



**FIRE DEPARTMENT**

**APPLICATION FOR TRANSFER  
HAZARDOUS MATERIALS UNDERGROUND STORAGE PERMIT**

Pursuant to City of Burbank Ordinance No. 3185 and California Health and Safety Code, Division 20, Chapter 6.7, Section 25284c, application is hereby made for transfer of an existing Hazardous Materials Underground Storage Permit (HMUSP).

**COMPLETE THE FOLLOWING:**

Name \_\_\_\_\_

Existing HMUSP No. \_\_\_\_\_ Number of Tanks \_\_\_\_\_  
(if known)

Facility Address \_\_\_\_\_ City \_\_\_\_\_

New Permittee \_\_\_\_\_ Telephone \_\_\_\_\_

New Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**THE NEW PERMITTEE IS**

Tank Owner and Operator  Property Owner Only

Tank Owner Only  Other

Facility Operator Only (complete below)

**IF OPERATOR IS NOT THE OWNER, COMPLETE THE FOLLOWING:**

Owner Name \_\_\_\_\_ Telephone \_\_\_\_\_

Owner Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**24 HOUR EMERGENCY CONTACT PERSON:**

Days / Business Hours \_\_\_\_\_ Telephone \_\_\_\_\_

Nights / After Hours \_\_\_\_\_ Telephone \_\_\_\_\_

APPLICATION FOR TRANSFER FEE \$ \_\_\_\_\_  Cash  Check # \_\_\_\_\_

BY SIGNATURE BELOW, THE NEW PERMITTEE ACKNOWLEDGES HAVING READ ALL CONDITIONS FOR TRANSFER ON THIS FORM, AGREES TO COMPLY WITH THE CONDITIONS AND LIMITATIONS OF AND ASSUMES THE OBLIGATIONS OF THE HMUSP PERMIT FOR WHICH TRANSFER IS REQUESTED.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**CONDITIONS FOR TRANSFER  
HAZARDOUS MATERIALS UNDERGROUND STORAGE PERMIT**

1. This Application for Transfer form is to be used only for the transfer of an existing HMUSP to operate an underground storage facility within the jurisdiction of the City of Burbank.
2. An owner/operator must complete and submit an Application for Transfer to the City of Burbank Fire Department accompanied by the Transfer Fee within thirty (30) days of assumption of ownership and/or operation.
3. By applying for transfer of an existing HMUSP, the new owner/operator agrees to assume all obligations under the existing HMUSP, including all fee installments, installation, and maintenance of approved monitoring systems and reporting requirements. IT IS THE APPLICANT'S RESPONSIBILITY TO DETERMINE IF DELINQUENT FEES FOR SUBMITTALS ARE DUE FOR THE NAMED FACILITY.
4. In lieu of transfer, a new operator/operator may apply for a new HMUSP within thirty (30) days of the assumption of ownership and/or operations without assuming the prior owner/operator obligations. Such a submittal shall include: a) a completed and signed Provisional Permit Application Supplement; b) State Application for Permit to Operate Underground Storage Tank FOR EACH TANK; c) appropriate City of Burbank Fire Department application fees; and d) State surcharge fee for each tank. Verification of safe storage may be required prior to issuing a new HMUSP.
5. The Burbank Fire Department may review and modify, or terminate, the transfer of a HMUSP if it is determined the facility is not providing or threatens not to provide safe storage.
6. The operator of an underground storage facility shall monitor the facility using the method specified on the HMUSP. If the operator of a facility is not the owner and the HMUSP has been applied for and issued in the name of the owner (either property owner or tank owner), the owner shall: a) provide a copy of the (HMUSP) permit to the operator; b) enter into a written contract with the operator which requires the operator to monitor the tank(s) as set forth in the permit; and c) inform the Burbank Fire Department within thirty (30) days of any change of operator.
7. The HMUSP fee will be billed to the permittee named on the permit unless other specific arrangements have been approved by the Burbank Fire Department. Regardless of billing arrangements, the named permittee is responsible for payment of all fees and compliance with all monitoring requirements.