

**DISTRICT OF COLUMBIA**  
**DEPARTMENT OF ENERGY AND ENVIRONMENT (DOEE)**  
***STANDARD PERMITTING PROCEDURES FOR***  
***INSTALLATION OF UNDERGROUND STORAGE TANKS***



**I. NOTIFICATION/PERMITTING PROCEDURES**

- Pursuant to 20 DCMR §§ 5603.1, the UST owner/operator must notify the Department of Energy and Environment (DOEE), 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 \$250 fee is required by the UST Branch, DOEE 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 DOEE for sign-off at 1200 First Street, N.E., 5<sup>th</sup> Floor – UST Branch. DOEE reviews and signs off on installation diagram and plans within five (5) days after receipt.
- Pursuant to 21 DCMR §540.1, any land disturbance 50 square feet or greater requires an erosion and sediment control site plan be submitted to DOEE Soil Erosion staff located at DCRA for review.
- Pursuant to 20 DCMR §5603.2, at least twenty-four (24) 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 DOEE to be on-site.

**II. INSTALLATION PRACTICES**

- The contractor must follow 20 DCMR Chapter 57, manufactures requirements and standard tank installation safety practices, as contained in the American Petroleum Institute Publication 1615, the D.C. Fire Code, or equivalent DOEE approved standard.
- New UST systems (tanks and/or lines) must comply with UST regulations 20 DCMR 55-70, in particularly Chapter 56 - notification, annual registration, record keeping and reporting, Chapter 57 - new tank performance standards, tanks and lines must be double wall with secondary containment; Chapter 59 – spill and overfill, e.g. ball floats are no longer recommended as an acceptable method of overfill in the District, corrosion

protection for metal components and compatibility with the product stored, e.g. biofuels; Chapter 60 – Release detection – measures and ongoing monitoring to prevent and detect releases; Chapter 65- Operator Training and Chapter 67 – financial responsibility, e.g. insurance to cover USTs, property damages and correction action for environmental protection.

- An Official from the DCFM and DOEE must be present for the UST Installation and excavation area assessment if a UST was previously removed from the same tank pit. Any contaminated soil excavated for UST installation should be taken offsite for treatment and disposal.

**For Additional Information or Clarifications please contact:**

District of Columbia, Department of Energy and Environment

Toxic Substances Division, Underground Storage Tank Branch

**Attention: UST Branch Chief** - 1200 First Street, NE, 5th Floor, Washington, DC 20002.

Tel: (202) 535-2600 Fax: (202) 535-1383, **Website:** [www.doe.dc.gov](http://www.doe.dc.gov), **Email:** [ust.ddoe@dc.gov](mailto:ust.ddoe@dc.gov)

