



# RESIDENTIAL 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](mailto:zerowaste@burbankca.gov) should any questions arise.

The Burbank Municipal Code (BMC) Ordinance 22-3,939 requires all residents to subscribe to at least weekly garbage, recycling, and organic waste collection through the City of Burbank Public Works Department. As an alternative, BMC Section 4-2-125 (Chapter 2, Article 1: Solid Waste Management) permits residents to register for self-haul services. Existing 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.
- **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 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 Multifamily (4 units or less) Registrants must provide annual waste-sorting training and education to tenants and residents, and utilize receptacle signage for proper separation of garbage, recycling, and organic waste.
- Landscapers and third-party haulers are required to keep records and remit such records to the City's Public Works Director upon request.

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

<b>Service Address for Registration:</b>	
<b>Mailing Address (if different from above):</b>	
<b>Type of Property:</b>	
Single Family Dwelling	Multifamily (4 or less dwelling units) _____ Number of units
<b>Requestor:</b>	
Owner Occupant	Owner Non-occupant

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Applicant Name:	Applicant Title (Owner, Operator, etc.):
Phone Number:	Email Address:

**SECTION II. CURRENT SOLID WASTE COLLECTION.**

This section must be completed in its entirety for application to be considered complete.

Material Stream	Hauler	# 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		
<b>Total Weekly Cubic Yardage of All Services</b>					

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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 using a third-party hauler, provide the name and address of the contracted entity, as well as the material stream's Final Destination.

Material Stream	Disposal or Processing and Recovery Facilities
<b>Garbage Self-haul</b>	Self-haul Drop-off Facility 1 Name and Address
	Self-haul Drop-off Facility 2 Name and Address
<b>Recycling</b>  <b>Self-haul</b>  <b>Third-party</b>	Self-haul Drop-off Facility 1 Name and Address
	Self-haul Drop-off Facility 2 Name and Address
	Name & Address of Third-party Hauler
	Final Destination of Third-party hauled materials
<b>Organics</b>  <b>Self-haul</b>  <b>Third-party</b>	Self-haul Drop-off Facility 1 Name and Address
	Self-haul Drop-off Facility 2 Name and Address
	Name & Address of Third-party Hauler
	Final Destination of Third-party hauled materials
	Name & Address of Landscaper

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## SECTION IV. REGISTRATION PERIODS.

The Residential 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 Residential 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 registrant 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 undersigned 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 and education for tenants and residents, and utilize 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.

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:			