

Dear property Owner/Applicant:

**SUBJECT: Industrial Wastewater Discharge Permit Application**

Attached is an application for an Industrial Wastewater Discharge Permit. Industrial Wastewater Discharge Permit review and approval will be necessary prior to the City of Cloverdale approval of Use Permit and/or Building Permit. The permit application should be completed by the owner/operator of any commercial or industrial facility discharging wastewater.

The City has established an Industrial Wastewater Discharge Permit program due to requirements imposed by the Environmental Protection Agency of the Federal Government. This program also benefits the citizens of Cloverdale by enabling the City to provide adequate treatment and disposal of the wastewater generated by its citizens.

For those applicants proposing construction of commercial and/or industrial facilities where the tenant(s) and type of business are unknown, the applicant must supply the City Engineer with the following information about the proposed new facility:

- 1) Owner's name, address and telephone number.
- 2) Name, address and telephone number of engineering firm handling the project.
- 3) Project name and location.
- 4) Detailed description of proposed facility, including architectural site plan with plumbing layout and/or any other drawings or plans pertinent to the facility.
- 5) When construction drawings are first submitted to the building Department for plan check and approval, a full set of drawings shall also be submitted to the City Engineer for review.

Plumbing plans shall provide that all floor drains, sinks, process plumbing, etc., be conveyed separately from sanitary wastes to a point outside the building before being combined.

This application should be submitted to the undersigned at the above address. If I can be of any assistance, please feel free to call me at (707) 894-1701. Your cooperation is appreciated.  
Director of Public Works

## INSTRUCTIONS FOR WASTEWATER DISCHARGE PERMIT APPLICATION

### PART A APPLICATION/PERMIT

- A1. Applicant Business Name. Use either corporation or DBA name.
- A2. Address of Premise Discharging Wastewater (includes both sanitary and/or industrial processed waste).  
Include building numbers, if any.
- A3. Business Address. Fill in if different from above.
- A4. Chief Executive Officer. Name of person who would be in charge of total operation (could be the owner).
- A5. Reference Data.
- A5A. Business License Number. If your business is within the city of Cloverdale, you should call (707) 894-1712 for license information.
- A5B. Premise Owner or Leased. If you own the building occupied by your business, you only need to check the "owned" box. If you are leasing the building, enter the date the lease expires.
- A5C. Environmental Permits. Permits could be from Federal, State or County governments such as State Air or Water Quality Control Boards Permits, State Hazardous Materials or Waste Haulers Permits, etc. Any permit dealing with the environmental control of your facility.
- A5D. Utility Account Number. If your business is existing, the account number is available on your sewer/water bill. If it is a new business or a new building, the account number will not be available until the new water meter is installed and your account opened.
- If the sewer/water bill is paid by the landlord, contact the landlord for the account number and the monthly water usage which will help to determine use required for each category in B6.
- A6. Person to be contacted about this application. List person who would be easily accessible to our staff.
- A7. Person to be contacted in case of emergency. This is very important for emergency situations.

A8. Certification. Please make sure this is signed.  
PART B BUSINESS DESCRIPTION

B1. Type of Business. General description (i.e., restaurant, auto detail shop, auto repair, etc.,).

B1A. Check the one(s) that apply(ies).

B1B. Federal SIC Number. This is the Standard Industrial Classification Number. If you do not know your number, leave it blank and City Staff will fill it in.

B2. Restaurants and like facilities which utilize a dishwasher and/or garbage disposal must complete this section. Seating capacity is the number of seats.

These type of facilities usually are heavy grease producers; therefore, it will be necessary to install a grease and oil two-stage removal system.

Other facilities such as car washes/auto repair shops with floor drains or steam cleaning, will be required to install three-stage grease, sand, and oil separators.

B3. Discharge Period.

B3A. This is not an average, but an extreme value. If your company manufactures during the day shift and clean up is during the swing shift, you would record the values 0700 to 2300. Operation of discharge for 24 hours per day equals 1200 to 1200.

B3B. Days you Discharge. If clean up occurs on Saturday, include that also.

B3C. Seasonal Operation. If discharge will not occur year round, circle month(s) of operation.

B4. Number of Employees.

Total - All who are employees at that facility.

Administrative - Those who work in the office.

Production - Those people who function in B4.

B5. Products Produced or Services Rendered. Example: Take-out restaurant, etc.

B6. Water Use and Disposition (averages).

Supply Form - Estimate proportions of usage from City sources and other sources in each area (i.e., sanitary, boiler, etc.). Sources column refers to Note 1 below.

Discharge To - Explain the final discharge of each area supplied with water. Discharge to column refers to Note 2.

NOTE: Commercial uses are not required to complete Sections B7, B8 and B9.

**B7. Wastewater Characteristics.**

Place the value, quantity or number as appropriate for the highest anticipated strength of sewage as discharged to the City sewer. The strength of discharged effluent, as well as quantity, determines the development fee, monthly sewer service charge and pretreatment requirements.

**B8. Review the attached list of Prohibited Wastes. List any which apply to your facility or process and indicate the quantity or concentration to be discharged.**

**B9. Wastewater Pretreatment. Check those which apply to your facility. For each one you have checked, describe the process for which it is used. Also, give size, type, make of pretreatment system.**

PROHIBITED WASTES:

No person shall discharge, cause or permit to be discharged into any public sewer the following wastes:

1. Any liquid or water having a temperature higher than 104 degrees Fahrenheit.
2. Any water or waste containing floatable grease, oil, fat or ether-soluble matter in excess of 50 parts per million, or dispersed nonfloatable grease, oil, fat or ether-soluble matter other than soap, in excess of 100 parts per million.
3. Any gasoline, flammable or explosive liquid, solid or gas.
4. Any garbage, except garbage shredded to 1/4-inch maximum size from individual dwelling units. In no event will industrial, commercial or institutional sewer systems qualify for the exception.
5. Any ashes, bones, hair, whole blood, cinders, and mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, paunch manure, or any other solids or viscous substances capable of causing obstruction to the flow in sewers or other interference with the proper operation of the sewage works.
6. Any waters or wastes having a pH lower than 6.0 or higher than 9.0 or having any other corrosive property capable of causing damage or hazard to structures, equipment and personnel of the sewage works.
7. Any waters or wastes containing a toxic or poisonous substance in sufficient quantity to injure or interfere with any sewage treatment process, constitute a hazard to humans or animals, or create any hazard in the receiving waters of the Plant.
8. Any waters or wastes containing suspended solids or dissolved matter of such character and quantity that unusual attention or exposure is required to handle such materials at the Plant.
9. Any septic tank sludge, except at an authorized location with a valid disposal permit.
10. Any waters or waste containing more than 0.1 milligrams per liter or dissolved sulfides.
11. Any radioactive waste in an amount greater than recommended by local or state public health agencies.
12. Any other solid or liquid which is determined by the City Engineer to be detrimental to the sewer system or treatment plant.
13. Any water added for the purpose of diluting wastes which would otherwise exceed applicable maximum concentration limitations.
14. Any water or wastes having a median toxicity limit (Tlm) lower than twenty-five percent (25%) as determined by a 96 hour bioassay.
15. Any waters or wastes containing algicides, fungicides, antibiotics, insecticides, strong oxidizing agents or strong reducing agents.
16. Any noxious or malodorous gas or substances capable of creating a public nuisance either by itself or by interaction with other substances.
17. Any wastes requiring an excessive quantity of chlorine or other chemical compound used for disinfection purposes.
18. Any waste producing excessive discoloration or wastewater or treatment plant effluent.

19. Any garbage, cheese, fruit, vegetable, fish, animal or other solid material from any food processing plant, industrial plant, or retail grocery store, unless the discharge has been shredded to 1/4 inch maximum size, and does not contain more than five percent (5%) solid material by weight (dry basis).
20. Any water or wastes containing recognizable portions of the human anatomy.
21. Any unusual volume of flow or concentration of waste, from a commercial or industrial course, of any constituent or in quantity of flow that exceeds for any period of duration longer than fifteen (15) minutes that is five (5) times the average 24 hour concentration or flow during normal operation.
22. Any water or waste containing substances which are not amenable to treatment or which cause the treatment plant effluent to fail to meet the discharge requirements established by the State Water Resources Control Board, the California Regional Water Quality Board, or any other state or regulatory agency.
23. Any water or wastes containing any of the following toxic substances exceeding the concentrations listed:

<u>Toxicants</u>	<u>Maximum Allowable Concentration (mg/l)</u>
Aluminum 5.0	
Ammonia (as nitrogen).....	20.0
Antimony 5.0	
Arsenic; arsenicals.....	0.2
Barium.....	5.0
Beryllium 1.0	
Bromine, chlorine and iodine (total).....	10.0
Boron.....	15.0
Cadmium 0.02	
Total identifiable chlorinated hydrocarbons.....	0.001 (trace)
Chromium (total).....	0.5
Cobalt.....	0.5
Copper.....	0.2
Cyanides 0.1	
Fatty Acids.....	5.0
Flourides 2.0	
Formaldehydes.....	5.0
Iron.....	5.0
Lead.....	0.5
Manganese.....	1.0
Mercury.....	0.001
Phenol and derivatives.....	0.5
Nickel.....	0.2
Selenium 5.0	
Silver.....	0.05
Zinc.....	1.0

## PART C BUILDING LAYOUT

**PURPOSE:** The Building Layout shows the wastewater generating operations which contribute to each building sewer. This building layout will also enable the City of the applicant to select suitable sampling locations for determining and verifying wastewater strength.

**BUILDING LAYOUT:** Draw to scale the location of each building on the premises. Show the location of all water lines, water meters, interceptors, and storm drains. The sewer layout shall include the connection to the public main, all cleanouts, sand or grease interceptors, pretreatment facilities, sanitary facilities, sinks, drains and all entry points to the collection system. All drains or other entries to the collection system shall be so designed as to prevent entry of storm water. Number each building sewer and show possible sampling locations.

**CITY OF CLOVERDALE  
INDUSTRIAL WASTEWATER DISCHARGE PERMIT  
PART A - APPLICATION/PERMIT**

PERMIT NO. \_\_\_\_\_

PART A

SECTION 1. APPLICATION

A1. Applicant Business Name \_\_\_\_\_

A2. Address of Premise Discharging Wastewater

A. Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

A3. Business Address

A. Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

B. Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

A4. Chief Executive Officer

A. Name \_\_\_\_\_ B. Title \_\_\_\_\_

B. Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

A5. A. Business License No. \_\_\_\_\_

B. Is Premise: \_\_\_\_\_ Owned\_Leased: if Leased,

Lease Expires \_\_\_\_\_

C. Environmental Permit Type and Number: \_\_\_\_\_

D. Utility Account No. \_\_\_\_\_

A6. Person to be contacted about this application:

A. Name \_\_\_\_\_ B. Title \_\_\_\_\_

C. Phone \_\_\_\_\_

A7. Person to be contacted incase of emergency:

A. Name \_\_\_\_\_ B. Title \_\_\_\_\_

Day Phone \_\_\_\_\_ Night Phone \_\_\_\_\_

Emergency Phone \_\_\_\_\_

A8. Certification: I certify that the informtion above and on the following Parts is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

**SECTION 2. PERMIT - TO BE COMPLETED BY CITY**

The above named applicant is hereby authorized to discharge wastewater to be City sewer system subject to said applicant's compliance with City of Cloverdale Wastewater Discharge Ordinance No. 419-88 and the following terms and conditions:

3. The applicant shall report to City Staff any changes (permanent or temporary) to the premise or operations that significantly change the quality or volume of the wastewater discharge or deviate from the terms and conditions under \_\_\_\_\_ which this permit is granted.
4. Compliance with the Permit conditions as specified in Part B.

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Date

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Director of Public Works

CITY OF CLOVERDALE  
INDUSTRIAL WASTEWATER DISCHARGE PERMIT  
PART B - BUSINESS DESCRIPTION

PERMIT NO. \_\_\_\_\_

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PURPOSE: The Business Description is primarily used to determine the substances which may enter into the wastewater discharge from the Business Activity. The production quantities are necessary for State and Federal Reports.

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B1. Type of Business \_\_\_\_\_

A. Manufacturing \_\_\_\_\_ Wholesale \_\_\_\_\_ Retail \_\_\_\_\_  
Service \_\_\_\_\_ Food Processing \_\_\_\_\_

B. Standard Industrial Classification (SIC) Number \_\_\_\_\_

B2. Restaurants: Seating Capacity \_\_\_\_\_;

Dishwasher Yes \_\_\_\_\_ No \_\_\_\_\_;

Garbage Disposal: Yes \_\_\_\_\_ No \_\_\_\_\_

B3. Discharge Period:

A. Discharge occurs daily from \_\_\_\_\_ to \_\_\_\_\_

B. Circle the days of the week that the discharge occurs:

Sun. Mon. Tues. Weds. Thurs. Fri. Sat.

C. Seasonal operation; circle months(s) of discharge:

J F M A M J J A S O N D

B4. Number of Employees

Total \_\_\_\_\_; Administrative \_\_\_\_\_; Production \_\_\_\_\_.

B5. Products Produced or Services Rendered: \_\_\_\_\_

B.6 Water Use/Disposition (average quantity of water received and wastewater discharged daily).

City Water Used For:	Supply From			Discharged To		
	Other (1) gal/day	City Sewer gal/day	Other (2) source	gal/day	gal/day	disch. to
Sanitary						
Processes						
Boiler						
Cooling						
Washing						
Irrigation						
Product						
Other (3)						
TOTAL						

Notes: 1. Enter the quantity and appropriate code letter indicating the source:

a. well; b. reclaimed water; c. creek or river

2. Enter the quantity and appropriate code letter indicating the discharge point:

a. well      b. leach field      c. storm drain  
d. rail      e. truck      f. evaporation  
g. product      h. other

Describe if Other: \_\_\_\_\_

B7. Wastewater Characteristics

Temperature \_\_\_\_\_ ph \_\_\_\_\_

B.O.D. \_\_\_\_\_ C.O.D. \_\_\_\_\_

Non-Filterable Residue (N.F.R.) \_\_\_\_\_

Total Residue \_\_\_\_\_

Floatable Grease / Oils / Fat (P.P.M.) \_\_\_\_\_

Non-Floatable Grease / Oils / Fat (P.P.M.) \_\_\_\_\_

Peak Discharge: per hour \_\_\_\_\_ duration in hours of  
peak discharge \_\_\_\_\_  
per day \_\_\_\_\_

**B8. Section 15-103 Prohibited Wastes:**

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(Use additional sheets if required.)

**B9. Wastewater Pretreatment. Check the type of treatment, if any, given wastewater from this building sewer before it is discharged to the community sewer:**

\_\_\_\_\_ none, \_\_\_\_\_ holding tank, \_\_\_\_\_ grease interceptors,  
\_\_\_\_\_ oil and water separator, \_\_\_\_\_ grinding,  
\_\_\_\_\_ sedimentation, \_\_\_\_\_ ph adjustment,  
\_\_\_\_\_ biological treatment, \_\_\_\_\_ screening,  
\_\_\_\_\_ chlorination, or \_\_\_\_\_ other.

Describe if Other: \_\_\_\_\_

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## SERVICE STATIONS

### Wastewater Discharge Limitations

<u>Parameter</u>	<u>Limits</u>
Flow per day	Not to exceed 20,000 gallons
BOD	Not to exceed 300 mg/L •
COD	Not to exceed 700 mg/L
NFR	Not to exceed 350 mg/L
Polar Grease	Not to exceed 100 mg/L
Non-Polar Grease	Not to exceed 50 mg/L
PH	Not less than 6.0 or greater than 9.0
Lead	Not to exceed 0.5 mg/L
Copper	Not to exceed 0.2 mg/L
Zinc	Not to exceed 1.0 mg/L
Total Petroleum Hydrocarbons (TPH)	Not to exceed 50 mg/L
Volatile (light) Hydrocarbons	0.001 mg/L to non-detectable
Extractable (heavy) Hydrocarbons	0.001 mg/L to non-detectable
BTEX	0.001 mg/L to non-detectable
Purgeable Aromatics (EPA 601)	0.001 mg/L to non-detectable
Purgeable Halocarbons (EPA 602)	0.001 mg/L to non-detectable
•mg/L milligrams per liter	

**INDUSTRIAL WASTEWATER  
DISCHARGE PERMIT FEES**

1. One time permit fee	=	\$2,037 .
2. Testing fees	=	A. Ground water from gas station or known contamination site = current charges from testing lab*
	=	B. Other discharges = current charges from testing lab*
3. Inspection fees	=	\$65.00/hr or current rate
4. Discharge cost (cost/1000 gal)	=	\$6.40/1000 gal with minimum charge of \$20.00

\* As of 1-98 testing fees are approximately \$1,400.00.

Note: If test results show contaminants above thresholds as shown on attached sheet for any contaminant, discharge into the sewer system will not be allowed.

Need a minimum of 24 hours notice prior to discharge.

Prior to discharge, applicant must have approved wastewater discharge permit and authorization letter from City after test results are obtained.