



Application for Transfer of a Hazardous Materials Storage Permit Underground Storage Tank (UST) Program

DevelopmentATX.com | Phone: 311 (or 512-974-2000 outside Austin)
For submittal and fee information, see austintexas.gov/digitaldevelopment

Please refer to page 2 for instructions. **Email completed application to UST@austintexas.gov.**

City of Austin UST ID: _____ Effective Date of UST Ownership/Permit Transfer: _____

UST Location Name: _____

UST Location Street Address: _____

City: _____ State: _____ Zip: _____

Fee Simple Owner (Land Owner) Name: _____

Fee Simple Owner Contact – Person Name (if different): _____

Phone: _____ Email: _____

Check here if Fee Simple Owner has been notified of this UST Ownership/Permit Transfer.

Original UST Owner/Permit Holder – Business Name: _____

Facility Name: _____

Facility Address: _____

Original UST Owner Contact – Person Name (if different): _____

Mailing Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Printed Name: _____ Title: _____

New UST Owner/Permit Holder – Business Name: _____

Facility Name: _____

Facility Address: _____

New UST Owner Contact – Person Name (if different): _____

Mailing Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Administrative Use Only Date Submitted: _____ Fees Paid: _____

HAZARDOUS MATERIALS STORAGE AND REGISTRATION ORDINANCE

APPLICATION FOR TRANSFER OF HAZARDOUS MATERIALS STORAGE PERMIT INSTRUCTIONS

In accordance with the Hazardous Materials Storage and Registration Ordinance 841220, Chapter 6-2-11 of the City of Austin Code, underground storage tank (UST) owners/operators are required to obtain and maintain a Hazardous Materials Storage Permit with the City of Austin, renewable every three years.

In accordance with Chapter 6-2-17 of the City of Austin Code the Hazardous Materials Storage Permit may be transferred to a new owner of the business only if the new owner amends the permit, accepts responsibility for all obligations under this Code and documents such transfer and such acceptance on the form attached.

Existing UST owner (Transferor) and New UST owner (Transferee) - please complete the attached *Application for Transfer of a Hazardous Materials Storage Permit* form and return to the City of Austin within 30 days from the date of the business transfer.

If the *Application for Transfer of a Hazardous Materials Storage Permit* form is not received by the City of Austin by the required date, the existing Permit to store fuel will not be transferred. The existing Permit will instead be terminated, and a new Permit will be required for the new UST owner. The existing permit holder will remain the responsible party to uphold the requirements of this City Code until the Permit is transferred or the tank system is removed and the site is issued a clean closure.

Please contact the Underground Storage Tank (UST) Program at UST@austintexas.gov for information and assistance in complying with these requirements.

ONLINE PAYMENT INSTRUCTIONS

1. Use **Google Chrome or Internet Explorer** for your web browser (because these particular browsers work best for this process).
2. Create an Account through the **City of Austin Pay Portal** by first registering [here](#) for an account on **Austin Build + Connect (AB+C)**. If you already have open/active cases/permits, or an existing online profile that you'd like to link to your new AB+C account, email UST@austintexas.gov and provide the email address to link for the permit payment.
3. Once you have registered, email UST@austintexas.gov and provide
 - (a) your Facility Name;
 - (b) the email address under which you registered;
 - (c) your UST Identification Number (if already assigned); and
 - (d) a copy in PDF of this completed Permit Application (if not already provided).
4. We will email you the invoice for you to make your online payment for specified permit(s).
5. After you have completed your online payment successfully, please notify us at UST@austintexas.gov. We will begin reviewing your *Permit Application* as soon as we confirm payment has been made.

If you encounter any technical difficulties navigating **Austin Build + Connect**, you may refer to the [Online Permit Application & Payment User Manual](#) or select the online Help button. Otherwise, please contact the UST Program at UST@austintexas.gov for assistance.