



**INSTRUCTIONS TO ACQUIRE A PETROLEUM BULK STORAGE (PBS) /GASOLINE DISPENSING (GDS) SITES REGISTRATION**

Applicable codes: Chapter 873, Article XXV of the Laws of Westchester County, NY

The following list serves as the minimum requirements for a complete PBS/GDS application pursuant to the above provisions.

1. A completed application for Petroleum Bulk Storage/Gasoline Dispensing Sites signed and dated.
2. Application fee per fee schedule below. Please make check payable to the Westchester County Health Department.

|   |                   |
|---|-------------------|
| 1 tank                                    | \$330             |
| 2 tanks                                   | \$530             |
| 3 tanks                                   | \$660             |
| Each Additional Tank                      | Add \$65 per tank |
| Stage I and/or II Vapor Collection System | \$300             |

3. If the property owner is a corporation, the Certificate of Resolution form should be completed, signed and notarized.
4. If tanks are owned by more than one owner submit a completed Authorized Representative for Multiple Owners Form.

Complete and accurate submittals must be received in a timely fashion.

- Initial/New facility. Before tanks are placed in service.
- Change of Ownership. Within 15 after ownership transfer, based on deed.
- Substantial Modification. Within 30 days after completion
- Information Correction. No deadline applies. Please highlight any changes to the registration.
- Renewals at least 30 days prior or up to registration date.
- Late filing fee \$80.

Forms and additional information, such as, regulations, environmental contractors, tank testers can be found on our website: <http://health.westchestergov.com/petroleum-bulk-storage>

New Rochelle Office has reserved the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month for office conferences to assist you with any questions or in completing forms. Please call to make appointment. For further information contact: 914-813-5161.

The completed application should be mailed to:

Westchester County Department of Health  
145 Huguenot Street, 7<sup>th</sup> floor  
New Rochelle, New York 10801  
Attention: Petroleum Bulk Storage