



HAZARDOUS MATERIALS CLEARANCE FORM

This form must be completed and submitted to the Hazardous Materials Compliance Division (HMCD) when applying for a building permit for any facility where hazardous materials will be present during or after construction. Questions concerning this form should be addressed to HMCD at (408) 918-3400 or via eMail at hmcd.cers@deh.sccgov.org.

I. Business Information

Business Name (DBA): _____
Mailing Address: _____ City: _____ Zip: _____
Project Contact Name: _____ Office Phone: (____) _____ ext. _____
Cell Phone: (____) _____ Fax: (____) _____ eMail: _____

II. Project Site Information ☐ Construction of new facility; ☐ Remodel/retrofit.

Site Name/Site No. (if different from Business Name): _____
Site Address: _____ City: _____
Plan Check No.: _____ Parcel No. (APN): _____

Briefly describe the project and what hazardous materials will be used during construction or stored after completion:

1. Will the applicant or future building occupant store or handle hazardous materials? ☐ Yes; ☐ No.
2. Will the applicant or future building occupant handle any individual hazardous material on-site in a quantity subject to State Hazardous Materials Business Plan (HMBP) reporting requirements (i.e., generally 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases)? ☐ Yes; ☐ No.
3. Will construction activities result in any individual hazardous material (e.g., temporary generator/compressor fuel, welding gas) being on-site in a quantity subject to Hazardous Materials Business Plan (HMBP) reporting requirements? ☐ Yes; ☐ No.
4. Will the applicant or future building occupant use equipment or devices that emit hazardous air contaminants as defined by the Bay Area Air Quality Management District? ☐ Yes; ☐ No. If "Yes," contact BAAQMD: (415) 749-4990 / www.baaqmd.gov

III. Certification

I understand that if the building does not currently have a tenant, that it is my responsibility to notify the occupant of the requirements that must be met prior to issuance of a certificate of occupancy, and maintained thereafter. I declare that the above information is true, accurate, and complete.

Owner Name (print): _____ Signature: _____ Date: _____

Hazardous Materials Clearance Form

HMCD Use Only

<input type="checkbox"/> HazMat Plan Check will be required; <input type="checkbox"/> HazMat Plan Check will not be required
<input type="checkbox"/> Inspection sign-off by HMCD is required prior to final occupancy clearance; <input type="checkbox"/> Inspection sign-off by HMCD is not required
The following documents must be submitted to HMCD:
<input type="checkbox"/> Hazardous Materials Business Plan; <input type="checkbox"/> Cal/ARP Risk Management Plan; <input type="checkbox"/> Spill Prevention Control and Countermeasure Plan
Sign-Off By Name (print): _____ Signature: _____ Date: _____
County/City Plan Check No.: _____ HMCD SR No.: _____
Comments/Conditions: _____

Hazardous Materials Clearance Questions and Answers

Q. When is Hazardous Materials Clearance Required?

- A. Hazardous Materials Clearance is required any time a facility or site will be constructed or modified in a manner that requires a building permit and where any of the following conditions are met:
- Hazardous materials will be manufactured, used, or stored in any quantity at a new facility;
 - New hazardous materials storage or handling systems (e.g., tanks) will be installed at an existing facility;
 - Existing hazardous materials storage or handling systems will be removed or modified;
 - Temporary hazardous materials storage will be required as part of the construction project (e.g., temporary fuel storage for generators or vehicles).

Q. What are Hazardous Materials?

- A. Hazardous Materials include, but are not limited to: Fuels (e.g., diesel, gasoline, propane); Battery Electrolyte (liquid or gel type); Drycleaning Chemicals, Compressed gases; Materials classified as hazardous by the Department of Transportation, California Fire Code, or any other federal, state, or local legal authority. *[Note: A list of common hazardous materials is available at www.EHinfo.org/hazmat.]*

Q. How Does the Hazardous Materials Clearance and HazMat Plan Check Process Work?

- A. The County Office of Development Services or City Building Department will give you the Hazardous Materials Clearance Form. You must provide all information requested and submit the completed form for sign-off by HMCD. You may submit the Clearance Form to HMCD at the address or fax number printed at the top of the form, or submit it via eMail at hmcd.cers@deh.sccgov.org. Forms may also be dropped-off at HMCD's front counter between 8:00 a.m. and 5:00 p.m., Monday through Friday. The HMCD official who reviews and signs the form will indicate in the shaded box whether or not a hazardous materials plan check review and inspection by HMCD will be required, and whether specific additional documents will be required. Refer to HMCD's [Plan Submittal Requirements For Hazardous Materials Systems](http://www.EHinfo.org/hazmat) (available at www.EHinfo.org/hazmat) for detailed guidance regarding the plan check process. After the Hazardous Materials Clearance Form is signed, you will receive a copy and an additional copy will be forwarded to the building authority so that a building permit can be issued. It is your responsibility to satisfy any additional requirements by other agencies (e.g., local Fire Authority, BAAQMD). Inspections by HMCD must be scheduled at least two (2) working days in advance.

Q. Does HMCD Charge a Fee for Hazardous Materials Clearance?

- A. HMCD does not charge a fee to review or sign-off Hazardous Materials Clearance Forms. However, if a HazMat plan check is required, the applicable fees must be paid. HMCD's fee schedule is available at www.EHinfo.org/hazmat.

If you have any additional questions regarding this information, please contact the Department of Environmental Health, Hazardous Materials Compliance Division (HMCD) at (408) 918-3400 and ask to speak to the HMCD Phone Duty Officer, or contact us via eMail at hmcd.cers@deh.sccgov.org.



HAZARDOUS MATERIALS CLEARANCE FORM

For Use in Unincorporated Areas of Santa Clara County

A Building Permit will not be issued until the applicant meets hazardous materials disclosure requirements. Examples of hazardous materials include, but are not limited to, fuels (e.g. diesel, propane), battery electrolyte, and compressed gases. To prevent a delay in issuing your Building Permit, please submit the following information to the Hazardous Materials Compliance Division (HMCD) at the address shown above. For more information, refer to the reverse side of this page or contact the HMCD Phone Duty Officer at (408) 918-3400.

Plan Check No.: _____

- ☐ New facility or storage tank
☐ Remodel/upgrade of existing facility or tank

A. Applicant Information

Applicant Name (DBA): _____

Mailing Address: _____ City: _____ Zip: _____

Project Contact Name: _____

Phone No.: (____) _____ Fax No.: (____) _____ E-Mail: _____

B. Facility/Site Information

Facility/Site Name: _____ APN No.: _____

Site Address: _____ City: _____ Zip: _____

- | Yes | No | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Will hazardous materials be used or removed as part of the construction project (e.g. temporary fuel storage for vehicles or generators, removal of lead-based paints or asbestos)?* |
| <input type="checkbox"/> | <input type="checkbox"/> | Will hazardous materials in any quantity be manufactured, used, or stored in the building(s) or surrounding vicinity?* |
| <input type="checkbox"/> | <input type="checkbox"/> | Will any gases be used or stored at the facility?* |
| <input type="checkbox"/> | <input type="checkbox"/> | Will any underground or aboveground tanks, sumps, or oil/water separators be removed/installed/upgraded? |
- If "Yes" list contents and size: _____

* If "Yes" attach a list of the name and maximum quantity of each hazardous material that will be on-site.

C. Owner/Operator Information

Owner/Operator Name (DBA): _____

Contact Person: _____ Contact Phone No.: (____) _____

Agency Use Only

- ☐ Approved to issue Building Permit
☐ Inspection by HMCD required prior to Building Permit Final
☐ Inspection by HMCD not required

Hazardous Materials Program Manager

Date

white - Building, yellow - Fire Marshal, pink - HMCD

When is Hazardous Materials Clearance Required?

Hazardous materials clearance is required any time a facility or site will be constructed or modified in a manner that requires a building permit and where any of the following conditions are met:

- Hazardous materials will be manufactured, used, or stored in any quantity at a new facility;
- New hazardous materials storage or handling systems will be installed at an existing facility;
- Existing hazardous materials storage or handling systems will be removed or modified;
- Temporary hazardous materials storage will be required as part of the construction project (e.g. temporary fuel storage for generators or vehicles).

How Does the Hazardous Materials Clearance Process Work?

If you apply for a Building Permit, building site approval, or other use permit, the Santa Clara County Planning Department will notify you of any special conditions that must be met. If you are told that hazardous materials clearance from the Department of Environmental Health is required, you must complete a Hazardous Materials Clearance Form. You must provide all information requested and submit the completed form for sign-off by HMCD. Please contact HMCD ahead of time to find out if you will be required to submit any payment of fees, construction plans, and/or other documents along with the Clearance form.

You may either mail or hand-deliver the Clearance Form to HMCD at the address printed at the top of the form. Forms may be dropped-off at the Department of Environmental Health's front counter between 8:00 a.m. and 5:00 p.m., Monday through Friday.

The HMCD manager who reviews and signs your Clearance Form will indicate at the bottom of the form whether or not an inspection by HMCD will be required prior to the Building Department's issuance of occupancy or final project sign-off. After the Clearance Form is signed, it will be forwarded to the Building Department and Fire Marshal Office so that a building permit can be issued. Be advised that the County Fire Marshal may also require plan submittals and inspections for certain projects.

If your job card states that an inspection by Environmental Health Hazardous Materials (i.e. HMCD) is required, it is your responsibility to schedule any required inspections at least two (2) working days in advance.

Does HMCD Charge Fees for Hazardous Materials Clearances?

HMCD does not normally charge a fee to review or sign-off Clearance Forms. However, fees are required in the following cases:

- When a construction plan check by HMCD is required, a plan check fee must be paid (see HMCD's [Plan Submittal Guidelines for Hazardous Materials Systems](#));
- For certain types of facilities (e.g. communications sites), a site evaluation may be required. In such cases, you must pay an hourly rate (2-hour minimum) for HMCD staff time.