



COMMERCIAL SELF-HAUL REGISTRATION REQUEST

PUBLIC WORKS RECYCLE CENTER

A completed request is due during registration periods in January and June with payment submission to 500 S. Flower St., Burbank, CA 91502.
Contact 818-238-3900 or email zerowaste@burbankca.gov should any questions arise.

The Burbank Municipal Code (BMC) Ordinance 22-3,939 requires all businesses to maintain weekly garbage, recycling, and organic waste collection through an Authorized Collector. As an alternative, BMC Section 4-2-125 (Chapter 2, Article 1: Solid Waste Management) permits commercial businesses to register for self-haul services. Existing private or City collection service must remain active until the self-haul registration is formally approved.

Self-haul Categories

- **Self-haul:** Transporting your own garbage, recyclable materials, and organic waste to authorized facilities, rather than using private solid waste collection services.
- **Back-haul:** An internal practice in which a company uses its own employees and equipment to collect, transport, and deliver its waste to a facility it owns and operates. Materials are further sorted at the internal site and then sent to final destinations by material type.
 - o **Example:** Grocers that back-haul organic waste for recycling or processing
- **Third-party hauling:** The use of external private companies to collect and manage a generator's waste. This provides an alternative recycling pathway that diverts materials from landfills.
 - o **Examples:** Landscaping services, FOG (Fats, Oils, and Grease) collection, paper shredding, cardboard recycling, and wood pallet collectors

Self-haul, Back-haul, and Third-party Hauling Requirements

- **Return all City- or Authorized Collector-provided containers**
 - o Registrants must supply their own containers in sizes and quantities sufficient to hold source-separated waste between weekly hauling trips. Containers must be watertight and equipped with tight-fitting lids.
 - o Using containers or bins from another waste company violates the self-haul agreement and may result in immediate revocation of self-haul privileges.
- **Material Separation**
 - o All waste must be sorted and stored into garbage, recycling, and organic waste streams.
- **Transport and Disposal**
 - o Each material type must be transported at least weekly to an appropriate facility that properly processes or recovers that material.
- **Education and Communication:**
 - o Registrants must provide annual waste-sorting training for employees, contractors, service providers, tenants, and residents, and educate customers utilizing receptacle signage for proper separation of garbage, recycling, and organic waste.
- **Recordkeeping and Reporting:**
 - o Registrants must maintain accurate records of all hauling activities, including:
 - Facility delivery receipts and weight tickets (amount of material, by type, in cubic yards or tons transported by the Registrant to each entity)
 - Estimated weights must be recorded for facilities without scales
 - o Registrants must submit this information annually through the Annual Weight Ticket Report, including copies of receipts and weight tickets by January 31st for the previous calendar year.
 - o Landscapers are required to keep records and remit such records to the City's Public Works Director upon request.

SELF-HAUL REGISTRATION REQUEST

SECTION I. GENERAL INFORMATION. All fields must be completed.

Service Address for Registration:	
Mailing Address (if different from above):	
Type of Property:	
Commercial	_____ Number of employees
Multifamily (5+ dwelling units)	_____ Number of units
Type of business:	
Company Name:	
Applicant Name:	Applicant Title (Owner, Operator, etc.):
City of Burbank Business License Number:	
Phone Number:	Email Address:

SECTION II. CURRENT SOLID WASTE COLLECTION.

Material Stream	Hauler / Waiver	# of Carts /Bins	Container Size (Carts in Gal; Bins in Cubic Yards [CY])	# of Pick-ups per Week	Weekly CY of Service (Bins x CY x Pick-ups)
Garbage			___ 32 Gal (.17 CY) ___ 2 CY		
			___ 64 Gal (.34 CY) ___ 3 CY		
			___ 96 Gal (.5 CY) ___ 4 CY		
			___ 1 CY ___ Other		
Recycling			___ 32 Gal (.17 CY) ___ 2 CY		
			___ 64 Gal (.34 CY) ___ 3 CY		
			___ 96 Gal (.5 CY) ___ 4 CY		
			___ 1 CY ___ Other		
Organics			___ 32 Gal (.17 CY) ___ 2 CY		
			___ 64 Gal (.34 CY) ___ 3 CY		
			___ 96 Gal (.5 CY) ___ 4 CY		
			___ 1 CY ___ Other		
Total Weekly Cubic Yardage of All Services					

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SECTION III. HAULING METHOD, FACILITIES, and/or CONTRACTED ENTITIES.

Please select the material stream requested for self-hauling, and using the categories provided on page 1, indicate the hauling method to be used. If back-hauling, include both the Distribution Center and Final Destination. If using a third-party hauler, provide the name and address of the contracted entity, as well as the material stream's Final Destination. Landscapers must complete the Organics section.

Material Stream	Disposal or Processing and Recovery Facilities
Garbage	Self-haul Drop-off Facility 1 Name and Address
	Self-haul Self-haul Drop-off Facility 2 Name and Address
	Back-haul Back-haul Distribution Center Name & Address
	Final Destination of Back-hauled materials
Recycling	Self-haul Drop-off Facility 1 Name and Address
	Self-haul Self-haul Drop-off Facility 2 Name and Address
	Back-haul Back-haul Distribution Center Name & Address
	Final Destination of Back-hauled materials
	Third-party Name & Address of Third-party hauler
	Final Destination of Third-party hauled materials
Organics	Self-haul Drop-off Facility 1 Name and Address
	Self-haul Self-haul Drop-off Facility 2 Name and Address
	Back-haul Back-haul Distribution Center Name & Address
	Final Destination of Back-hauled materials
	Third-party Name & Address of Third-party hauler
	Final Destination of Third-party hauled materials

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SECTION IV. REGISTRATION PERIODS.

The Commercial Self-Hauler Registration Request is processed twice per year, during the designated registration periods in January and July. Applicants must submit their initial registration during one of these periods.

Once approved, registrants must re-register annually—every twelve (12) months—based on the month of their most recent approval. For example, a registrant approved in July 2026 must re-register in July 2027, while one approved in January 2027 must re-register in January 2028.

All registrations are subject to compliance with applicable City requirements and any required inspections.

SECTION V. REGISTRATION FEE.

The annual registration fee shall be submitted at the time the Commercial Self-Hauler Registration Request is filed (January or July). Payment must be made by check to the City of Burbank with remittance sent to 500 S. Flower St., Burbank, CA 91502. The fee is adjusted each year and is listed in the City's [Financial Services Fee Schedule](#). At present, the City's Annual Self-Hauler Registration Fee is:

SECTION VI. REGISTRATION TERMS AND CONDITIONS.

By completing this form, the undersigned affirms that the business will comply with the City of Burbank's Solid Waste Rules and Regulations and all applicable provisions of the Burbank Municipal Code, governing Self-Hauler Registration and Solid Waste Management. The undersigned further certifies that all information provided is true and accurate to the best of their knowledge.

The business acknowledges responsibility for meeting all applicable terms and conditions, including but not limited to:

1. Complying with all Burbank Municipal Code requirements regarding the proper collection, storage, and transportation of waste material streams.
2. Providing annual waste-sorting training for employees, contractors, service providers, tenants, and residents, and educate customers utilizing receptacle signage for proper separation of garbage, recyclable materials, and organic waste.
3. Self-hauling all properly sorted waste materials to permitted solid waste facilities, operations, and disposal sites.
4. Completing and submitting the Annual Weight Ticket Report by January 31 each year for the preceding calendar year.
5. Submitting copies of all receipts and weight tickets—or estimated weights for facilities without scales—for all garbage, recycling, and organics delivered to permitted disposal processing or recovery facilities.

Failure to comply with Commercial Self-Hauler Registration requirements may result in immediate revocation of registration, and the City may deny or withhold future applications.

Printed Name: _____

Title: _____

Signature: _____

Date of Application: _____

TO BE COMPLETED BY PUBLIC WORKS ADMINISTRATION ONLY

REVIEW DATE:	APPROVED:	YES	NO
IF NOT APPROVED, GROUNDS FOR REJECTION:			



COMMERCIAL SELF-HAUL ANNUAL WEIGHT TICKET REPORT

PUBLIC WORKS RECYCLE CENTER
Completed report is due every January 31st to:
500 S. Flower St., Burbank, CA 91502
Email: zerowaste@burbankca.gov

CALENDAR YEAR

ANNUAL WEIGHT TICKET REPORT

All registered Commercial Self-haulers must maintain complete and accurate records of their waste management activities. These records must document:

- Garbage, recycling, and organic waste that is self-hauled, back-hauled, or third-party hauled.

Each registered Commercial Self-hauler must submit the Annual Weight Ticket Report (AWTR) by January 31 for the previous calendar year, beginning with the approved registration period. The report must include:

- copies of all facility receipts,
- copies of all weight tickets, and
- recorded estimated weights for facilities without scales.

Service Address Registered:	
Mailing Address (if different from above):	
Type of Property:	
Commercial	_____ Number of employees
Multifamily (5+ dwelling units)	_____ Number of units
Company Name:	
Representative's Name:	Representative's Title (Owner, Operator, etc.):
Phone Number:	Email Address:

In completing this form, I certify that the information provided throughout this document compilation is true, accurate, and complete to the best of my knowledge and belief. I understand that failure to report accurately and completely may result in the revocation of the City of Burbank's Commercial Self-Haul Registration privileges.

Printed Name: _____ Title: _____

Signature: _____ Date: _____

TO BE COMPLETED BY PUBLIC WORKS ADMINISTRATION ONLY

SUBMITTED DATE:	REVIEWED BY:
COMMENTS AND CONCERNS:	



COMMERCIAL SELF-HAUL ANNUAL WEIGHT TICKET REPORT

PUBLIC WORKS RECYCLE CENTER

Garbage Weight Report

Date of Activity	Collection Type (Self-haul, Back-haul, Third-party haul)	Facility Receipt Number	Hauler and Disposal Facility	Facility Weight (FW)	Estimated Weight (no scale)	Unit (CY or tons)	Receipt Submitted with AWTR (Yes or No)
TOTAL FACILITY WEIGHT OR ESTIMATED WEIGHTED (Enter in appropriate column.)						UNIT (CY OR TONS)	



COMMERCIAL SELF-HAUL ANNUAL WEIGHT TICKET REPORT

PUBLIC WORKS RECYCLE CENTER

Recycling Weight Report

Date of Activity	Collection Type (Self-haul, Back-haul, Third-party haul)	Facility Receipt Number	Hauler and Disposal Facility	Facility Weight (FW)	Estimated Weight (no scale)	Unit (CY or tons)	Receipt Submitted with AWTR (Yes or No)
TOTAL FACILITY WEIGHT OR ESTIMATED WEIGHTED (Enter in appropriate column.)						UNIT (CY OR TONS)	



COMMERCIAL SELF-HAUL ANNUAL WEIGHT TICKET REPORT

PUBLIC WORKS RECYCLE CENTER

Organics Weight Report

Date of Activity	Collection Type (Self-haul, Back-haul, Third-party haul)	Facility Receipt Number	Hauler and Disposal Facility	Facility Weight (FW)	Estimated Weight (no scale)	Unit (CY or tons)	Receipt Submitted with AWTR (Yes or No)
TOTAL FACILITY WEIGHT OR ESTIMATED WEIGHTED (Enter in appropriate column.)						UNIT (CY OR TONS)	