

City of Los Angeles

CALIFORNIA



Los Angeles Fire Department Underground Storage Tank Unit

Information Guidelines Required for Back Room and Over the Counter Plan Check

Note: This information should be current in UST Book Under Contractors Name.

1) **Contractors Information Required**

- A. Copy of State Contractors License Wallet Size
- B. Copy of Contractors State License Board Certificate
- C. Copy of City Business License and Proof of Payment of Current Year
- D. Copy of Workers Compensation and Liability Insurance (for Current year)
- E. Letter from Contractor authorizing named agent to pull permits

2) **Information Required (Permitee must bring these documents each time)**

- A. Fill out Division 5 Application
- B. Letter from Property Owner authorizing Contractor to do work at specific address site
- C. Certification of financial responsibility on state form
- D. Proof of ownership of Contract Site – Copy of tax bill or grant deed must Include property owners' name and site address
- E. Plans – 3 sets
 - Tank Removal = Plan Size 11 x 17 or 18 x 24
 - Installations of Add to Alter Modifications: Plans Size 18 x 24