

**GASOLINE DISPENSING FACILITY  
PERMIT APPLICATION INSTRUCTIONS FOR  
CONSTRUCTION & OPERATION OF STAGE I (ONE) EVR VAPOR RECOVERY SYSTEMS**

***General Information:***

This application must be completed accurately and in its entirety. Provide all Facility, Owner, and Contractor information requested. If you have already installed Stage I EVR controls and are currently permitted, please indicate such under current status. Receipt of a completed construction permit application shall serve as 60 days' notice for the Department's review and approval process. (In the event of an incomplete or otherwise inaccurate application, the 60-day review process will begin when the Department has all the required information.) However, construction must **not** begin before the permit is issued.

***Construction Permit Application:***

This section is to be completed, submitted to the Department and a construction permit issued PRIOR to starting construction. The tank owner must sign the completed application.

For each gasoline tank on site, be sure to indicate the following: (*numbers correspond to required information on permit application*)

1. The tank ID# as it appears on the UST registration certificate or AST registration form.
2. List grade of gasoline
3. List tank capacity in gallons
4. Identify Carb Executive Order (see Vapor Recovery Regulations for compliant CARB Orders)
5. If there is more than one tank at the site, indicate whether the vent lines are manifolded together.
6. List tanks and ID #s that are manifolded.
7. Indicate whether there is a remote fill and/or remote vapor connection.
8. Complete the equipment table.

Sign and date the application and return the form along with the construction permit fee of \$500 made payable to the State of Delaware to:

DNREC-DWHS-Tanks Compliance Program  
391 Lukens Drive  
New Castle, DE 19720

In addition, Vapor Recovery Regulations require the advertisement of virgin sites in local newspapers. There will be an additional \$250 fee assessed to recover DNREC's cost of the required advertising.

Upon approval by the Department, you will receive a Construction Permit and a copy of your application at which time installation of the Stage I EVR Vapor Recovery system may begin. *Save this copy of your permit application.* You will need to resubmit it as the operating permit application.

***Permit Amendments:***

When any changes are planned to the system that will change the equipment listed in the current application, a new construction permit application must be completed and an amended permit received BEFORE the new equipment can be installed. Note: any installation of equipment not specified in the current permit constitutes a permit violation and could be subject to enforcement action by the Department.

***Operating Permit Application:***

Complete this section and email to [DNRECTanksCompliance@delaware.gov](mailto:DNRECTanksCompliance@delaware.gov) after construction is finished but PRIOR to beginning operations. The construction permit serves as a temporary operating permit for up to sixty (60) days after completion of testing to allow time for the operating permit to be processed and issued. You will be billed for the annual operating permit fee during our annual tank registration fee billing cycle. Upon approval by the Department an Operating Permit will be issued. This permit will be automatically renewed upon payment of the annual fee.



**STAGE I EVR VAPOR RECOVERY SYSTEM  
CONSTRUCTION AND OPERATING PERMIT APPLICATIONS**

File Code 04

A permit is required to construct and operate a Stage I EVR Vapor Recovery System if you dispense or have dispensed more than 10,000 gallons (total of all grades) of gasoline in any one month after November 15, 1990. This application must be completed, returned to the Department and will serve as 60 days' notice for the Department's review and approval process. **You must include a construction permit fee of \$500.00 per facility with this application made payable to the State of Delaware.**

**1. FACILITY INFORMATION**

Facility ID: \_\_\_\_\_ Select one:  UST  AST  
Name: \_\_\_\_\_ Street: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**2. UST OWNER INFORMATION**

Name/Corporation: \_\_\_\_\_ Contact: \_\_\_\_\_  
Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**3. CONTRACTOR INFORMATION**

Co. Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
DE Certification #: \_\_\_\_\_ Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**4. CURRENT PERMIT STATUS**

Stage I:  Yes  No If yes, Permit # \_\_\_\_\_ Date: \_\_\_\_\_

**CONSTRUCTION PERMIT APPLICATION**

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Tank ID (1)	Grade of Gas (2)	Capacity (Gallons) (3)

CARB Executive Order: (4) \_\_\_\_\_

Are tank vent lines manifolded? (5) Yes: \_\_\_\_\_ No: \_\_\_\_\_

Use Tank ID to identify tanks that are manifolded (6): \_\_\_\_\_

Is there a remote fill and/or remote vapor connection? (7) Yes: \_\_\_\_\_ No: \_\_\_\_\_

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Equipment Information: (8)

Component	Manufacturer	Model	Check if Existing
Drop Tube Overfill Prevention			
Fill Adaptor			
Vapor Adaptor			
Vapor Cap			
Fill Cap			
Tank Gauge Port Components			
Fill Spill Container			
Vapor Spill Container			
Pressure/Vacuum Vent Valve			

I, (Print Name) \_\_\_\_\_ have reviewed the above application and confirmed my application for a Stage I EVR Vapor Recovery Permit with my signature below.

Signature of Tank System Owner: \_\_\_\_\_ Date: \_\_\_\_\_



**OPERATING PERMIT APPLICATION**

**DO NOT SIGN UNTIL CONSTRUCTION IS COMPLETED.**

Complete this section **AFTER** the installation and post-construction testing. The Construction Permit serves as a temporary Operating Permit for up to sixty (60) days after completion of the testing. During the 60 days, the Operating Permit must be applied for and received. The complete Operating Permit application includes the signed application, post-construction tests, soils analysis, and soils disposition as specified in the construction permit.

I, (Print Name) \_\_\_\_\_ certify under penalty of law that the installed Stage I EVR Vapor Recovery System conforms to all the conditions listed in the construction permit.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

***For Official Use Only***

Date Received: \_\_\_\_\_ Ck. Amt. \_\_\_\_\_ Ck. # \_\_\_\_\_ Bank # \_\_\_\_\_

Construction Permit Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Date Operating Permit Application Received: \_\_\_\_\_

Operating Permit Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_