CITY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
BUREAU OF SANITATION

INDUSTRIAL WASTEWATER PERMIT APPLICATION
LOCAL INDUSTRIAL USER (LIU)
http://www.lacitysan.org/IndustrialWaste
Instructions for completing the permit application are located on Pages 4 thru 7.
For additional assistance please call (323) 342-6200.

FOR BUREAU OF SANITATION USE

Received Date: _____
Receipt Number: _____
Fee Collected: $_____
Inspection District No: _____
IU No.: _____
Permit No.: _____
Forwarded to: ☐LIU ☐FOG ☐SIU

Section 1. REASON FOR APPLYING (Check One)

A. ☐ New or Proposed Point of Discharge to Public Sewer
B. ☐ Existing, but Unpermitted Point of Discharge to Public Sewer
C. ☐ Change of Ownership
Previous Company Name: _____
Previous Permit Number(s): _____

Section 2. COMPANY INFORMATION

A. Type of Business : _____
(Auto Repair, Auto Body, Coin laundry, Car Wash, Market, Food Processor ...)

B. City of Los Angeles Business Tax Registration Certificate (BTRC) Account Number:

☐☐☐☐☐☐☐☐☐☐ - ☐☐☐☐ - ☐

C. Legal Business Name: _____

D. Ownership Type: ☐ Corporation ☐ Partnership ☐ Sole Proprietor ☐ Limited Liability Company

E. Company Doing Business As (DBA): _____

F. Business officers names and titles:

Proprietor/Partners/Corporate Officers	Title or Position	Phone No.

G. Does the company perform any cannabis related operation? ☐ Yes ☐ No

H. Facility Location:
Address: _____
(Street) (City) (State) (Zip)
Facility Contact Person: _____ Phone: (____) _____ Ext._____
Title: _____ Email Address: _____

I. Billing Address:
Name: _____
Address: _____
(Street) (City) (State) (Zip)
Attention Name: _____ Phone: (____) _____ Ext. _____

J. Mailing Address:
Name: _____
Address: _____
(Street) (City) (State) (Zip)
Attention Name: _____ Phone: (____) _____ Ext._____

K. Property Owner:

Property Owner/Management Company Name: _____

Address: _____
(Street) (City) (State) (Zip)

Attention Name: _____ Phone: (____) _____ Ext._____

Section 3. LOCAL INDUSTRIAL USER DESCRIPTION

A. List of products or services:_____
B. List of chemicals used:_____

_____

C. Describe wastewater process:_____
(Groundwater, Cooling Tower Bleed-off, Equipment Washing, Car Washing, Parts Cleaning, Laboratory Waste, Laundry, etc.)

D. Describe pretreatment system:_____
(Clarifier, Grease Interceptor, Sand/Oil Interceptor, Screening, Lint Trap, Filtration, Neutralization, Precipitation, etc.)

E. Date business operation began or will begin (mm/dd/yyyy): _____ / _____/ _____
F. Number of employees:_____ Number of shifts:_____
G. Operation hours:_____ Days per week: S☐ M☐ T☐ W☐ Th☐ F☐ S☐
(Check all applicable days)

H. Under construction ☐Yes ☐ No If yes, estimated completion date: _____

I. Construction de-watering project ☐Yes ☐ No If yes, estimated Start and End date: _____

_____

J. DWP water meter(s) No._____

DWP meter address: _____
(Street) (City) (State) (Zip)

K. Estimated wastewater discharge flow to sewer:_____gpd (gallons per day)
L. Does the facility have a discharge flow measurement device(s)? ☐Yes ☐No
If yes, indicate the make, model, serial number and location:_____

_____

M. Does the facility have a rain diversion valve(s) ☐Yes ☐No
If yes, indicate the type, automatic or manual, and location:_____

_____

N. Is there a food service operation? ☐Yes ☐ No
If yes, indicate type:_____
(Coffee shop, pizza parlor, donut shop, nightclub, fast food, cafeteria, etc.)

_____

O. Other Environmental Permits: _____

Section 4. LAUNDRY / DRY CLEANING WASHER INVENTORY

A. Number of washers	B. Washer size in pounds	C. Number of dry cleaning machines	D. Machine size in pounds	E. Type of dry cleaning solvent (PERC, hydrocarbon, glycol ethers, Brominated Solvents, liquid silicone...)

Section 5. SIGNATORY REQUIREMENT

I certify under penalty of law that I have personally examined and am familiar with the information in this application form and all attachments and that, based on my inquiry of those persons immediately responsible for obtaining the information contained in the application, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and/or imprisonment.

_____ _____

NAME - AUTHORIZED REPRESENTATIVE **SIGNATURE**

_____ _____

OFFICIAL TITLE **DATE**

FOR BUREAU OF SANITATION USE				
I.U. Type ☐ LIU ☐ FOG	**Inspector**	**Date**	**Sr. Inspector**	**Date**

PLEASE MAKE A COPY OF THE COMPLETED APPLICATION AND SUPPORTING DOCUMENTS FOR YOUR RECORDS PRIOR TO SUBMITTAL TO THE BUREAU OF SANITATION.

Make check for **$616.00** payable to "**Department of Public Works**" and return to the following address:

City of Los Angeles/Bureau of Sanitation
Industrial Waste Management Division
2714 Media Center Drive
Los Angeles, CA 90065-1733

Attn: ***William McManus, Chief Env Comp Inspector II***

For additional assistance, please call (323) 342-6200
Or go to:
http://www.lacitysan.org/industrialwaste

INSTRUCTIONS FOR
INDUSTRIAL WASTEWATER PERMIT APPLICATION

SECTION 1 - REASON FOR APPLYING

Indicate the reason you are applying for an Industrial Wastewater Permit.

A. Indicate here if this is a new connection to the Public Sewer.

B. Indicate here if this is an existing business that is un-permitted.

C. Indicate here if you are now the owner of a pre-existing business and are filing due to a change of ownership. Provide the legal company name under the previous ownership and also provide the current or previous Industrial Wastewater Permit Number.

SECTION 2 - COMPANY INFORMATION

CITY OF LOS ANGELES BUSINESS TAX REGISTRATION CERTIFICATE NUMBER (BTRC)

A. Describe type of business (Ex. Carwash, laundry, office building, auto repair, etc.).

B. City of Los Angeles Business Tax Registration Certificate (BTRC) Number.

The Business Tax Registration Certificate (BTRC) number is the account number that has been issued to your business by the City of Los Angeles Office of Finance.

Example: | 0 | 0 | 0 | 0 | 8 | 3 | 4 | 6 | 7 | 9 | - | 0 | 0 | 0 | 1 | - | 7 |

Note: Every person who engages in business within the City of Los Angeles is required to obtain the necessary BTRC and pay the business tax or obtain an exemption. For more information, or to apply for BTRC call (213) 473-5901 or visit one of the Office of Finance Branch offices. You may also contact the Office of Finance by Email at: **Finance.customerservice@lacity.org**

C. Legal Business Name: For a corporation, LLC, or other state registered entity, the legal name is the name on the filed articles. For all other business entities, the legal name is the personal name of the business owner or owners.

D. Ownership Type(s):

Corporations --------- A company formed by one or more individuals and incorporated through the Secretary of State. This type of business is usually governed by articles of incorporation which require the company to be controlled by the plurality of shareholders. The shareholders elect a board of directors which is responsible for the operations of the company. A corporation is a legal "person". This means that the entity can and does assume liability like an individual. This arrangement relieves the owners of personal liability under the law. Similar to other forms of businesses, corporations obtain business licenses and can assume fictitious names (DBA).

Partnership---------- A company owned by two or more partners which is not incorporated with the Secretary of State. Usually, such a business is governed by a partnership agreement naming the partners and establishing their relationships to one another. A general partnership usually obtains a business license and a fictitious name (DBA) in a manner similar to the sole proprietorship. In this form of business, the partners equally share in all liability of the business regardless of the percentage of their ownership.

Sole Proprietorship-- A company owned by one individual and no partners, which is not incorporated with the Secretary of State. Usually, such a business operates by obtaining a local business license and often uses a fictitious name (DBA). The local government agency (such as the city or county) issues both the business license, and a fictitious name statement. In this form of business, general liability rests with the owner. In the County of Los Angeles the City issues the Business Tax Registration Certificate (BTRC) and the County issues the fictitious name statement.

LLC ---------- Limited Liability Company (LLC), which is taxed like a partnership but without many of the S Corporation restrictions. The limited liability company can be used for closely held businesses but not for companies that want to be publicly traded.

E. Company Doing Business As (DBA): A fictitious business name is a formal declaration that an individual, company or organization is conducting business under a different name. Fictitious business names are also commonly referred to as a DBA's, doing business as, assumed business names and trade names.

The City of Los Angeles representatives may require supporting documents such as the following:

- **Copy of the Articles of Incorporation accepted and stamped by the Secretary of State**
- **Fictitious name statement**
- **List of Officers and Directors**
- **Agent for service of process**
- **Partnership agreement listing general partners.**

Examples of Business Ownership and Doing Business As (DBA) types:

1- Corporations:

Example: Legal Business Name: ------ ABCD, Inc. (i.e. name of Corporation)
DBA: ---------- ABCD Auto-Body (i.e. business name)
Officer1: ---------- Tom Jones Title: President
Officer2: ---------- Peter Piper Title: Chief Financial Officer

2- Partnership:

Example: Legal Business Name: ------ John Doe & Mary Smith (i.e. names of at least two partners)
DBA: ---------- World Cleaners (i.e. business name)
Officer1: ---------- John Doe Title: Partner
Officer2: ---------- Mary Smith Title: General Partner

3- Sole Proprietor:

Example: Legal Business Name: ------ John Lee (i.e. Business owner's name)
DBA: ---------- John's Cleaners (i.e. business name)
Officer1: ---------- John Lee Title: Owner

4- Limited Liability Company:

Example: - Legal Business Name: ------ Jake's Auto-Repair, Inc. (i.e. name of Company)
DBA: ---------- Capital Auto-Repair (i.e. business name)
Officer1: ---------- Audra Kiper Title: President
Officer2: ---------- Tricia Harris Title: Chief Financial Officer

F. The permit application also requests the name of the corporate officers/partners and their titles. In California, a corporation may have only one shareholder and one director. All three required officer positions, president, chief financial officer and secretary maybe filled by one person. Refer to the example above.

G. Business location address describes the business location that is to be permitted.

H. Billing address for billing purposes. This address is where bill will be mailed.

I. Mailing address used for mailing general information and correspondence.

J. Property Owner Mailing Address.

SECTION 3 - LOCAL INDUSTRIAL USER DESCRIPTION

A. List products manufactured or services rendered.
B. List of chemical used or stored; attach the Material Safety Data Sheet (MSDS) for any chemical used and stored.
C. Describe generated wastewater discharge.
D. Describe pretreatment system of the wastewater.
E. Indicate the date business operations began or the date operations will begin.
F. Indicate the number of employees and the number of shifts.
G. Indicate the hours and the days of the week the facility operates
H. Indicate if the facility is under construction. Provide a date when the facility will be operating
I. Indicate if the facility is for construction de-watering. Provide a start and end date of the de-watering operation.
J. List DWP water meter, and the corresponding meter address. (located on DWP bill)
K. Indicate the flow to the sewer in Gallons per Day (provide a copy of the water bills for 1 year).
L. Indicate if the facility has flow meter for the sewer flow. If there is a flow meter, indicate make, model, serial number and the location of the flow meter(s). Specify if the meter is a totalizer.
M. Indicate if the facility has a Rain Diversion Valve. If yes, specify if it is an automatic or manual valve.
N. Does the facility have a food service? If yes, indicate type. (coffee shop, restaurant, pizza parlor, donut shop, nightclub, fast food, cafeteria, etc)
O. Other Environmental Permits such Air Quality Management District (AQMD) permit.

SECTION 4 – LAUNDRY / DRY CLEANERS ONLY

A. Indicate the number of washing machine.

B. Indicate the capacity and/or size of washers in pounds for a laundry facility.

C. Indicate the number of dry cleaning machines for a dry cleaning facility.

D. Indicate the capacity and/or size of washers in pounds for a dry cleaning facility.

E. Indicate the type of solvent used for a dry cleaning facility. Please attach Material Safety Data Sheet (MSDS).

SECTION 5 - SIGNATORY REQUIREMENT

An **authorized representative** of a discharger shall mean (a) a President, secretary, treasurer, or vice-president in charge of a principal business function, or any other person who performs similar policy- or decision-making functions, if the discharger is a corporation; (b) the manager of one or more manufacturing, production, or operation facilities employing more than 250 persons or having gross annual sales or expenditures exceeding $25 million (in second-quarter 1980 dollars), if the discharger is a corporation and authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures; (c) a general partner or proprietor if the discharger is a partnership or proprietorship, respectively; (d) a principal executive officer or director having responsibility for the overall operation of the discharging facility or a ranking elected official if the discharger is a governmental entity, charitable organization or other such unincorporated entity; or (e) a representative authorized in writing by the individual designated above, if the authorization is submitted to the Director and specifies an individual or a position having responsibility for the overall operation of the facility which contributes wastewater to the Publicly Owned Treatment Works (P.O.T.W.), storm drain system, or the Water of the State. This includes the position of plant manager, a position of equivalent responsibility, or an individual having overall responsibility for environmental matters for the company. If an authorization under paragraph (e) is no longer accurate because a different individual or position has the responsibility for the overall operation of the facility, a new authorization satisfying the requirements of paragraph (e) of this section must be submitted to the Director prior to or together with any reports to be signed by such person.