

Hazardous Materials Permit Issuance Information Policy

Policy:

The Building & Safety Division will collect information on permits issued for business that may generate hazardous materials, and forward the information to the appropriate outside agencies.

Purpose:

To establish a procedure for addressing Hazardous Materials and Emissions requirements in the Building & Safety commercial building permit issuance process.

Background:

Sections of the State law that affect Hazardous Materials and Emissions are:

Government Code Section 65850.2. (a) Each city and each county shall include, in its information list compiled pursuant to Section 65940 for development projects, or application form for projects that do not require a development permit other than a building permit, both of the following:

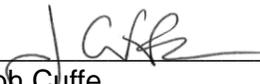
1. The requirement that the owner or authorized agent shall indicate whether the owner or authorized agent will need to comply with the applicable requirements of Section 25505 and Article 2 (commencing with Section 25531) of Chapter 6.95 of Division 20 of the Health and Safety Code or the requirements for a permit for construction or modification from the air pollution control district or air quality management district exercising jurisdiction in the area governed by the city or county.
2. The requirement that the owner or authorized agent certify whether or not the proposed project will have more than a threshold quantity of a regulated substance in a process or will contain a source or modified source of hazardous air emissions.
3. No City shall permit a facility to be constructed within 1,000 feet from the outer boundary of a school (education of children in kindergarten or any of grades 1 to 12 inclusive with twelve or more students) without meeting the requirements of HSC Sections 25534 and 42301.6.

It has become clear that communication and cooperation between the Building & Safety Division and the administering agencies are essential for carrying out the intent of the law. The administering agencies in the County of Sacramento are the Hazardous Materials Division of the Environmental Management Department and the Sacramento Metropolitan Air Quality Management District (SMAQMD).

Procedure:

1. Staff is to verify that the business applying for a permit (either a New business or Tenant Improvement) is on form *RCB1019 Businesses That Might Store, Use or Handle Hazardous Materials* as provided by Sacramento County EMD – Hazmat Division.
2. If the business is on the list, the Hazardous Materials Survey (RCB1204) is to be completed at intake. Also, notify the applicant that they may need to submit information to the Sacramento County EMD - Hazmat Division and to the SMAQMD – Air Pollution Control Board. They will need to contact these agencies directly. They will be given instructions on how to satisfy the needs of the Hazmat Division, and how to get their project inspected by the Hazmat Division.
3. The forms will be scanned as a group and emailed to EMD once a week to the following email: rothschilde@saccoutny.net, with the subject name to be "City of Rancho Cordova Hazmat Forms for the week of <insert week>". A scanned copy is also to be saved in the following folder: <P:\Building and Safety\PLAN REVIEW\Hazmat Forms>.

A procedure for forwarding this information to the SMAQMD - Air Pollution Control is being developed at this time.



Joseph Cuffe
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