



City of Burbank Department of Public Works

WASTE DISCHARGE APPLICATION

SECTION A – GENERAL INFORMATION *(All Applicants Must Complete This Section)*

A-1. Company Name: _____

Site Address: _____ Suite: _____

City: _____ State: _____ Zip Code: _____

Site Telephone: _____ Fax: _____

A-2. Mailing Address: _____

City: _____ State: _____ Zip Code: _____

A-3. Authorized Representative: _____ Telephone: _____

Site Contact: _____ Telephone: _____

Emergency Contact: _____ Telephone: _____

E-mail Contact: _____ @ _____

A-4. Work Days Per Week: (circle days) M T W Th F Sa Su

Number of Hours of Operation per Day: _____ Number of Employees: _____

A-5. Provide a brief description of the commercial processes, manufacturing, or activities to be performed at this site. *(Attach additional sheets if necessary.)*

A-6. YES NO *(Check the appropriate answer)*

- Are any sinks other than hand sinks or floor sinks *(for condensate only)* installed?
- Are floor drains installed in any area other than restrooms?
- Is any water discharged to the sewer other than from restrooms?
- Are any solvents or hazardous materials used or stored at your facility?
- Is a water softener installed at your facility or do you plan to install one?

CITY OF BURBANK USE ONLY

[] Tenant Improvement [] New Construction [] Change of Ownership [] Other _____

C.S. Initials: _____

IPP Fees Due: *(circle)* Yes No Unknown

Due Date: _____

Inspector: _____

SECTION B - FOOD SERVICE (All applicants preparing or serving food must complete Section B.)

B-1. Maximum Seating Capacity: _____ Maximum Meals Served Per Day: _____

B-2. Percent Carry-Out: _____ Percent Single-Service (i.e., disposable) Utensils: _____

B-3. a. Number of Garbage Grinders: _____ b. Number of Hot Grills (flat or char): _____

c. Number of Dishwashers: _____ d. Number of Deep Fryers (and change frequency): _____

e. Hauled Oil and Trap/Interceptor Waste (company and frequency): _____

f. Number and Types of sinks, other than those in the restroom (e.g., floor, mop or wash):

B-4. Oil/Grease Separator-Interceptor: No Yes

a. Size: _____ b. Location: _____

B-5. Diagram:

Provide a drawing that includes the location of all equipment that uses water (sinks, dishwashers, garbage disposals, etc.), and the location of the water meter, grease interceptor, waste oil, water softener, restrooms and sewer connections. If available, attach detailed interior plumbing plans.

SECTION C – DISCHARGE INFORMATION (All applicants discharging wastewater (not from restaurant or food service), or keeping hazardous materials on site, must complete Section C.) Attach additional sheets if necessary.

C-1. List all sources of wastewater, amount of discharge, and whether discharge is continuous or intermittent:

<u>Source</u>	<u>Amount Per Day</u>	<u>Continuous or Intermittent</u>	
a. _____	_____	C <input type="checkbox"/>	I <input type="checkbox"/>
b. _____	_____	C <input type="checkbox"/>	I <input type="checkbox"/>
c. _____	_____	C <input type="checkbox"/>	I <input type="checkbox"/>
d. _____	_____	C <input type="checkbox"/>	I <input type="checkbox"/>

C-2. List types and quantity of chemicals used or planned for use (whether for discharge or not):

<u>Chemical Used</u>	<u>Amount Per Day/Week/Year</u>	<u>Spill-Contained¹</u>	
a. _____	_____	No <input type="checkbox"/>	Yes <input type="checkbox"/>
b. _____	_____	No <input type="checkbox"/>	Yes <input type="checkbox"/>
c. _____	_____	No <input type="checkbox"/>	Yes <input type="checkbox"/>

C-3. Pretreatment for sewerage wastewater. List types (i.e., interceptor, clarifier, pH adjustment, silver recovery) and location:

<u>Type</u>	<u>Location</u>
a. _____	_____
b. _____	_____
c. _____	_____

C-4. List all hauled wastes (other than regular trash):

<u>Type</u>	<u>Transportation Company</u>	<u>Frequency</u>
a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____

C-5. EPA Generator Number. Permits for storm water, air, or solid waste:

¹Spill-Contained: If the chemical spilled accidentally, would the chemical flow into a drain, or would the chemical be “contained” so that clean-up could be handled in a safe and legal manner?

SECTION C - continued

C-6. Diagram:

Provide a drawing (*may be handwritten*) including, but not limited to: a Basic Floor Plan (*include notation of areas which generate wastewater*), location of all water meters, pretreatment equipment, hazardous chemical storage, hazardous waste storage, and sewer connection (*if known*). If available attach detailed interior plumbing plans.

SECTION D - CERTIFICATION *(All applicants must complete this Section)*

Certification Statement:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Name of Authorized Representative ² (Please Print)	Title
Signature of Authorized Representative	Date

Please keep the yellow copies for your records. Return the white copies, and the \$62.56 filing fee (payable to City of Burbank) to:

**Public Works Director
City of Burbank
Public Works Engineering Department
150 North Third Street – P.O. Box 6459
Burbank, CA 91510-6459**

If you have any questions, call ISRCP at (818) 972-1115.

²As per BMC Title 8-1, Authorized Representative shall mean:

- (1) If the User is a corporation:
 - (a) The president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or
 - (b) The manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for individual wastewater discharge permit requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- (2) If the User is a partnership or sole proprietorship: a general partner or proprietor, respectively.
- (3) If the User is a Federal, State, or local governmental facility: a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee.
- (4) The individuals described in paragraphs 1 through 3, above, may designate a Duly Authorized Representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company, and the written authorization is submitted to the City.