

PBS No. 3-
Date

**PETROLEUM BULK STORAGE
 WORK PERMIT APPLICATION**

FACILITY Name	TYPE OF WORK	TANK ID(s)	FEE (ea.)	TOTAL
Address	Remove tank and associated piping		300.	
City/Town/Village Zip	Close tank in place		200.	
Contact Person _____ Email _____	Telephone	Repair tank	145.	
CONTRACTOR Name		Recondition tank (relining)	145.	
Address		Repair/replace piping	100.	
City State Zip		Install aboveground tank	145.	
Contact Person _____ Email		Telephone	Quantity: Tank capacity (gallons):	
		Install underground tank	145.	
		Quantity: Tank capacity (gallons):		
INSTRUCTIONS <ul style="list-style-type: none"> Identify existing tanks by PBS ID numbers as they appear on the PBS registration certificate. Indicate the contractor that will be responsible for writing the report required by the Department. The contractor must be familiar with PBS and environmental regulations. Proof of worker's compensation and disability insurance or proof of exemption must be submitted with the application or application will be rejected. 		Install piping system	100.	
		Product Substitution	100.	
		Install non-stationary tank storage area	145.	
		TOTAL FEE		

GENERAL INSTRUCTIONS. The Work Permit Application may be completed and submitted by the facility's contractor or by facility personnel. Mail the completed application together with proof of Worker's Compensation and Disability Insurance (forms DB120.1 and C105.2) and the appropriate fee to: Westchester County Department of Health, 7th Floor - Petroleum Bulk Storage Section, 25 Moore Avenue Mt. Kisco, NY 10549

Work permits are valid for 90 days from the issue date. Work must be completed by the Expiration Date listed on the permit. If work has not been completed, a new permit must be obtained. A new Work Permit Application must be filed to change or modify the Work Permit.

Work permits **are** required for the following types of work:

- Tank installation
- Tank closure
- Tank re-lining
- Installation of non-stationary tank storage area
- Piping repair
- Piping installation or replacement
- Product substitution (a site assessment may be required, contact the Department)

Work permits **are not** required for the following types of work:

- Dispenser installation/replacement
- Cathodic protection system installation or repair
- Leak detection system installation or repair
- Overfill prevention installation or repair
- Bringing interstitial port to grade
- Catch basin installation
- Fill and vent replacement
- Stage I/Stage II vapor recovery system installation or repair

Facility Information. Enter the name of the facility exactly as it appears on the Petroleum Bulk Storage Registration Certificate. Also enter the facility's PBS Number and the date in the labeled boxes at the upper right of the form.

Contractor Information. Enter the name of the contractor and their valid mailing address; including a contact person and their phone number. The contractor will be responsible for writing the tank closure reports and/or the tank/piping installation reports that are required by this Department. The contractor must be familiar with PBS and environmental regulations and must supply proof of Worker's Compensation and Disability Insurance.

Type of Work. Select the work to be performed at the site. If there is more than one type of work to be performed you may select as many different types of work as necessary on the same application form.

Tank ID(s). Enter the identification number of each tank as it appears on the facility's PBS registration certificate. There is space to enter up to four tank ID numbers on each line in the form. If you require more space for tank ID entries, please use additional forms and fasten them together. In the case of new installations, enter the quantity of tanks, piping systems, or non-stationary tank storage areas to be installed.

Fee. The fees are assessed per tank, piping system or non-stationary tank storage area.

Total Fee. Enter the total amount of fees for each line of the Type of Work performed, then add each line and enter the Total Fee in the box at the bottom of the column. Submit a check or money order payable to the Westchester County Department of Health. The Department will not accept cash or credit card payments. No refunds will be made for work not performed. If a new tank is being installed at a facility that holds a valid PBS registration, no additional registration fee for that tank is required.