



STORAGE TANK SITE SPECIFIC INSTALLATION PERMIT (SSIP) APPLICATION COMPLETENESS REVIEW CHECKLIST

<input type="checkbox"/>	PERMIT APPLICATION PARTS I AND II <ul style="list-style-type: none"> - Two full copies of the SSIP application package - Certification statements in Part I, Section VI must be hand-initialed - SSIP Application Part I signed by applicant - SSIP Application Page 3 sealed by PA-licensed professional - Proper application fee submitted, check made payable to Commonwealth of Pennsylvania
<input type="checkbox"/>	GENERAL INFORMATION FORM (GIF) <ul style="list-style-type: none"> - All sections completed; signed by appropriate individual - All questions answered; additional information provided when needed - Section G – Time Schedules provided
<input type="checkbox"/>	NOTIFICATION LETTERS TO COUNTY AND MUNICIPALITY <ul style="list-style-type: none"> - Proof of receipt for each letter - Letters must inform the county and municipality of the facility location, the proposed installation of storage tanks, and the submittal of the SSIP application to DEP
<input type="checkbox"/>	CURRENT SPILL PREVENTION & RESPONSE PLAN (SPRP) <ul style="list-style-type: none"> - Submitted with the SSIP application (preferred) or submitted directly to the DEP Regional Office
<input type="checkbox"/>	MAPPING <u>PLOT PLAN</u> <ul style="list-style-type: none"> - Seal of PA-registered Professional Engineer, Geologist, or Land Surveyor - Facility boundaries - Facility name - Tank locations - Public roads - Streams, lakes, other watercourses - Municipality and county name - Latitude/Longitude of tank systems (may be on topographic map) - Scale of no less than one inch to 400 feet - Locations of any test borings and/or monitoring wells
<input type="checkbox"/>	<u>TOPOGRAPHIC MAP</u> <ul style="list-style-type: none"> - Facility name - Municipality and county name - Facility boundaries - Approximate tank locations - Quadrangle name - Surface drainage courses not obvious from the map - Location and ownership of public and private groundwater wells within 2,500 feet of the facility
<input type="checkbox"/>	GEOTECHNICAL ANALYSIS (if required – see SSIP instructions) <ul style="list-style-type: none"> - Sealed by an appropriate PA-registered professional
<input type="checkbox"/>	ENVIRONMENTAL ASSESSMENT (if required – see SSIP instructions) <ul style="list-style-type: none"> - Discussion and documentation of each of the areas identified in the SSIP instructions