board (CARB)	Cindy Castronovo	322-8957	<a href="mailto:ccastron@arb.ca.gov">ccastron@arb.ca.gov</a>

Agency Websites and Addresses

<b>Agency</b>	<b>Website</b>	<b>Permit Offices</b>
Building Inspection	<a href="http://www.citrusheights.net">www.citrusheights.net</a>	6237 Fountain Square Drive, Citrus Heights
Planning	<a href="http://www.citrusheights.net">www.citrusheights.net</a>	6237 Fountain Square Drive, Citrus Heights
Sac Metro Fire	<a href="http://www.sbfd.ca.gov/">www.sbfd.ca.gov/</a>	Bradshaw 4101 Branch Center Road, Sacramento
SMAQMD	<a href="http://www.airquality.org">www.airquality.org</a>	777 12 <sup>th</sup> Street, 3 <sup>rd</sup> Floor
EMD	<a href="http://www.emd.SacCounty.net">www.emd.SacCounty.net</a>	8475 Jackson Road, 2 <sup>nd</sup> Floor, Sacramento
CARB	<a href="http://www.evrhome.org">www.evrhome.org</a>	1927 13 <sup>th</sup> Street, Sacramento