



# 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.** Responsible Party: \_\_\_\_\_ Telephone: \_\_\_\_\_

Site Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

**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 foods, 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: \_\_\_\_\_

c. Number of Dishwashers: \_\_\_\_\_ d. Number of Deep Fryers: \_\_\_\_\_

e. Hauled Waste *(company and frequency)*: \_\_\_\_\_

f. Number and Types of sinks, other than restroom *(e.g. floor, mop)*:  
\_\_\_\_\_  
\_\_\_\_\_

**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 *(i.e. sinks, dishwashers, garbage disposals, etc.)* and the location of the water meter, grease interceptor, water softener, and sewer connections. If available, attach detailed interior plumbing plans.

**SECTION C – DISCHARGE INFORMATION** (All applicants discharging wastewater (not from food service or restaurant) or having on-site hazardous materials, 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	[ ] I
b.	_____	_____	[ ] C	[ ] I
c.	_____	_____	[ ] C	[ ] I
d.	_____	_____	[ ] C	[ ] I

**C-2.** List types and quantity of chemicals used or planned for use:

	<u>Chemical Used</u>	<u>Amount Per Day/Week/Year</u>	<u>Spill Contained<sup>1</sup></u>	
a.	_____	_____	[ ] No	[ ] Yes
b.	_____	_____	[ ] No	[ ] Yes
c.	_____	_____	[ ] No	[ ] Yes

**C-3.** Pretreatment for sewerred 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:

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

**C-5.** EPA Generator Number:

\_\_\_\_\_

<sup>1</sup>Spill Contained: If the chemical spilled accidentally, would the chemical flow into a drain outside of the building 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 Responsible Party <sup>2</sup> (Please Print)	Title
Signature of Responsible Party	Date

***Please keep the yellow copies for your records. Return the white copies, and the \$50.00 filing fee to:  
Public Works Director  
City of Burbank  
Public Works Engineering Department  
275 E. Olive Avenue  
Burbank, CA 91510-6459***

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

<sup>2</sup>As per BMC 25, Responsible Party shall mean:

- A. if the User is a corporation, a responsible corporate officer, that is:
  - 1. A president, secretary, treasurer, or 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
  - 2. 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 authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- B. if the User is a partnership or sole proprietorship, a general partner or proprietor, respectively.
- C. if the User is a Federal, State, or local governmental entity, or their agents, the principal executive officer or director having responsibility for the overall operation of the discharging facility
- D. By a duly authorized representative of the individual designated in paragraph (1), (2) or (3) of this definition if:
  - 1. The authorization is made in writing by the individual described in paragraph (1), (2) or (3);
  - 2. The authorization specifies either an individual or a position having responsibility for the overall operation of the facility from which the discharge originates, such as the position of plant manager, operator of a well, or well field superintendent, or a position of equivalent responsibility, or having overall responsibility for environmental matters for the company; and
  - 3. The written authorization is submitted to the District.
- E. If an authorization under paragraph (D) of this section is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, or overall responsibility for environmental matters for the company, a new authorization satisfying the requirements of paragraph (D) of this section must be submitted to the District.