



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

<input type="checkbox"/> Approved to issue Building Permit <input type="checkbox"/> Inspection by HMCD required prior to Building Permit Final <input type="checkbox"/> Inspection by HMCD not required
<hr/> <div style="display: flex; justify-content: space-between;"> Hazardous Materials Program Manager Date </div>

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

Hazardous Materials Clearance Form

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.