

# Business Guide to Environmental Services



City of Los Angeles  
Environmental Affairs  
Department





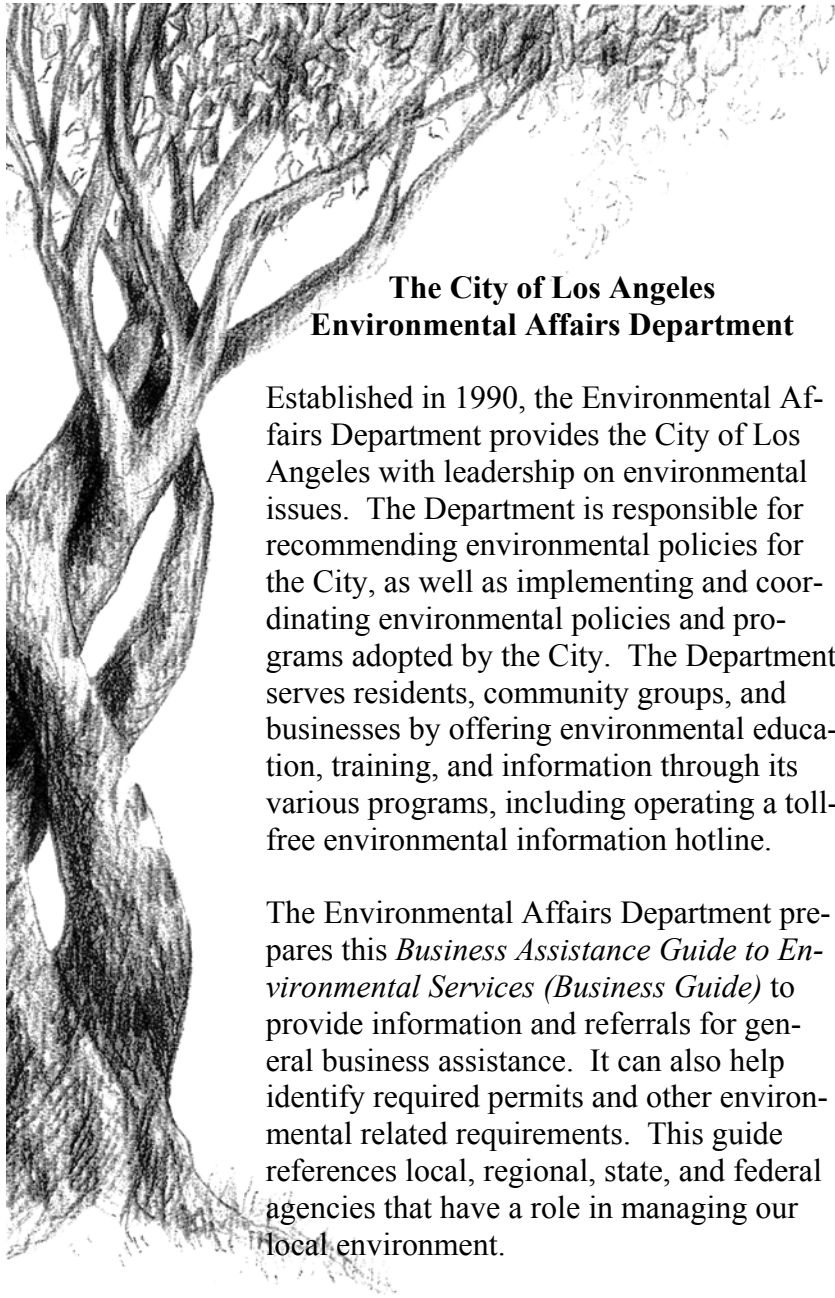
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**ENVIRONMENTAL  
AFFAIRS DEPARTMENT**  
Detrich B. Allen  
General Manager

Updated May 11, 2007



**The City of Los Angeles  
Environmental Affairs Department**

Established in 1990, the Environmental Affairs Department provides the City of Los Angeles with leadership on environmental issues. The Department is responsible for recommending environmental policies for the City, as well as implementing and coordinating environmental policies and programs adopted by the City. The Department serves residents, community groups, and businesses by offering environmental education, training, and information through its various programs, including operating a toll-free environmental information hotline.

The Environmental Affairs Department prepares this *Business Assistance Guide to Environmental Services (Business Guide)* to provide information and referrals for general business assistance. It can also help identify required permits and other environmental related requirements. This guide references local, regional, state, and federal agencies that have a role in managing our local environment.

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Please contact the EAD at (213) 978-0888 or by email at [ead.info@lacity.org](mailto:ead.info@lacity.org) if you require further assistance.

Thank you!

## **THE ENVIRONMENTAL AFFAIRS DEPARTMENT** **AND** **BUSINESS ASSISTANCE**

### **Assist Businesses in Meeting Their Regulatory Requirements**

The Environmental Affairs Department believes a healthy environment is inseparably linked to a healthy economy. The Department works with businesses to help them respond to environmental regulatory requirements and promotes ways to streamline and consolidate the permitting process, as well as encourage, attract, and promote "green" industries in Los Angeles.

### **Provides Programs that help Businesses and Improve the Environment**

The Environmental Affairs Department is involved in administering a variety of programs to help businesses and improve our local environment. For example, in 2003 the EAD's Environmental Business and Neighborhood Services Division identified several areas with potential health and safety concern and began pollution prevention outreach efforts to minimize and reduce the amount of contaminants that citizens of Los Angeles are exposed to on a daily basis.



One of these areas of concern consisted of mobile washers illegally dumping wash water into the city's storm drain system, endangering marine life as the wash water runoff directly enters the ocean. For additional information on this program and others, visit <http://www.lacity.org/ead> and find out how the City is

helping to keep your environment clean and safe.

**Promotes Source Reduction and Pollution Prevention**

Source reduction and pollution prevention are profoundly the most effective methods in environmental conservation. Proactive methods, such as reducing waste at its source - before it is generated as a waste stream - greatly reduces the amount of pollution generated and the impact on the environment.

Source reduction and pollution prevention have significant added benefits to businesses. The economic feasibility of source reduction and energy and resource conservation provides the businesses with benefits such as:

- reduced raw materials usage and costs
- reduced waste disposal and environmental costs
- reduced environmental liability and associated costs
- easier compliance with environmental regulations
- potentially reduced permit requirements
- improved employee health and safety

A wide range of source reduction and pollution prevention measures can be implemented by most businesses very easily and without large up-front costs. For more information or specific questions on source reduction and pollution prevention, please call, or write by email or standard mail to the Environmental Affairs Department.



Environmental Affairs Department  
200 North Spring Street, Room #2005  
Los Angeles, CA 90012

Telephone: (213) 978-0888  
Fax: (213) 978-0893  
E-mail: [ead.info@lacity.org](mailto:ead.info@lacity.org)



## **ORGANIZATION AND USE OF THIS BUSINESS GUIDE**

### **GUIDE ORGANIZATION**

This *Business Guide* is organized into eleven main chapters plus a Business Activities Permit Matrix.

The five chapters listed below provide general information which may be applicable to **any** business in Los Angeles:

- **General Assistance and Information** - contains information regarding resources and service organizations who can help you throughout the permit process or provide you with assistance understanding the various regulatory requirements.
- **General Permits and Requirements** - provides information regarding the general types of City of Los Angeles permits required of most businesses within the City, as well as other general information to assist your business in operating cleanly.
- **Commuter and Motor Vehicles** - contains information to help your business and its employees reduce road congestion and pollution from commuting and operating fleet vehicles.
- **Energy Efficiency and Conservation** - includes contacts and information to help your business operate more energy-efficiently and at a lower cost.
- **Financial Assistance and Resources** - provides resources for information on a wide variety of business and environmental project-related loans and grants available for your business. You are strongly encouraged to take advantage of these important and useful financial resources.

The other six chapters contain a summary of the major federal, state and local environmental-related permit or notification re-

quirements as well as contacts and resources for compliance and health-related information and assistance. Most of the chapters list general information and other resources first, followed by the specific permit or notification requirements. These six chapters address:

- **Air Quality and Air Pollution Control**
- **Building and Construction**
- **Hazardous Materials Management**
- **Hazardous Waste Pollution Prevention**
- **Solid Waste and Recycling**
- **Water Quality**

The **Business Activities Permit Matrix** is a starting point to determine which businesses, activities, processes or operations may be subject to specific environmental-related permits. The *Business Guide* can serve as a first step for guidance through what can be a complex permitting process.

Please remember that the Environmental Affairs Department can be reached by dialing (213) 978-0888. The City also has an assistance hotline by dialing 3-1-1 (within the City of Los Angeles) and an information assistance website at [www.lacity.org](http://www.lacity.org).



**BUSINESS ACTIVITIES PERMIT MATRIX**

GENERAL BUSINESS TYPE ACTIVITIES, OPERATIONS, OR EQUIPMENT <sup>1</sup>	PERMITS AND REQUIREMENTS TOPIC REFERENCE CODE <sup>2,3</sup>
Aboveground, storage tank (hazardous materials) installation operation	AQ-8, -9, -10; HM-9, -10, -11; HW-1, -2, -10; WQ-7
Adhesives, resins, polymer, plastics, or composites formulation or application	AQ-8, -9, -10; HM-9, -10, -11; HW-1, -2, -10; WQ-7; HM-6
Aggregate process, asphalt or concrete batching	AQ-8, -9, -10; HM-9, -10, -11; WQ-7
Asbestos removal, demolition or renovation	HM-3, -5, -17; HW-1, -2, -10
Automotive dismantling	HM-9, -10, -11; HW-1, -2, -10; WQ-7
Automotive or transportation services, repair, or body repair	AQ-8, -9, -10; HM-9, -10, -11; HW-1, -2, -10; WQ-7; HW-5
Chemical formulation or blending	AQ-8, -9, -10; HM-9, -10, -11; HW-1, -2, -10; WQ-7; HM-6
Circuit board manufacturing	AQ-8, -9, -10; HM-9, -10, -11; HW-1, -2, -10; WQ-5, -6, -7
Coating operation (paints, stains, varnishes, glues, lacquers, enamels, adhesives)	AQ-8, -9, -10; HM-9, -10, -11; HW-1, -2, -10; WQ-7
<div><div>1. Does not need to be your primary business activity...these include support, incidental, or even one-time activities or operations.</div><div>2. In addition to the standard general business-related permits listed in the “Other Permits...” chapter.</div><div>3. These topics are <b>not</b> intended to convey all of the potential federal, state or local regulatory or permit requirements. They are only intended to serve as a guide to assist you in using the <i>Business Guide</i> and becoming aware of the major requirements.</div></div>	

GENERAL BUSINESS TYPE ACTIVITIES, OPERATIONS, OR EQUIPMENT <sup>1</sup>	PERMITS AND REQUIREMENTS TOPIC REFERENCE CODE <sup>2,3</sup>
Commercial or industrial laundering of oil-contaminated garments, rags or towels	HW-1, -2, -10; WQ-5, -6
Commercial or industrial laundry operations or activities (washers >20 lb. Capacity)	AQ-8, -9, -10; WQ-5, -6
Construction (all types)	AQ-6, BC-1-19 (potential); HM-9, -10, -11; HW-1, -2, -10; WQ-7
Construction activity (excavation) in or near heavily industrialized operations or previously industrial areas	HM-4, -5
Construction activity near a cultural or historic area, ancient burial sites, native preservations, or government owned lands	BC-2
Construction activity near a waterway, well, or wetland	BC-3; WQ-8
Construction activity within 1,000 yards of the coastline, or within the Port of Los Angeles, Playa del Rey, Pacific Palisades, San Pedro, Venice or Wilmington	BC-3
Construction trades or equipment operation	BC-8
Control of any air contaminants from operation, equipment or process	AQ-8, -9, -10
Degreasing	AQ-8, -9, -10; HM-9, -10, -11; HW-1, -2, -10; WQ-7



GENERAL BUSINES TYPE or BUSINESS ACTIVITIES, OPERATIONS OR EQUIPMENT <sup>1</sup>	PERMITS AND REQUIREMENTS TOPIC REF- ERENCE CODE <sup>2,3</sup>
Demolition or renovation	HM-3, -5, -17; HW-1, -2, -10
Dry cleaning operations	AQ-8, -9, -10; HW-1, -2, -10
Emission of any air contaminants from operations, equipment or process	AQ-8, -9, -10
Equipment repair, maintenance or servicing	AQ-8, -9, -10; HM-9, -10, -11; HW-1, -2, -10; WQ-7
Excavation, earth moving, or fill activities	BC-11, -12, -13
Exhaust control of dusts or airborne particulates	AQ-8, -9, -10
Fabric, paper or film coating activities or operations	AQ-8, -9, -10; HM-9, -10, -11; HW-1, -2, -10; WQ-7
Facilities or building maintenances services	HW-1, -2, -10
Facilities engineering trades	BC -8
Flammable or combustible liquid storage, handling or transferring	HM-9, -10, -11; HW-1, -2, -10; WQ-7
Food preparation or sale	O-6; WQ-5
Food processing	O-6
Fuel storage or dispensing	AQ-8; -9, -10; HM-9, -10, -11-, -12
Furniture manufacturing, refinishing, restoration or repair	AQ-8, -9, -10; HM-9, -10, -11; HW-1, -2, -10; WQ-7

GENERAL BUSINESS TYPE or BUSINESS ACTIVITIES, OPERATIONS or EQUIPMENT <sup>1</sup>	PERMITS AND REQUIREMENTS TOPIC REFERENCE CODE <sup>2,3</sup>
Halon fire suppression system operation	HM-13
Hazardous materials or chemicals use, storage or handling	AQ-8, -9, -10; HM-9, -10, -11;; HW-1, -2, -10; WQ-7
Hazardous materials or freight shipping	HM-13
Hazardous or chemical waste generation or handling	HW-1, -2, -10, -12
Hazardous waste treatment, disposal, recycling or commercial storage	AQ-8, -9, -10; HM-9, -10, -11; HW-1, -2, -10; WQ-7; HW-12
Importers	HM-6, -13
Industrial activities (any) or related activities exposed to storm water (rainfall or runoff)	WQ-7
Internal/external combustion engine use (boilers, generators, power units, motors, etc.)	AQ-8, -9, -10
Jewelry manufacturing or repair	HM-9, -10, -11; HW-1, -2, -10; WQ-7
Manufacturing	AQ-8, -9, -10; HM-9, -10, -11; HW-1, -2, -10; WQ-7
Medical (any health care) or infectious waste generation	HM-6; HW-13
Metal fabrication	AQ-8, -9, -10; HM-9, -10, -11; HW-1, -2, -10; WQ-7

GENERAL BUSINESS TYPE or BUSINESS ACTIVITIES, OPERATIONS or EQUIPMENT <sup>1</sup>	PERMITS AND REQUIREMENTS TOPIC REFERENCE CODE <sup>2,3</sup>
Metal finishing	AQ-8, -9, -10; HM-9, -10, -11; HW-1, -2, -10; WQ-7; WQ-5, -6
Metal plating or etching	AQ-8, -9, -10; HM-9, -10, -11; HW-1, -2, -10; WQ-7; WQ; WQ-5, -6
Metal working	HM-9, -10, -11; HW-1, -2, -10; WQ-7
Modification or relocation of existing equipment or operations emitting or controlling air contaminants	AQ-8, -9, -10
Owning, renting or leasing property for commercial or industrial use	O-4
Paint baking or curing	AQ-8, -9, -10
Paint removal or refinishing	AQ-8, -9, -10; HM-9, -10, -11; HW-1, -2, -10; WQ-7
Painting or coating of any type	AQ-8, -9, -10; HM-9, -10, -11; HW-1, -2, -10; WQ-7
Parts cleaning	AQ-8, -9, -10; HM-9, -10, -11; HW-1, -2, -10; WQ-7
Plastics or fiberglass manufacturing, repair or fabrication	AQ-8, -9, -10; HM-9, -10, -11; HW-1, -2, -10; WQ-7
Printing, graphics or photoprocessing	AQ-8, -9, -10; HM-9, -10, -11; HW-1, -2, -10; WQ-7

GENERAL BUSINESS TYPE or BUSINESS ACTIVITIES, OPERATIONS or EQUIPMENT <sup>1</sup>	PERMITS AND REQUIREMENTS TOPIC REFERENCE CODE <sup>2,3</sup>
Radioactive / radioisotope material use, storage or handling	HM-2
Storm water discharge	WQ-7
Swimming pools (commercial or other non-residential)	O-6; HM-9, -10, -11, -14
Transporting hazardous materials over public roads	HM-13
Underground storage tank installation, operation, abandonment or removal	HM-9, -10, -11, -12; AQ-8, -9
Ventilation or exhaust of commercial or industrial equipment or operations	AQ-8, -9, -10
Wastewater clarifier	WQ-7
Wastewater or process water (pre-) treatment	HW-7, -12; WQ-7
Wastewater or process water discharge to sewer	WQ-7
Wastewater, process water or water reclamation, recycling or re-use (on-site)	HW-7; WQ-7
Water discharge to sewer	WQ-7
Wells (drilling, installation or abandoning any water supply or sampling well)	WQ-9
Woodworking	AQ-8, -9, -10

## **GENERAL ASSISTANCE AND INFORMATION**

### **GENERAL BUSINESS ASSISTANCE**

This portion of the *Business Assistance Guide to Environmental Services* references agencies on the local, regional, state, and federal levels that play a role in managing our local environment.

The Environmental Affairs Department is working closely with City Departments and non-City regulatory agencies to simplify and consolidate permitting processes, whenever possible, while assuring environmental quality, public health, and safety of the City.

#### **O-1**

### **CITY AND BUSINESS INFORMATION**

For information on City of Los Angeles environmental programs, technical information, referral services, and information resources, contact:

City of Los Angeles Environmental Affairs Dept. Telephone: (213) 978-0888 Website: <a href="http://www.lacity.org/ead">www.lacity.org/ead</a>	OR	City of Los Angeles 311 Citywide Services Telephone: 3-1-1 Website: <a href="http://www.lacity.org">www.lacity.org</a>
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Businesses located in specific geographic business improvement commercial areas are offered special tax incentives and credits to stimulate investment and employment. For information on the State Enterprise Zones, the Federal Empowerment, and the Renewal Community programs, contact:

City of Los Angeles  
Community Development Department  
Telephone: (213) 485-4767  
Website: [www.ci.la.ca.us/CDD/bus\\_state.html](http://www.ci.la.ca.us/CDD/bus_state.html)

For resources, knowledge and technical assistance to help the seasoned business owner and/or entrepreneur succeed in the challenging business environment, contact:

Southeast LA County Small Business Development Center  
5675 Telegraph Road, Suite 250  
Commerce, CA 90040  
Telephone: (323) 887-9627  
Website: [www.riohondo.edu/ecd/sbdc](http://www.riohondo.edu/ecd/sbdc)

For professional business consulting, counseling, training, technical assistance, financing to businesses, contact:

Valley Economic Development Center (VEDC) 5121 Van Nuys Blvd., 3rd Fl. Van Nuys, CA 91403 Telephone: (818) 907-9977	Vermont-Slauson Economic Development Center 5918 S. Vermont Avenue Los Angeles, CA 9044 Telephone: (323) 753-6710
Pacific Asian Consortium in Employment (PACE) 1541 Wilshire Blvd., Suite 310 Los Angeles, CA 90017 Telephone: (213) 989-3251	CFRC Harbor Business Center 4060 S. Figueroa Street Los Angeles, CA 90037 Telephone: (323) 233-1900
Barrio Planners, Inc. 5271 Beverly Blvd. Los Angeles, CA 90022 Telephone: (323) 726-7734	Fashion Business Inc. (FBI) 127 East 9th Street, Suite 212 Los Angeles, CA 90015 Telephone: (213) 892-1669

**O-2**  
**REGULATORY INFORMATION**

For information and assistance regarding U.S. or California environmental regulations, policies, and programs, contact:

U.S. Environmental Protection Agency (EPA) Asbestos & Small Bus. Ombudsman 1200 Pennsylvania Ave., NW Washington, DC 20460 Hotline: (800) 368-5888 Telephone: (202) 566-2816 Website: <a href="http://www.epa.gov/sbo">www.epa.gov/sbo</a>	California Department of Toxic Substance Control Office of Pollution Prevention 8800 Cal Center Drive Sacramento, CA 95826-3200 Telephone: (916) 255-6421 Website: <a href="http://www.dtsc.ca.gov/pollutionprevention">www.dtsc.ca.gov/pollutionprevention</a>
U.S. EPA Region IX Library Reference Desk Telephone: (415) 947-4406 Website: <a href="http://www.epa.gov/region09/library/contact.html">www.epa.gov/region09/library/contact.html</a>	California Air Resources Board Business Assistance Program Telephone: (800) 363-7664 w/i CA Email: <a href="mailto:ombudsman@arb.ca.gov">ombudsman@arb.ca.gov</a> Website: <a href="http://www.arb.ca.gov/ba/ba.htm">www.arb.ca.gov/ba/ba.htm</a>

California Integrated Waste Management Board 1001 I Street P.O. Box 4025 Sacramento, CA 95812 Telephone: (916) 341-6613 Website: <a href="http://www.ciwmb.ca.gov/bizwaste">www.ciwmb.ca.gov/bizwaste</a>	California Chamber of Commerce 1215 K Street, Suite 1400 Sacramento, CA 95814 P.O. Box 1736 Sacramento, CA 95812-1736 Telephone: (916) 444-6670 Website: <a href="http://www.calchamber.com">www.calchamber.com</a>
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California Environmental Protection Agency  
 Department of Toxic Substances Control  
 Public and Business Liaisons  
[www.dtsc.ca.gov/contactDTSC/index.cfm](http://www.dtsc.ca.gov/contactDTSC/index.cfm)

Southern California  
 Glendale: (818) 551-2830  
 Cypress: (714) 484-5401

Northern California  
 Berkeley: (510) 540-3739  
 Sacramento: (916) 255-3617

### **O-3**

#### **PERMIT/BUSINESS ASSISTANCE CENTERS**

Businesses and individuals in the South Central area can receive counseling and legal aid on business plans, loans, and consumer debt. Contact:

Community Financial Resource Center  
 4060 S. Figueroa St.  
 Los Angeles, CA 90037  
 Telephone: (323) 233-1900  
 Website: [www.cfrc.net](http://www.cfrc.net)

The California Environmental Protection Agency established the California Government: Online to Desktops (CalGold) website to assist in providing businesses with the information needed to comply with environmental and or other regulatory and permitting requirements.

CalGOLD  
 Telephone: (916) 322-2947 or (800) 468-1787  
 Website: [www.calgold.ca.gov](http://www.calgold.ca.gov)

Regional Environmental Resource Assistance Center is dedicated to providing professional, and timely, environmental compliance assistance to "small to medium-sized" businesses and are confidential and non-regulatory.

REBRAC  
1830 W. Romneya Dr.  
Anaheim, CA 92801  
Telephone: (714) 808-4620 or (800) 622-2322  
Website: [www.rebrac.org/laorange](http://www.rebrac.org/laorange)

### **GENERAL PERMITS AND REQUIREMENTS**

Depending on the type of business, a variety of permits and requirements must be met before business operations can begin. This portion of the *Business Assistance Guide to Environmental Services* lists permits and requirements that must be fulfilled by certain business.

#### **O-4**

##### **BUSINESS PERMIT**

Individuals or companies doing business in Los Angeles are required to obtain a permit to operate by filing a Tax Registration Certificate and pay appropriate fees. For more business permitting information, contact:

City of Los Angeles  
Office of Finance, Tax and Permit Division  
200 N. Spring Street, Room 220  
Los Angeles, CA 90012  
Telephone: (213) 978-1500  
Website: [www.lacity.org/finance](http://www.lacity.org/finance)





**O-5**  
**FIRE PERMIT**

Many business operations require either a Division 4 Fire Permit (permit to operate) or Division 5 Fire Permit (installation permit) for which application is made through the Office of Finance. To determine if you are subject to this requirement, contact:



Division 4 Fire Permit:	Division 5 Fire Permit:
City of Los Angeles	Los Angeles Fire Department
Office of Finance, Police and Fire Permits	Bureau of Fire Prevention and Public Safety - Engineering Unit
200 N. Spring St., Room 220	201 Figueroa St., Suite 300
Los Angeles, CA 90012	Los Angeles, CA 90012
Telephone: (213) 626-9271	Telephone: (213) 482-6900
Website: <a href="http://www.lacity.org/finance">www.lacity.org/finance</a>	Website: <a href="http://www.lafd.org/prevention/engineering/index.html">www.lafd.org/prevention/engineering/index.html</a>

Some events such as fireworks displays, carnivals, and exhibits. require special fire permits. For information as to the types of activities requiring a special fire permit and details on obtaining a permit, contact:

City of Los Angeles Fire Department  
Fire Prevention Bureau  
Public Assemblage Office: (213) 978-3640  
Schools and Churches: (213) 978-3660  
Website: [www.lafd.org/prevention/index.html](http://www.lafd.org/prevention/index.html)

**O-6**  
**HEALTH PERMIT**

Businesses involved in the food services industry are required to obtain a Health Permit in addition to the Business Permit. For information, contact:

Los Angeles County Health Department  
Plan Check Program  
3530 Wilshire Blvd., 9<sup>th</sup> Floor  
Los Angeles, CA 90012  
Telephone: (213) 351-7352  
Website: [www.ladhs.org](http://www.ladhs.org)

To register a change in ownership contact your local Health Department.

LA County Environmental Health  
Telephone: (626) 430-5100  
Website: [www.lapublichealth.org/eh/index.htm](http://www.lapublichealth.org/eh/index.htm)

California Alcoholic Beverage Control Department  
Website: [www.abc.ca.gov](http://www.abc.ca.gov)

Los Angeles Office  
3530 Wilshire Blvd., Suite 1110  
Los Angeles, CA 90010  
Telephone: (213) 736-2005  
Email: [LAM.Direct@abc.ca.gov](mailto:LAM.Direct@abc.ca.gov)

Van Nuys Office  
6150 Van Nuys Blvd., Rm 220  
Van Nuys, CA 91401  
Telephone: (818) 901-5017  
Email: [VNY.Direct@abc.ca.gov](mailto:VNY.Direct@abc.ca.gov)

**O-7**

**LIQUOR LICENSE**

Businesses involved in either the sale or serving of alcoholic beverages are required to apply to the state for a liquor license. For information, contact:

California Department of Beverage Control  
Los Angeles/Metro  
3530 Wilshire Blvd., Suite 1110  
Los Angeles, CA 90010  
Telephone: (213) 736-2005

**O-8**

**POLICE PERMIT**

Various business activities are regulated through the Police Department and require a police permit. However, applications and fees are handled by the City Clerk's Office. For information, contact:

City of Los Angeles  
Office of Finance, Police and Fire Permits  
200 N. Spring Street, Room 220  
Los Angeles, CA 90012  
Telephone: (213) 626-9271  
Website: [www.lacity.org/finance](http://www.lacity.org/finance)



**O-9**

**SOLICITATION OF CHARITABLE CONTRIBUTION  
REQUIREMENTS**

Businesses that intend to solicit charitable contributions in Los Angeles must file a written Notice of Intention with the L.A. Police Department, contact:

City of Los Angeles  
Commission Investigation Division  
Charitable Organizations Section  
200 N. Spring Street, Room 1513  
Los Angeles, CA 90012  
Telephone: (213) 978-1144  
Website: [www.lapdonline.com](http://www.lapdonline.com)

**O-10**

**OCCUPATIONAL SAFETY REQUIREMENTS**

The Department of Industrial Relations was established to improve working conditions for California's wage earners, and to advance opportunities for profitable employment in California. Employers in California are required to establish, implement, and maintain a written Injury and Illness Prevention Program. This plan includes, but is not limited to such elements as a hazard communication plan, scheduled inspections, accident investigation, safety and health training, and record keeping. For consultation in developing an Injury and Illness Prevention Program, contact:

Cal/OSHA  
Department of Industrial Relations  
Public Information Office  
455 Golden Gate Ave.  
San Francisco, CA 94102  
Telephone: (415) 703-5070

Division of Occupational Safety and Health  
Consultation service for employers  
Telephone: (800) 963-9424

Division of Occupational Safety and Health  
Los Angeles Office  
10350 Heritage Park Drive, Ste. 201  
Santa Fe Springs, CA 90670  
Telephone: (562) 944-9366  
Website: [www.dir.ca.gov](http://www.dir.ca.gov)

## **URBAN ENVIRONMENT**

### **O-11**

#### **BUILDING AND LAND USE**

For pre-recorded referral to the appropriate building code, permit, and inspection personnel, contact:

City of Los Angeles  
Department of Building and Safety  
Telephone: (888) 524-2845 – Within Los Angeles County  
Telephone: (213) 482-0000 – Outside Los Angeles County  
Website: [www.lacity.org/LADBS/](http://www.lacity.org/LADBS/)

For information on the preservation of historical and cultural monuments, contact:

City of Los Angeles  
Cultural Affairs Department  
201 North Figueroa Street, Suite 1400  
Los Angeles, CA 90012  
(213) 202-5500  
Website: [www.culturela.org](http://www.culturela.org)

For complaints about neglected, dilapidated, vacant, and vandalized buildings, contact:

City of Los Angeles  
Department of Building and Safety  
Code Enforcement  
Telephone: (888) LA4-BUILD (524-2845)  
Website: [www.lacity.org/LADBS/](http://www.lacity.org/LADBS/)

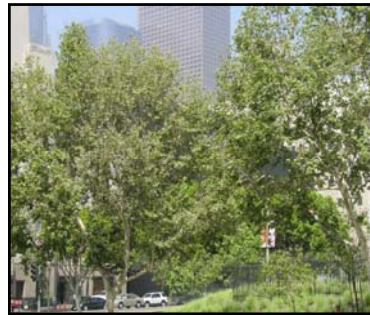
For information on urban redevelopment projects, contact:

City of Los Angeles  
Community Redevelopment Agency  
Environmental Planning  
354 S. Spring St., Suite 800  
Los Angeles, CA 90013  
Telephone: (213) 977-1662  
Website: [www.crala.net](http://www.crala.net)

**O-12**

**GRAFFITI REMOVAL/LITTER PICKUP/TREES**

For assistance to businesses and community groups regarding litter clean-up projects, graffiti paint-outs, beautification events, tree planting, Adopt-a-Median, and Adopt-a-Basket programs, contact:



City of Los Angeles  
Board of Public Works  
Community Beautification Prgm  
200 N. Spring Street, Room 356  
Los Angeles, CA 90012  
Telephone: (213) 978 – 0228  
Website: [www.laocb.org](http://www.laocb.org)

**For graffiti removal, call 3-1-1 operator**

To report illegal disposal of non-hazardous debris and to request street/alley cleaning or repair, contact:

City of Los Angeles  
Public Works Department  
Bureau of Street Services Street Maintenance Division  
600 S. Spring Street, 10th Floor  
Los Angeles, CA 90014  
Telephone: (800) 996-2489 or (213) 473-8410  
TDD: (213) 473-6600  
Website: [www.lacity.org/BOSS/administration/service.htm](http://www.lacity.org/BOSS/administration/service.htm)

To report illegal disposal of hazardous debris into streets, waterways, alleys, and catch-basins, contact:

City of Los Angeles  
Department of Public Works  
Watershed Protection Division  
Telephone: (800) 974-9794 or (323) 642-1525  
Website: [www.lacity.org/SAN/wpd/index.htm](http://www.lacity.org/SAN/wpd/index.htm)

To request tree trimming, maintenance, pest control, permits for planting and removal, maintenance of landscaped street medians, islands and embankments, contact:

City of Los Angeles  
Public Works Department  
Bureau of Street Services, Street Tree Division  
Telephone: (800) 996-2489 or (213) 473-8410  
TDD: (213) 473-6600  
Website: [www.lacity.org/BOSS/StreetTree/index.htm](http://www.lacity.org/BOSS/StreetTree/index.htm)

To request removal of vegetation, trash, and debris on private and publicly owned parcels controlled by the Board of Public Works, contact:

City of Los Angeles Department of Public Works  
Bureau of Street Services, Lot Cleaning Division  
600 S. Spring ST., 11th Fl  
Los Angeles, CA 90014  
Telephone: (800) 996-2489 or (213) 473-8410  
TDD: (213) 473-6600  
Website: [www.lacity.org/BOSS/LotCleaning/index.htm](http://www.lacity.org/BOSS/LotCleaning/index.htm)

Laboratory Branch  
Indoor Air Quality Program  
850 Marina Bay Parkway, Suite G365/EHL  
Richmond, CA 94804  
Telephone: (510) 620-2800  
Fax: 510-620-2825 Website: [www.dhs.cahwnet.gov/ehlb/](http://www.dhs.cahwnet.gov/ehlb/)



## **AIR QUALITY AND AIR POLLUTION CONTROL**

### **AQ-1**

#### **AIR QUALITY AND MONITORING**

For general inquiries and literature, regional pollutant levels, health effects of smog, transportation control, controls on emissions from stationary sources, and research studies, contact:

South Coast Air Quality  
Management District  
21865 Copley Drive  
Diamond Bar, CA 91765  
Public Information Center  
Telephone: (800) CUT-SMOG/288-7664 or (909)-396-2000  
Website: [www.aqmd.gov](http://www.aqmd.gov)

For information on health effects of indoor air pollution, contact:

State Department of Health Services Environmental Health

### **AQ-2**

#### **AIR POLLUTION COMPLAINTS**

To file a complaint or to report accidental, illegal, or excessive toxic and non-toxic discharges into air, contact:

South Coast Air Quality Management District (SCAQMD)  
Compliance Course Information  
21865 Copley Drive  
Diamond Bar, CA 91765  
Telephone: (800) CUT-SMOG/288-7664 or (909)-396-2000  
Website: [www.aqmd.gov](http://www.aqmd.gov)

**AQ-3**

**AIR RESOURCES INFORMATION**

To receive information in understanding air pollution control requirements and find answers to air pollution questions, training or compliance, contact:

California Air Resources Board - Business Assistance and Training  
Office of the Ombudsman  
2020 L Street, 5th Floor  
P.O. Box 5815  
Sacramento, CA 95814  
Telephone: (916) 323-6791  
Website: [www.arb.ca.gov/ba/ba.htm](http://www.arb.ca.gov/ba/ba.htm)

SCAQMD  
Public Information Center  
21865 Copley Drive  
Diamond Bar, CA 91765  
Telephone: (800) CUT-SMOG/288-7664 or 909-396-2000  
Website: [www.aqmd.gov/rules](http://www.aqmd.gov/rules)

**AQ-4**

**AIR POLLUTION INFORMATION**

For information on industrial pollution and landfill emissions, contact:

SCAQMD  
Public Records  
21865 Copley Drive  
Diamond Bar, CA 91765  
Telephone: (909) 396-3700  
Website: [www.aqmd.gov](http://www.aqmd.gov)



**AQ-5**

**SMOG INFORMATION**

To receive smog updates contact:

SCAQMD  
Public Information Center  
21865 Copley Drive  
Diamond Bar, CA 91765  
Telephone: (800) CUT-SMOG/288-7664 or 909-396-2000  
Website: [www.aqmd.gov/smog](http://www.aqmd.gov/smog)



## **REQUIRED PERMITS AND NOTIFICATIONS**

### **AQ-6**

#### **PERMIT INFORMATION**

For assistance in complying with air quality regulations, determining appropriate permit requirements, completing permit applications, and information on applicable rules and temporary variances, contact:

SCAQMD  
Small Business Assistance Office  
21865 Copley Drive  
Diamond Bar, CA 91765  
Telephone: (800) 388-2121  
Website: [www.aqmd.gov/business/smallbizassistance.html](http://www.aqmd.gov/business/smallbizassistance.html)

To determine the status of your permit application, contact:

SCAQMD  
Permit Information Center  
21865 Copley Drive  
Diamond Bar, CA 91765  
Telephone: (909) 396-3385  
Website: [www.aqmd.gov/permit](http://www.aqmd.gov/permit)

AQMD's Green Carpet program rewards a project proponent with a speedier administrative review for implementing one or more measures from a specified list that consists of several low-emitting technologies. The Green Carpet program establishes priority permitting service for permit applicants that meet any one of the following criteria:

- "Three Star" Project—Construction of a new facility or modification of an existing one to meet or exceed air emission standards set for 2010;
- HELP Project - Construction of a new High Employment, Low Pollution facility or modification of an existing one to expand business or create more than 500 jobs, and produce half the emissions per employee allowed under the year 2010 goal for its industry;
- Major Capital Project - Implementation of a standard, single phased design project that costs more than \$10 million. Both engineering and construction time must exceed one year each;

- Air Quality Technology Advancement Project - With SCAQMD's prior written approval, companies can apply for the "Green Carpet" service to investigate and research technology advancements designed to reduce emissions.

For additional information, please contact SCAQMD at:  
(800) CUT-SMOG/288-7664 or 909-396-2000.

#### **AQ-7**

##### **UPCOMING RULES AND REGULATIONS**

Businesses that wish to receive future and recently implemented air quality regulations can request to be placed on SCAQMD's mailing list to receive public information materials produced by SCAQMD, please contact:

SCAQMD  
Public Information Center  
21865 Copley Drive  
Diamond Bar, CA 91765  
Telephone: (909) 396-3600  
Website: [www.aqmd.gov/rules](http://www.aqmd.gov/rules)

#### **AQ-8**

##### **PERMIT TO CONSTRUCT**

Business that propose to install or relocate equipment which emits or controls air contaminants, build new facilities or modify existing facilities may need a Permit to Construct, depending upon the scope of the proposed project, predicted emissions, and potential health effects.

A Permit to Construct must be issued prior to any equipment installation activities. To obtain information on the application requirements, contact:

SCAQMD  
Permit Information Center  
21865 Copley Drive  
Diamond Bar, CA 91765  
Telephone: (909) 396-3385  
Website: [www.aqmd.gov/permit](http://www.aqmd.gov/permit)

#### **AQ-9**

##### **PERMIT TO OPERATE**

Businesses that operate or use equipment which may cause the release of air contaminants or which controls air pollutants must obtain an operation permit for that equipment. A Permit to Construct issued for a piece of equipment will usually be transferred into a Permit to Operate. Contact:

SCAQMD  
Permit Information Center  
21865 Copley Drive  
Diamond Bar, CA 91765  
Telephone: (909) 396-2468  
Website: [www.aqmd.gov/permit/](http://www.aqmd.gov/permit/)  
Email: [permit-svcs@aqmd.gov](mailto:permit-svcs@aqmd.gov)

#### **AQ-10**

##### **CONTROL EQUIPMENT REQUIREMENTS**

Businesses that emit air contaminants or pollution must comply with specific air emissions control equipment requirements. These requirements specify particular methods for controlling emissions using best available control technology (BACT) guidelines. For information, contact:

SCAQMD  
Public Information Center  
21865 Copley Drive  
Diamond Bar, CA 91765  
Telephone: (800) CUT-SMOG/288-7664 or 909-396-3600  
Website: [www.aqmd.gov/bact](http://www.aqmd.gov/bact)

#### **AQ-11**

##### **PERMIT VIOLATIONS AND PENALTIES**

Businesses found in violation of air quality regulations will be served a Notice of Violation and may be subject to penalty fines. To check on the status of a violation notice and to obtain information on penalties, contact:

SCAQMD  
District Prosecutor's Office  
21865 Copley Drive  
Diamond Bar, CA 91765  
Telephone: (909) 396-3400  
Website: [www.aqmd.gov/comply/notices/ntcminor.htm](http://www.aqmd.gov/comply/notices/ntcminor.htm)

## **AQ-12**

### **VARIANCES**

Businesses that cannot comply with an SCAQMD rule immediately can appeal for a variance which may protect the company from further Notices of Violation until they are able to come into compliance. To file for a permit variance and to receive information on the procedures involved in addressing appeals to the Hearing Board, contact:

SCAQMD  
Hearing Board Office  
21685 Copley Drive  
Diamond Bar, CA 91765  
Tel.: (909) 396-2500 or (909) 396-2899 for small business help

## **AQ-13**

### **EMPLOYER TRIP REDUCTION PLANS**

SCAQMD's Rule 2202 allows business in the Southern California Basin with over 250 employees to draft and submit a Trip Reduction Plan. These plans must meet certain requirements for encouraging carpooling, use of mass transit, or other forms of transportation that will reduce congestion and auto emissions. (See also C-1, Page 47)

For information on mandatory employer commute mitigation requirements, trip reduction plans, deadlines, fees, exemptions, and record keeping requirements, contact:

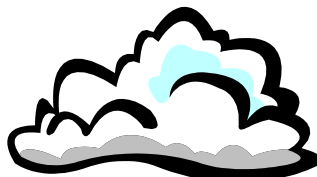
SCAQMD  
21865 Copley Drive  
Diamond Bar, CA 91765  
Transportation Help-line: (909) 396-3271  
Website: [www.aqmd.gov/trans/forms.html](http://www.aqmd.gov/trans/forms.html)

To schedule enrollment or update training for Employee Transportation Coordinator, contact:

SCAQMD  
Compliance Training  
21865 Copley Drive  
Diamond Bar, CA 91765  
Telephone: (800) CUT-SMOG/288-7664 or (909) 396-3271  
Website: [www.aqmd.gov/trans/traing.html](http://www.aqmd.gov/trans/traing.html)

**AQ-14****SMOG ALERT REQUIREMENTS**

Businesses must comply with health warning regulations requiring employers to post warnings of smog alerts as notification to their employees. To receive up-to-date information on smog conditions so that timely warnings may be posted, contact:



SCAQMD  
Public Information Center  
Telephone: (800) CUT-SMOG/288-7664 or (909) 396-3271  
Website: [www.aqmd.gov/smog/CurrentAirQuality.html](http://www.aqmd.gov/smog/CurrentAirQuality.html)

**AQ-15****OPEN BURNING PERMIT**

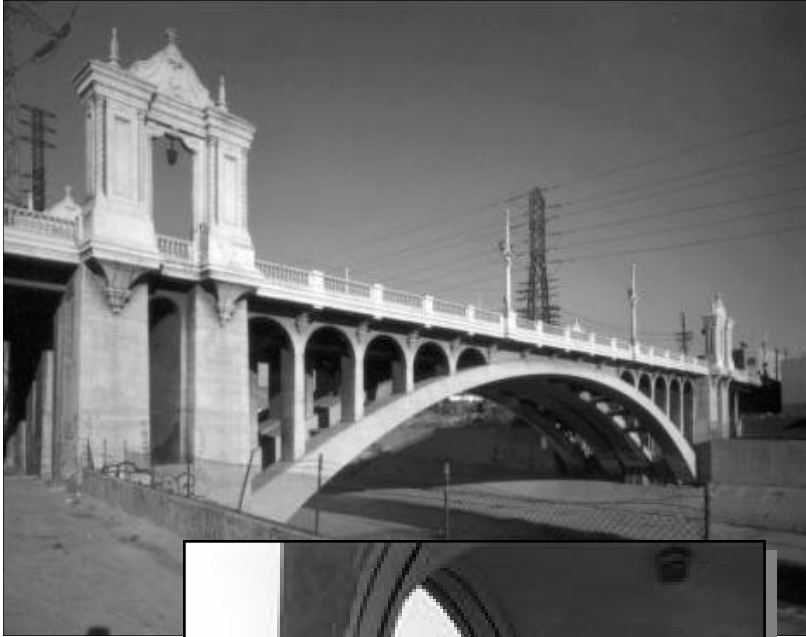
Businesses that propose to set or allow open outdoor fire must apply for a written permit and adhere to specific regulations governing open burning activities. For information, contact:

SCAQMD  
Permit Information Center  
Telephone: (909) 396-3385  
Website: [www.aqmd.gov](http://www.aqmd.gov)

**AQ-16****REGIONAL CLEAN AIR INCENTIVES MARKET (RECLAIM)**

SCAQMD has developed an emissions trading permit program which would apply to certain businesses and industries emitting certain air pollutants. Under this program, specific regulatory procedures would be replaced with market incentives designed to reduce air emissions in a more cost-effective and flexible manner. For information, contact:

SCAQMD  
RECLAIM Rules/Program Development  
Public Information Center  
Telephone: (800) 242-4666  
Website: [www.aqmd.gov/reclaim/rtc\\_main.html](http://www.aqmd.gov/reclaim/rtc_main.html)  
[www.aqmd.gov/reclaim/reclaim.html](http://www.aqmd.gov/reclaim/reclaim.html)



## **BUILDING AND CONSTRUCTION**

### **BC-1**

#### **ENVIRONMENTAL IMPACT ASSESSMENTS**

The California Environmental Quality Act (CEQA) requires that prior to issuance by any California governmental agency of any discretionary permit or approval, the potential environmental impacts of the proposed action must be considered. An environmental assessment or a more extensive environmental impact report (EIR) may be prepared, depending upon an initial determination of the potential environmental impacts of the project. A number of exemptions to the CEQA requirements also exist for certain classes of projects. EAD offers online CEQA help at [www.lacity.org/ead](http://www.lacity.org/ead). For information on whether CEQA requirements will apply to your project, contact:

City of Los Angeles  
Planning Department  
Environmental Review Section  
Telephone: Unit 1 (213) 978-1357   Unit 2 (213) 978-1331  
Website: [www.lacity.org/PLN](http://www.lacity.org/PLN)

### **BC-2**

#### **CULTURAL AND HISTORICAL PRESERVATION REQUIREMENTS**

One portion of the environmental review described above includes assessing the project's potential impact on any designated historical monument. To determine whether future demolition or construction project will endanger the City's cultural resources or historical landmarks, contact:

City of Los Angeles  
Cultural Affairs Department  
Staff Architect  
Telephone: (213) 202-5500  
Website: [www.culturela.org](http://www.culturela.org)

An arts fee may be imposed on some commercial and industrial construction projects as part of the City's Art in Public Places Program. Please, contact:

City of Los Angeles  
Cultural Affairs Department  
Public Art Division  
Telephone: (213) 202-5500  
Website: [www.culturela.org](http://www.culturela.org)

### **BC-3**

#### **COASTAL PERMIT**

Coastal permits are generally required for projects within 1,000 yards of the California Coastline (some exceptions exist). Applications for coastal permits, approvals in coastal matters, and coastal exemptions are processed through the Planning Department. For information, contact:



City of Los Angeles  
Planning Department  
West/Coastal Section  
200 N. Spring Street, 6<sup>th</sup> Floor,  
Los Angeles, CA 90012  
Telephone: South Coastal (213) 978-1176  
West Coastal (213) 978-1165  
Website: [www.lacity.org/PLN](http://www.lacity.org/PLN)

For projects within the California coastline administered by the Port of Los Angeles, contact:

City of Los Angeles  
Harbor Department  
Permits and Records  
Document Control  
Telephone: (310) 732-3659  
Website: [www.lacity.org/portofla](http://www.lacity.org/portofla)

Additional approvals for projects within 1,000 yards of the coastline rests with the California Coastal Commission. To determine if your project falls within the jurisdiction of the Coastal Commission, contact:

California Coastal Commission  
South Coast District Office  
200 Oceangate, 10th Floor  
Long Beach, CA 90802-4416  
Telephone: (562) 590-5071  
Website: [www.coastal.ca.gov](http://www.coastal.ca.gov)



**BC-4**

**ZONING INFORMATION**

The Planning Department is responsible for providing information zoning matters. For information pertaining to plan consistency determinations, zone changes, conditional uses, zone variances, and zone adjustments, contact:

City of Los Angeles Planning Department  
Office of Zoning Administration  
Determination/Revocations  
200 N. Spring Street, 7th Floor  
Los Angeles, CA 90012  
Telephone: (213) 978-1318  
Website: [www.lacity.org/PLN/](http://www.lacity.org/PLN/)

Office of Zoning Administration  
Public Office and Construction Service Center  
201 N. Figueroa St., 4th Floor  
Los Angeles, CA 90012  
Telephone: (213) 482-7077

The Department of Building and Safety is responsible for ensuring zone compliance. For information, contact:

City of Los Angeles  
Department of Building and Safety  
Zoning Information Counter  
Telephone: (888) LA4-BUILD (524-2845)  
Website: [www.lacity.org/LADBS/Zoning/zoning.htm](http://www.lacity.org/LADBS/Zoning/zoning.htm)

**BC-5**

**USE OF LAND PERMIT**

Some facilities are required to obtain a Use of Land Permit. This is required for restrictive zoning, and conditional use areas, as well as changes of use and new building occupancy. In addition, certain specific businesses will be required to obtain a land use permit. To determine if your business is required to obtain a Use of Land Permit, contact:

City of Los Angeles  
Department of Building and Safety  
Telephone: (888) LA4-BUILD (524-2845)  
Website: [www.lacity.org/LADBS/](http://www.lacity.org/LADBS/)

**BC-6**

**BUILDING AND CONSTRUCTION PERMITS**

Building and construction permits are administered at the City of Los Angeles' one-stop Construction Services Center located at Figueroa Plaza (888) 524-2845. This center provides plan review and processing assistance for residential, commercial, and industrial construction projects.

To obtain a building permit when circumstances indicate that no formal plans are required (kitchen and bath remodeling, new siding, roofing, new stucco, minor footing repairs, etc.), contact;

City of Los Angeles  
Department of Building and Safety  
Construction Service Centers  
Telephone: (888) LA4-BUILD (524-2845)  
Website: [www.lacity.org/LADBS/Permits/permits.htm](http://www.lacity.org/LADBS/Permits/permits.htm)

Construction involving minor additions and alterations to commercial buildings or multi-family residential buildings and miscellaneous structures such as swimming pools, signs, and solar devices are required to submit building plans and receive building permits. For information, contact:

City of Los Angeles  
Department of Building and Safety  
Permits and Licensing  
Telephone: (888) LA4-BUILD (524-2845)  
Website: [www.lacity.org/LADBS/Permits/permits.htm](http://www.lacity.org/LADBS/Permits/permits.htm)

**BC-7**

**LINKAGE FEES**

Some new commercial and industrial projects in the Central City West area of Los Angeles may be required to pay a linkage fee prior to issuance of their building permit. These fees are imposed as a result of the impacts caused by new construction and are used by the City for building low-income housing. For information, contact:

City of Los Angeles  
Planning Department  
Central Area Planning Unit  
Telephone: (213) 978-1295  
Website: [www.lacity.org/PLN](http://www.lacity.org/PLN)

**BC-8**

**OPERATOR LICENSES**

Operator and trade licenses are required for various specific business activities. These licenses are required for construction equipment operators, steam engineers, boiler operators, any diesel engine operators of over 50 hp, structural welders, and others. For a full list of affected occupations and any further information, contact:

City of Los Angeles  
Department of Building and Safety  
Building Trade Examination and Licenses  
Telephone: (213) 524-2845  
Website: [www.ladbs.org/Licenses/licenses.htm](http://www.ladbs.org/Licenses/licenses.htm)

**BC-9**

**"A" PERMIT**

Businesses that are performing minor construction work including installing or repairing sidewalks, curbs, and driveways must obtain an "A" permit. For information, contact:

City of Los Angeles  
Board of Public Works Bureau of Engineering  
Central District: (213) 977-6032  
Harbor District: (310) 732-4677  
Valley District: (818) 374-5090  
West LA District : (310) 575-8644  
Website: <http://eng.lacity.org/apermits/index.cfm>

**BC-10**

**"B" PERMIT**

Businesses that are performing construction work entailing major public improvement including streets, curbs, gutters, sidewalks, and sewers must obtain a "B" permit. For information, contact:

City of Los Angeles  
Board of Public Works Bureau of Engineering  
Central District: (213) 977-6039  
Harbor District: (310) 732-4678  
Valley District: (818) 374-4605  
West LA District: (310) 575-8388  
Website: <http://eng.lacity.org/bpermits/index.cfm>

**BC-11**

**GRADING PERMIT**

Business operations that require excavation or fill on a site within the City must be reviewed and approved by the Department of Building and Safety and issued a grading permit. For information, contact:

City of Los Angeles  
Department of Building and Safety  
Permits and Licensing  
Telephone: (888) 524-2845 or (213) 482-0000  
TDD: (888) 833-8389  
Website: [http://www.lacity.org/ladbs/forms/forms.htm#pc\\_grad](http://www.lacity.org/ladbs/forms/forms.htm#pc_grad)

**BC-12** (same as WQ-9)

**DRILLING PERMIT**

Drilling which takes place on private property or into groundwater may require a permit. For information, contact:

City of Los Angeles  
Department of Building and Safety  
Permits and Licensing  
Telephone: (213) 524-2845  
Website: [www.ladbs.org/](http://www.ladbs.org/)



**BC-13**

**EXCAVATION PERMIT**

Construction projects that will require public streets to be trenched or excavated must obtain an excavation permit. For information, contact:

City of Los Angeles  
Board of Public Works Bureau of Engineering  
650 South Spring Street, Suite 200  
Los Angeles, CA 90014-1911  
Website: <http://eng.lacity.org/index.cfm>

**Excavation U Permit**

Central District (213) 977-6038  
Harbor District (310) 732-4677  
Valley District (818) 374-4631  
West LA District (310) 575-8645



Excavation E Permit

Central District (213) 977-6037

Harbor District (310) 548-7687

Valley District (818) 374-5090

West LA District (310) 575-8645

Website: <http://eng.lacity.org/excavation/index.cfm>



**BC-14**

**STREET USE PERMIT**

Businesses that need to store building materials and light construction equipment on public streets and/or erect minor construction fencing must obtain a street use permit. For information, contact:

City of Los Angeles  
Public Works Department  
Bureau of Street Services  
600 South Spring Street, 4th Floor  
Los Angeles, CA 90014  
Telephone: (800) 966-2489  
TDD: (213) 473-6000  
Website: <http://bsspermits.lacity.org/>

**BC-15**

**UTILITY PERMIT**

Businesses that intend to perform any mechanical, plumbing, heating, or electrical installations must first obtain a permit. For information, contact:

City of Los Angeles  
Department of Building & Safety  
Permits and Licensing  
201 N. Figueroa Street, Room 830  
Los Angeles, CA 90012  
Telephone: (213) 524-2845  
Website: [www.lacity.org/LADBS/Permits/permits.htm](http://www.lacity.org/LADBS/Permits/permits.htm)

**BC-16** (same as WQ-5)

**SEWER CONNECTION PERMIT**

Businesses that intend to connect to the existing sanitary sewer system are required to have a permit. To obtain a permit, as well as to receive information on sewer facilities charges, contact:

City of Los Angeles  
Board of Public Works Bureau of Engineering  
650 South Spring Street, Suite 200  
Los Angeles, CA 90014-1911  
Central District (213) 977-6071, West LA District (310) 575-8384  
Valley District (818) 374-5090, Harbor District (310) 732-4677  
Website: <http://eng.lacity.org/spermits/index.htm>

**BC-17**

**ELEVATOR PERMIT**

The installation modification of elevators and pressure-vessels will require a permit. For information, contact:

City of Los Angeles  
Department of Building and Safety  
Permit and Licensing  
201 N. Figueroa Street, Room 830  
Los Angeles, CA 90012  
Telephone: (213) 524-2845  
Website: [www.ladbs.org](http://www.ladbs.org)

**BC-18**

**SIGN PERMIT**

Businesses wishing to erect an advertising sign are required to obtain a permit. For information, contact:

City of Los Angeles  
Board of Public Works  
Bureau of Street Services  
600 South Spring Street, Suite 1200  
Los Angeles, CA 90014  
Telephone: (800) 966-2489  
Website: <http://bsspermits.lacity.org/>

**BC-19**

**STREET TREE PERMIT**

To plant or remove a tree on a public street requires a permit from the City.  
For information, contact:

City of Los Angeles  
Board of Public Works  
Bureau of Street Services  
600 South Spring Street, Suite 1200  
Los Angeles, CA 90014  
Telephone: (800) 966-2489  
Website: <http://bsspermits.lacity.org/>







## **COMMUTER AND MOTOR VEHICLES**

### **C-1**

#### **COMMUTER INFORMATION**

For bus schedules and information on the community the DASH shuttle and Commuter Express services, contact:

City of Los Angeles  
Department of Transportation  
221 N. Figueroa St., Suite 500  
Los Angeles, CA 90012  
Telephone: (213) 580-1177  
TDD: (213) 977-7032  
Website: [www.ladottransit.com](http://www.ladottransit.com)

For information on MTA commuter services such as ridesharing, vanpooling, and Park-and-Ride, contact:

Los Angeles County Metropolitan Transportation Authority  
Telephone: (213) 922-2811  
Website: [www.mta.net/riding\\_metro/commute\\_services/rideshare\\_basics.htm](http://www.mta.net/riding_metro/commute_services/rideshare_basics.htm)

For subway and light-rail (Blue, Green, Red, and Gold Lines) scheduling, route information, and status of rail construction projects, contacts:

Metropolitan Transportation Authority (MTA)  
Telephone: 1 (800) COMMUTE/266-6883  
Website: (MTA) [www.mta.net/](http://www.mta.net/)

For AMTRAK or Metrolink scheduling and other rail information, contact:

AMTRAK  
800 N. Alameda St.  
Los Angeles, CA 90012  
Telephone: (800) USA-RAIL/872-7245  
Website: [www.amtrak.com/stations/lax.html](http://www.amtrak.com/stations/lax.html)

Southern California Regional Rail Authority (Metrolink)  
700 South Flower Street, Suite 2600  
Los Angeles, CA 90017  
Telephone: (800) 371-LINK(5465)

Website: [www.metrolinktrains.com](http://www.metrolinktrains.com)

**C-2**

**MOTOR VEHICLES**

For information on pollution emission standards and automobile smog devices, contact:

California Environmental Protection Agency  
Air Resources Board  
1001 "I" Street  
P.O. Box 2815  
Sacramento, CA 95812  
Telephone: (800) 242-4450  
Website: [www.arb.ca.gov](http://www.arb.ca.gov)

For smog check and certification information, contact:

State Department of Consumer Affairs  
Bureau of Automotive Repair  
Telephone: (800) 952-5210  
Website <http://smogcheck.ca.gov/stdhome.asp>

Culver City  
6035 Bristol Parkway  
Culver City, CA 90230-6601  
Telephone: (310) 410-0024

South El Monte  
1180 Durfee Ave., Suite 120  
South El Monte, CA 91733-4432  
Telephone: (626) 575-6934



**C-3**

**ALTERNATIVE FUELS AND POWER**

For information about alternative fuels and new technologies, contact:

SCAQMD, Planning and Technology Department  
Technology Advancement Office  
21865 E. Copley Drive  
Diamond Bar, CA 91765  
Telephone: (909) 396-2105  
Website: [www.aqmd.gov/tao/](http://www.aqmd.gov/tao/)

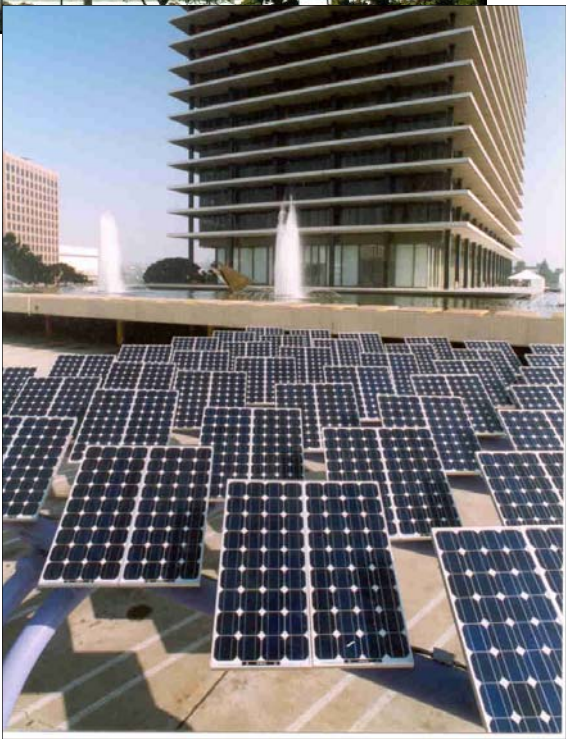
For additional information on alternative fuels, contact:

California Energy Commission  
Transportation and Fuels Office  
1516 Ninth Street  
Sacramento, CA 95814-5512  
Telephone: (916) 654-4634  
Website: [www.energy.ca.gov/gasoline](http://www.energy.ca.gov/gasoline)

For informational on electric vehicles, contact:

City of Los Angeles  
Department of Water and Power  
Telephone: (800) GREEN-LA/473-3652

For information on AFV incentives, visit EAD's website at:  
[www.lacity.org/ead](http://www.lacity.org/ead) and click on the Alternative Fuel Vehicles link.



## **ENERGY EFFICIENCY AND CONSERVATION**

### **E-1**

#### **ENERGY CONSERVATION**

For information on energy management seminars and energy conservation programs or technical assistance on energy-efficient commercial and industrial building design, contact:

City of Los Angeles  
Department of Water and Power  
Customer Service Hotline: (800) 342-5397

Conservation Hotline: (800) 473-3652

For information on renewable energy, consumer energy efficiency information, and energy conservation, contact:

California Energy Commission  
1516 Ninth Street  
Sacramento, CA 95814-5512  
Telephone: (800) 772-3300 (in CA)  
(916) 654-4058 (Outside CA)  
Website: [www.energy.ca.gov/](http://www.energy.ca.gov/)

For information on renewable or alternative energy, contact:

Energy Efficiency and Renewable Energy Clearing House  
Telephone: (800) 363-3732  
Website: [www.eere.energy.gov/](http://www.eere.energy.gov/)

To order publications for receive information or assistance from the California Energy Commission, contact:

California Energy Commission Publications  
1516 Ninth Street, MS 13  
Sacramento, CA 95814  
Telephone: (916) 654-5200  
Website: [www.energy.ca.gov/reports/index.html](http://www.energy.ca.gov/reports/index.html)



## **FINANCIAL ASSISTANCE AND RESOURCES**

This section of the *Business Assistance Guide to Environmental Services* lists resources that provide financial assistance for environmental compliance, protection, and improvement to businesses including small business operations in Los Angeles.

The Environmental Affairs Department works with City and outside agencies regarding a variety of financial assistance programs that offer loans, loan guarantees, bidding opportunities, government grants, and financial assistance to local businesses. Many of these agencies have funds available for businesses installing environmental control technology or implement environmental practices that reduce pollution and keep our environment clean.

### **GENERAL BUSINESS FINANCIAL ASSISTANCE**

#### **F-1**

#### **ENTERPRISE ZONES**

Businesses located in the following Enterprise Zones: Eastside, Pacoima, Central City (east of the University of Southern California), Greater Watts, and San Pedro/Wilmington can receive assistance with loan packaging and financial advisement.

Businesses that hire new employees or make new investments with in the zones are eligible for reduced state taxes, tax credits, low-interest financing, and other incentives. For information, contact:

City of Los Angeles  
Community Development Department  
The Garland Building  
1200 W 7th Street  
Los Angeles, CA 90017  
(213) 744-7300

Website: [http://www.lacity.org/CDD/bus\\_index.html](http://www.lacity.org/CDD/bus_index.html)

**F-2**

**SMALL BUSINESS FUND (SBF)**

Loan funds available through this program may be used for property acquisition, equipment and machinery purchase, building improvements, and construction. Applicants must demonstrate a financial need and the project must offer public benefits. Two loan programs are available, \$10,000 to \$250,000 and from \$250,000 to \$1,000,000. For information, contact:

City of Los Angeles  
Community Development Department  
The Garland Building  
1200 W 7th Street  
Los Angeles, CA 90017  
(213) 744-7300  
Website: [www.lacity.org/CDD/bus\\_fin.html](http://www.lacity.org/CDD/bus_fin.html)

**F-3**

**INDUSTRIAL DEVELOPMENT BONDS PROGRAM (IDB)**

This program offers taxable and tax-exempt financing for commercial and industrial developments through the issuance of municipal bonds or certificates of participation. Funds can be used for property acquisition, equipment/machinery purchase, building improvements, and construction. Projects that receive funding must result in public benefits, such as job creation, for low- and moderate-income residents. For information, contact:

City of Los Angeles  
Community Development Department  
Industrial and Commercial Development  
Telephone: (213) 744-7300  
Website: [www.lacity.org/CDD/business](http://www.lacity.org/CDD/business)

**F-4**

**INDUSTRY AND REGIONAL BASED PROGRAM**

This program offers financial assistance to specific industries to generate and facilitate development projects that retain, modernize, expand, or relocate business operations in Los Angeles. For information, contact:

City of Los Angeles  
Mayor's Business and Economic Development Office  
Telephone: (213) 978-0600  
Website: <http://www.lacity.org/lacity18.htm>



**F-5****FINANCIAL SERVICES PROGRAM**

The Mayor's Business and Economic Development Office offers direct loans and loan guarantees to qualified small and medium sized companies to finance the expansion of business operations and employment opportunities in Los Angeles. Specific loan programs include the following:

**U.S. Small Business Administration 504 Loan Program**

Proceeds must be used for the acquisition of fixed assets to include land, building construction, renovation, major leasehold improvements, and/or machinery and equipment. Maximum loan amount is 40 percent of project costs and must not exceed \$750,000.

**Industrial-Commercial Revolving Loan Fund**

Proceeds must be used for the same purposes under the 504 program, but can also include supplementary working capital in conjunction with acquisition of assets. Maximum loan amount is 30 percent of project costs and may not exceed \$250,000. The program also offers loans to minority-and women owned-businesses up to \$25,000 and not to exceed 90 percent of total project cost.

**Working Capital Loan and Guarantee Program**

Proceeds can be used for contract funding, accounts receivable, inventory, operating expenses, start-up capital, equipment, non-capitalized assets, and contingency reserved. Maximum loan amount is 90 percent of eligible working capital needed, and may not exceed \$10,000.

**F-6****CITY OF L.A. ENTREPRENEURIAL TRAINING AGENCIES**

The Entrepreneurial Training program was implemented in 1992 to assist low/moderate income individuals seeking to start businesses. The program has also facilitated the expansion of existing fledgling businesses, which have the potential to expand and create jobs. Through this activity, program clients participate in training, which covers all aspects of successful business planning including marketing, sales, personnel issues, cash flow analysis, financial management, legal issues, and taxes/permits.

City of Los Angeles  
Mayor's Business & Economic Development Office  
Telephone: (213) 978-0600  
Website: <http://www.lacity.org/lacity18.htm>

**F-7**

**L.A. OPPORTUNITIES FOR PROCUREMENT & SERVICES**

The LA OPS mission is to enhance minority, women-owned and other business enterprises (M/W/OBE) participation in the City's estimated \$1 billion in annual procurement opportunities through a citywide, coordinated, business outreach service. LA OPS provides bid information and vendor referral services in order to connect large prime contractors with smaller, often local, subcontractors to form business alliances.

City Of Los Angeles  
Los Angeles Opportunities for Procurement and Services  
Mayor's Office of Economic Development  
200 N. Spring Street, Suite M175-A  
Los Angeles, CA 90012  
Phone: (213) 978-0600

**F-8**

**BUSINESS DEVELOPMENT**

Provides business development, financial, contract, and advocacy assistance as well as counseling and training services. For information, contact:

City of Los Angeles  
Community Development Department  
The Garland Building  
1200 W 7th Street  
Los Angeles, CA 90017  
(213) 744-7300  
Website: [www.lacity.org/CDD/bus\\_fin.html](http://www.lacity.org/CDD/bus_fin.html)

U.S. Small Business Administration  
Local Counseling and Training Sessions  
330 North Brand, Suite 1200  
Glendale, CA 91203  
Telephone: (818) 552-3210  
Website: <http://www.sba.gov/ca/la/index.html>

**F-9**

**SMALL AND MINORITY OWNED BUSINESS ASSISTANCE**

Assists small and minority owned businesses to qualify for a 5% bid preference on applicable state contracts. For information, contact:

California Department of General Services  
Office of Small and Minority Business  
707 Third Street, 2nd Floor  
West Sacramento, CA 95605  
Telephone: (800) 559-5529  
Website: [www.pd.dgs.ca.gov/smbus/default.htm](http://www.pd.dgs.ca.gov/smbus/default.htm)

The Minority Business Development Agency Provides reduced cost assistance in the areas of marketing, bank lines of credit, long-range planning, computer system planning, loan packaging, feasibility studies, bonding, and general business consulting to minority-owned and operated businesses. For additional information, please call:

U.S. Department of Commerce  
Minority Business Development Agency  
Telephone: (888) 325-1551  
Website: [www.mbda.gov/](http://www.mbda.gov/)

**F-10**

**LOCAL DEVELOPMENT ASSISTANCE**

For local development assistance in such areas as financial resources, downtown revitalization, industrial development, and technical training, contact:

California Trade and Commerce Agency  
Infrastructure and Business Finance Division  
1001 I Street, 19th Floor  
Sacramento, CA, 95814  
Telephone: (916) 322-1399  
Website: [www.ibank.ca.gov](http://www.ibank.ca.gov)



**F-11****STATE SMALL BUSINESS LOAN GUARANTEE PROGRAM**

The Small Business Loan Guarantee Program allows a business to not only obtain a loan it could not otherwise obtain, but to establish a favorable credit history with a lender. With that, the business may obtain further loans on its own, without the assistance of the program. These loan guarantees are administered through regional development corporations. Visit the California Portal's website at <http://www.calbusiness.ca.gov/cedpgybfasblgp.asp> to read more about this program. For information, contact:

Hancock Urban Development Corporation  
3600 Wilshire Blvd., Suite 926  
Los Angeles, CA 90010  
Telephone: (213) 382-4300

Pacific Coast Regional Development Corporation  
3255 Wilshire Blvd., Suite 1501  
Los Angeles, CA 90010  
Telephone: (213) 739-2999  
Website: [www.pccorp.org/](http://www.pccorp.org/)

San Fernando Valley Financial Development Corporation  
12502 Van Nuys Blvd., Suite 119  
Pacoima, CA 91331  
Telephone: (818) 834-9860

Valley Economic Development Corporation  
5121 Van Nuys Blvd., 3rd Floor  
Van Nuys, CA 91403  
Telephone: (818) 907-9977  
Website: [www.vedc.org](http://www.vedc.org)

**STATE SMALL BUSINESS DISASTER LOAN PROGRAM**

For non-agricultural small businesses, an applicant must qualify and apply for disaster assistance from the U. S. Small Business Administration (SBA). Assistance through the Small Business Disaster Assistance Loan Guarantee Program will be in the form of a "bridge" loan guarantee to provide the borrower with working capital until its SBA financing is approved. For more on this loan, visit <http://www.bth.ca.gov/agriculture/index.asp/>.

**F-12****CALIFORNIA'S EXPORT FINANCE PROGRAM**

This Program offers guarantees for short-term loans and insurance to support export of California goods and commodities. Maximum loan guarantee is \$750,000 per transaction. For information, contact:

California Business Portal  
<http://www.calbusiness.ca.gov/cedpeygt.asp>

**F-13****SMALL LOAN PROGRAM**

This program guarantees bank loans for \$50,000 or less and offers limited direct loans for independently owned and operated businesses which are unable to obtain private financing on reasonable terms, but which have a good chance of succeeding. For information, contact:

U.S. Small Business Administration  
Los Angeles District Office  
330 North Brand, Suite 1200  
Glendale, CA 91203  
Telephone: (818) 552-3210  
Website: <http://www.sba.gov/ca/la/>

**GENERAL FINANCIAL ASSISTANCE****F-14****INDIVIDUAL GENERAL ASSISTANCE**

For information, counseling, and referral on financial assistance programs available for environmental compliance, protection, or improvement on a local, state, and national level, contact:

Regional Environmental Business Resource and Assistance  
Centers (REBRACs)  
LA/Orange Telephone: (714) 695-1501  
Website: <http://www.rebracsce.com>  
Or for more listings, visit the California Air Resources Business  
Guide at:  
<http://www.arb.ca.gov/ba/barg/ombwbarg.htm>

**F-15****POLLUTION CONTROL LOAN PROGRAM**

This program provides loan guarantees for businesses that are involved in the planning, design, or installation of a pollution control facility. Such a facility would include projects that help prevent, reduce, abate, or control noise, air, or water pollution by removing, altering, disposing, or storing pollutants, contaminants, wastes, or heat. Also included are projects that will be used for the collection, storage, treatment, utilization, processing, or final disposal of solid or liquid waste. For information, contact:

U.S. Small Business Administration  
Los Angeles District Office  
330 North Brand, Suite 1200  
Glendale, CA 91203  
Telephone: (818) 552-3210  
Website: [www.sba.gov/ca/la](http://www.sba.gov/ca/la)

**F-16****SMALL BUSINESS INNOVATION RESEARCH PROGRAM**

Businesses meeting certain requirements may apply for grants to determine whether an environmentally-related research program is technologically feasible. Available grants of up to \$50,000 for six months of investigative research, or up to \$150,000 for 2 years of research effort. Please contact:

U.S. EPA  
Office of Research and Development  
Telephone: (800) 490-9194  
Website: [www.epa.gov/ord](http://www.epa.gov/ord)

**F-17****TECHNOLOGY DEVELOPMENT**

For assistance in identifying funding sources for the development of new environmental technologies and assistance in marketing new technologies, visit the California Environmental Technology Certification Program.

California Environmental Technology Certification Program  
Sacramento, California 95812  
Telephone: (916) 327-5789  
Website: <http://www.calepa.ca.gov/EnviroTech/>

**F-18**

**NATIONAL INDUSTRIAL COMPETITIVENESS THROUGH ENVIRONMENTAL, ENERGY AND ECONOMICS (NICE-3)**

This grant program funds the development of new processes and/or equipment that will reduce the generation of industrial wastes and conserve energy. Funds are provided to state agencies that will solicit projects from industry. These projects are aimed at identifying and developing strategies to overcome barriers that currently inhibit adoption of industrial waste minimization techniques. For information, contact:



U.S. EPA Region IX  
Regional Pollution Prevention Coordinator  
75 Hawthorne Street (WST-7)  
San Francisco, CA 94105  
Telephone: (415) 972-3268  
Website: [www.epa.gov/region9/cross\\_pr/p2/contacts.html](http://www.epa.gov/region9/cross_pr/p2/contacts.html)

**ENERGY EFFICIENCY AND CONSERVATION  
FINANCIAL ASSISTANCE**

**F-19**

**ENERGY CONSERVATION**

This division offers assistance on energy conservation incentives and rebate programs offered to businesses. For information, contact:

City of Los Angeles  
Department of Water and Power  
111 N. Hope Street  
Los Angeles, CA, 90012  
Telephone: (800) 473-3652  
Website: [www.ladwp.com](http://www.ladwp.com)



**F-20****SOLAR ENERGY**

This resource provides information on tax credits available to businesses that install solar equipment for power generation. For additional information, please contact:

Consumer Energy Center  
Media and Public Communications Office  
1516 Ninth Street, MS 29  
Sacramento, CA 95814-5504  
Energy Hotline  
Telephone: (800) 555-7794 (in CA)  
(916) 654-4058 (outside CA)  
Website: [www.consumerenergycenter.org](http://www.consumerenergycenter.org)

**F-21****ENERGY CONSERVATION LOAN PROGRAM**

Low interest loans of up to \$150,000 are available through the Department of Commerce to fund projects that conserve or control energy use in new or existing facilities. Loans are administered through regional development corporations that also provide general information and referrals, counseling, and technical assistance with business plans and marketing. For information, contact:

Tax Incentives Assistance Project (TIAP)  
Federal income tax incentives for energy efficient products and technologies as part of the 2005 Energy Policy Act.  
Email: [tiap@aceee.org](mailto:tiap@aceee.org)  
Website: <http://www.energytaxincentives.org/>

Hancock Urban Development Corporation  
3600 Wilshire Blvd., Suite 926  
Los Angeles, CA 90010  
Telephone: (213) 382-4300

Valley Economic Development Center  
5121 Van Nuys Blvd., 3<sup>rd</sup> Floor  
Van Nuys, CA 91403  
Telephone: (818) 907-9977  
Website: [www.vedc.org](http://www.vedc.org)



**SOLID WASTE AND RECYCLING FINANCIAL ASSISTANCE**

**F-22**

**RECYCLING MARKET DEVELOPMENT ZONE REVOLVING  
LOAN PROGRAM**

For a maximum loan of \$2 million, the loan program provides direct loans to businesses that use post-consumer or secondary waste materials to manufacture new products, or pursue projects to reduce the manufacturing waste.

California Environmental Protection Agency  
Integrated Waste Management Board  
Southern California Office  
2929 E. Willow St.  
Long Beach, CA 90806  
Telephone: (562) 595-1344  
Website: [www.ciwmb.ca.gov/Grants](http://www.ciwmb.ca.gov/Grants)

**F-23**

**GRANT PROGRAM**

Offers grants to non-profit organizations that are involved with recycling programs that include beverage containers. For information, contact:

California Department of Conservation  
Division of Recycling  
801 K Street, MS 18-58  
Sacramento, CA 95814  
Telephone: (916) 323-3836  
Website: [www.consrv.ca.gov](http://www.consrv.ca.gov)

**F-24**

**SMALL BUSINESS ASSISTANCE FUND PROGRAM**

This program has available loans (\$10,000 to \$750,000) to assist small businesses in the acquisition, construction, and installation of pollution control and resource recovery facilities. For information, contact:

California Pollution Control  
Loans for Environmental Assistance Program  
915 Capitol Mall, Room 110  
Sacramento, CA 95814  
Telephone: (916) 653-2995  
Website: [www.treasurer.ca.gov/cpcf/calcap.asp](http://www.treasurer.ca.gov/cpcf/calcap.asp)

**HAZARDOUS MATERIALS AND WASTE FINANCIAL ASSISTANCE**

**F-25**  
**REPLACING UNDERGROUND STORAGE TANK (RUST)**  
**LOAN PROGRAM**

This program includes low-cost loans available to assist small businesses in repairing, replacing, removing or upgrading underground storage tanks. Maximum of \$350,000 (\$30,000—\$50,000 per tank) per borrower. This loan program is administered through regional development corporations. For information, contact:

CalEPA State Water Resources Control Board	Pacific Coast Regional
Underground Storage Tank Cleanup Fund	Development Corporation
Division of Financial Assistance	3255 Wilshire Blvd., Suite 1501
RUST Program	Los Angeles, CA 90010
Telephone: (916) 327-6976	Telephone: (213) 739-2999
Website: <a href="http://www.swrcb.ca.gov/cwphome/ustcf/rust.html">http://www.swrcb.ca.gov/cwphome/ustcf/rust.html</a>	Website: <a href="http://www.percorp.org">www.percorp.org</a>

Valley Economic Development Center  
5121 Van Nuys Blvd., 3<sup>rd</sup> Floor  
Van Nuys, CA 91403  
Telephone: (818) 907-9977  
Website: [www.vedc.org/](http://www.vedc.org/)

**F-26**  
**UNDERGROUND STORAGE TANK CLEAN-UP FUND**

Monies are available through a clean-up fund to help eligible owners and operators of underground storage tanks pay for the cost of clean-ups and liability claims. Claim costs will be covered up to \$990,000 per occurrence. For information, contact:

State Water Resources Control Board  
Division of Financial Assistance, Orphan Site Cleanup Acct.  
1001 "T" Street, 17th Fl.  
PO Box 944212  
Sacramento, CA 94244-2120  
Telephone: (800) 813-FUND/3863  
Website: [www.swrcb.ca.gov/cwphome/ustcf/index.html](http://www.swrcb.ca.gov/cwphome/ustcf/index.html)

**F-27**

**CALIFORNIA HAZARDOUS WASTE REDUCTION LOAN PROGRAM**

This program includes low-cost loans available through regional corporations to finance the acquisition and installation of hazardous waste reduction equipment or processes. Funds may also be used for recycling and treatment of hazardous waste. Maximum loan amount is \$150,000. This loan program is administered through regional development corporations. For information, contact:

California Trade and Commerce Agency  
Small Business and Financial Assistance Program  
1102 Q Street, Suite 6000  
Sacramento , CA , 95814  
Telephone: (916) 445-6733  
Website: [http://commerce.ca.gov/state/ttca/ttca\\_homepage.jsp](http://commerce.ca.gov/state/ttca/ttca_homepage.jsp)

Pacific Coast Regional Development Corporation  
3255 Wilshire Blvd., Suite 1501  
Los Angeles, CA 90010  
Telephone: (213) 739-2999  
Website: [www.pccorp.org/](http://www.pccorp.org/)

Valley Economic Development Center  
5121 Van Nuys Blvd., 3<sup>rd</sup> Floor  
Van Nuys, CA 91403  
Telephone: (818) 907-9977  
Website: <http://www.vedc.org/>



## **AIR QUALITY FINANCIAL ASSISTANCE**

### **F-28**

#### **AIR QUALITY ASSISTANCE FUND LOAN GUARANTY PROGRAM**

Small businesses that are located within the South Coast Air Quality Management District's (SCAQMD) jurisdiction and subject to district rules and regulations are eligible to apply for loan guarantees to assist with compliance of SCAQMD rules and regulations. The minimum guarantee under this program is \$15,000 and the maximum guarantee is \$250,000.

SCAQMD has a \$2 million grant program to help dry cleaners switch to cleaner technologies. This important funding source grants applicants up to \$10,000 towards the purchase of new dry cleaning equipment. Funding is available as follows: \$10,000 for Professional Wet Cleaning Machines (water-based system) or CO<sub>2</sub> machines and \$5,000 for Hydrocarbon Machines (such as those using DF 2000). For more information, visit [www.aqmd.gov/business/drycleaninggrants.htm](http://www.aqmd.gov/business/drycleaninggrants.htm).

The SCAQMD can help you qualify for a state loan guarantee program that helps small businesses (less than 500 employees) obtain bank loans of up to \$250,000 for equipment that complies with SCAQMD requirements.

The SCAQMD will pay the fee you would normally be required to pay to obtain a bank loan that is guaranteed by the California Capital Access Program (CalCAP). This is a loan insurance program that helps businesses with limited credit qualify for a bank loan. CalCAP loans aren't necessarily lower interest than a standard bank loan. But, the CalCAP guarantee could help you qualify for the loan.

There is no extra paperwork. The applicant should apply through the bank which makes all the credit decisions. CalCAP just checks that the equipment meets air quality requirements, and pays your portion of the CalCAP loan fee (generally 2 to 3.5% of the loan amount) if it does.

For more information, contact:

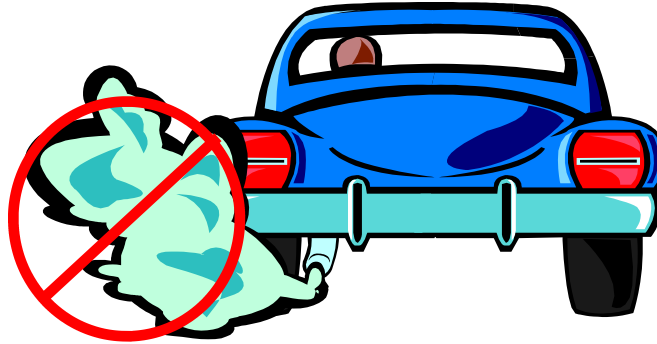
SCAQMD  
Small Business Assistance Office  
21865 Copley Drive  
Diamond Bar, CA 91765  
Telephone: (800) 388-2121  
Website: <http://www.aqmd.gov/business/smallbizassistance.html>

**F-29**

**AB 2766 DISCRETIONARY GRANT PROGRAM**

Moneys available through the Discretionary Grant program are to be used to implement or monitor programs to reduce motor vehicle air pollution. Grants are awarded annually and on a competitive basis. In order to receive funding, businesses must submit proposals for new projects and/or programs that will reduce air pollution from mobile sources. To determine which projects should be funded by the Discretionary Fund, AB 2766 called for the creation of the Mobile Source Air Pollution Reduction Review Committee (MSRC), which would develop a Work Program for evaluating programs, would evaluate said programs, and would make a final recommendation to the SCAQMD Governing Board as to which programs and/or projects would be funded.

SCAQMD  
Mobile Source Air Pollution Review Committee  
21865 East Copley Drive  
Diamond Bar, California 91765  
Phone: 909-396-2777  
Website: [www.msrm-cleanair.org](http://www.msrm-cleanair.org)



## **WATER QUALITY FINANCIAL ASSISTANCE**

### **F-30**

#### **ULTRA-LOW FLUSH TOILET REBATE PROGRAM**

DWP offers rebates to customers that install water-efficient ultra-low flush toilets. For information, contact:

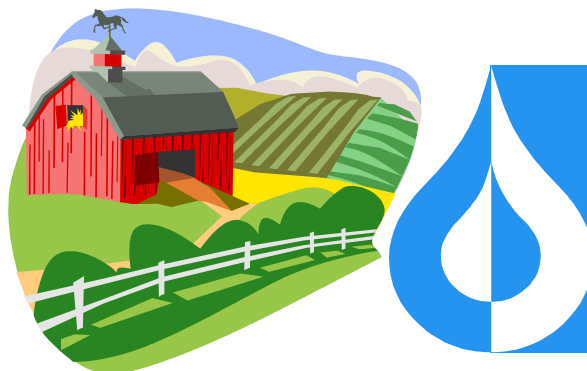
City of Los Angeles  
Department of Water and Power  
ULFT Rebate Center  
111 N. Hope Street  
Los Angeles, CA, 90012  
Telephone: (800) 203-7380  
Website: [www.ladwp.com/ladwp/cms/ladwp001820.jsp](http://www.ladwp.com/ladwp/cms/ladwp001820.jsp)

### **F-31**

#### **WATER RECLAMATION**

DWP sells reclaimed water to customers for industrial agricultural and scenic landscaping purposes at a discounted rate, currently priced at 80 percent of the general rate. For information, contact:

City of Los Angeles  
Department of Water and Power  
General Information  
111 N. Hope Street  
Los Angeles, CA, 90012  
Telephone: (213) 367-1182



## **HAZARDOUS MATERIALS MANAGEMENT**

### **HM-1**

#### **EXPLOSIVE MATERIALS**

For information on reporting requirements for TSDFs and transporters of hazardous waste concern, contact:

City of Los Angeles  
Police Department  
Haz Mat Unit  
1149 S. Broadway, 5th Floor  
Los Angeles, CA 90015  
Telephone: (213) 485-2100 or (213) 485-2153  
Website: [www.lapdonline.org/](http://www.lapdonline.org/)

### **HM-2**

#### **RADIOACTIVE MATERIALS**

For information on proper use, registration and licensing requirements, storage, and disposal of radioactive materials, contact:

Los Angeles County  
Department of Health Services  
Radiation Management Program  
3530 Wilshire Blvd. 9th Floor  
Los Angeles, CA 90010  
Telephone: (213) 351-7897  
Website: <http://lapublichealth.org/eh/progs/envirp/ehrad.htm>

California Department of Health Services  
Radiological Health Branch  
PO Box 997414, MS 7610  
Sacramento, CA 95899-7414  
Telephone: (916) 445-0931  
Emergency: (800) 852-7550  
Website: [www.dhs.ca.gov/rhb/](http://www.dhs.ca.gov/rhb/)

U.S. Nuclear Regulatory Commission  
Office of Public Affairs (OPA)  
Washington, D.C. 20555  
Telephone: (800) 368-5642  
Website: [www.nrc.gov/](http://www.nrc.gov/)

**HM-3**

**ASBESTOS INFORMATION**

For the asbestos information line, contact:

Los Angeles County  
Department of Health Services  
Environmental Hygiene  
5050 Commerce Drive  
Baldwin Park, CA 91706  
Telephone: (626) 430-5200  
Website: <http://lapublichealth.org>

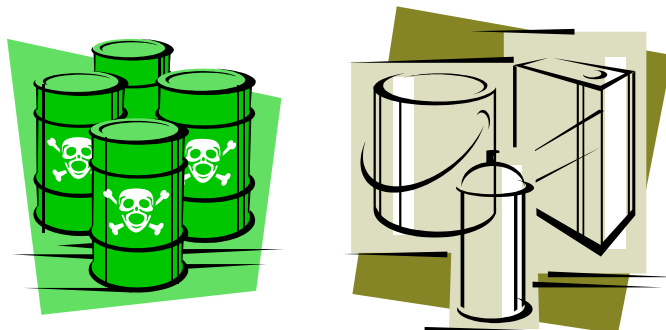
U.S. Environmental Protection Agency  
Office of Pollution Prevention and Toxics  
1200 Pennsylvania Ave, NW  
Mail Code 7401-M  
Washington, DC 20460  
Asbestos Hotline: (800) 462-6706  
Website: [www.epa.gov/opptintr](http://www.epa.gov/opptintr)

**HM-4**

**INFORMATION ON HAZARDOUS MATERIALS HEALTH EFFECTS**

For information on health effects from hazardous materials, contact:

Los Angeles County  
Department of Health Services  
Toxics Epidemiology Program  
313 N. Figueroa St.  
Los Angeles, CA 90012  
Telephone: (213) 740-7785  
Website: <http://lapublichealth.org/tox/index.htm>





## **HM-5**

### **EMPLOYEE SAFETY INVOLVING HAZARDOUS MATERIALS**

Free on-site non-enforcement consultation to employers, advice, and information on occupational safety to employers and employee groups, contact:

California Occupational Safety and Health Administration  
(Cal/OSHA) Consultation Service  
Telephone: (800) 963-9424  
Website: [www.dir.ca.gov/dosh/consultation.html](http://www.dir.ca.gov/dosh/consultation.html)

Local Southern California Offices:

Cal/OSHA  
6150 Van Nuys Blvd., Suite 307  
Van Nuys, CA 91401  
Telephone: (818) 901-5754

Cal/OSHA  
10350 Heritage Park Drive, Suite 201  
Santa Fe Springs, CA 90670  
Telephone: (562) 944-9366

For toll-free technical information services that provide convenient access to NIOSH and its informational resources, please contact:

U.S. Centers for Disease Control  
National Institute of Occupational Safety and Health (NIOSH)  
Telephone: (800) 356-4674  
Website: [www.cdc.gov/niosh/homepage.html](http://www.cdc.gov/niosh/homepage.html)

## **HM-6**

### **TOXIC SUBSTANCES/CHEMICALS INFORMATION**

For information on regulated chemicals, applicable federal regulations regarding the manufacture or importation of chemicals, determination of health effects, and technical questions about toxic substances, contact:

U.S. Environmental Protection Agency  
Office of Pollution Prevention and Toxics (OPPT)  
1200 Pennsylvania Ave. NW  
Mail Code 7401-M  
Washington, DC 20460  
Telephone: (202) 564-3810  
Website: [www.epa.gov/opptintr/](http://www.epa.gov/opptintr/)

**HM-7**

**CALIFORNIA HAZARDOUS MATERIALS AND SUBSTANCES  
REPORTING REQUIREMENTS**

To obtain a copy of the *Guide to Hazardous Substances Reporting Requirements* (\$40) which provides an overview of applicable federal, state, and local regulatory agencies (by zip code) for hazardous substances and includes sample reporting forms, contact:

California Department of Health Services  
2151 Berkeley Way, Annex 2  
Berkeley, California 94704-1101  
Telephone: (510) 540-2800  
Website: [http://www.oehha.ca.gov/public\\_info/TDhazmat.html](http://www.oehha.ca.gov/public_info/TDhazmat.html)

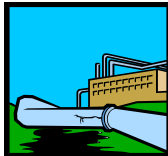
**HM-8**

**SPILL/RELEASE NOTIFICATION REQUIREMENTS**

There are various Federal, State, and City requirements for reporting a hazardous material spill, release, or potential release. Any release or threatened release of a hazardous material which poses a threat to health, safety, property, or the environment must be immediately reported to:

911 Emergency Response	The Governor's Office of Emergency
Telephone: (911)	Services Warning Center
	Telephone: (916) 845-8911

For specific circumstances, additional contacts to report to include:



City of Los Angeles  
Fire Department, Hazardous Materials Unit  
200 N. Main Street, Room 1780  
Los Angeles, CA, 90012  
Telephone: (213) 978-3680

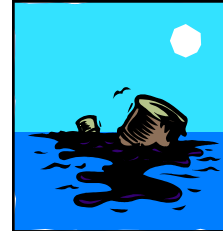
Website: [www.lafd.org/prevention/underground/hm/index.html](http://www.lafd.org/prevention/underground/hm/index.html)

Discharges that cause serious injuries or harmful exposure to workers:

California Occupational Safety and Health Administration  
Los Angeles District  
320 West 4th Street, Ste. 850,  
Los Angeles 90013  
Telephone: (213) 576-7451

Highway spills:

California Highway Patrol  
Telephone: 911



Discharges of a hazardous substance in amounts equal to or exceeding the Reportable Quantities in the Comprehensive Environmental Response Compensation Liability Act (CERCLA) must be reported to the National Response System (NRS), which is the government's mechanism for emergency response to discharges of oil and the release of chemicals into the navigable waters or environment of the United States and its territories.

U.S. Coast Guard  
National Response System  
Telephone: (800) 424-8802  
Website: <http://www.nrc.uscg.mil>

Discharges that occur onto the water or that may affect water quality:

California Regional Water Quality Control Board  
Los Angeles Region  
320 W. 4th Street, Suite 200  
Los Angeles, CA 90013  
Telephone: (213) 576-6600  
Website: <http://www.swrcb.ca.gov/rwqcb4>

Hazardous waste tank systems and secondary containment discharges:

California Environmental Protection Agency  
Department of Toxic Substances Control  
Glendale Regional Office  
1011 N. Grandview Avenue  
Glendale, CA 91201-2205  
Telephone: (818) 551-2800  
Website: <http://www.dtsc.ca.gov>

City of Los Angeles  
Fire Department, Hazardous Materials Unit  
200 N. Main Street, Room 1780  
Los Angeles, CA, 90012  
Telephone: (213) 978-3680

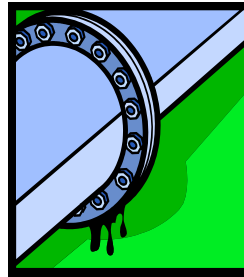
Website: [www.lafd.org/prevention/underground/hm/index.html](http://www.lafd.org/prevention/underground/hm/index.html)

Oil spills from a fixed facility must be reported to:

Department of Conservation  
Division of Oil, Gas and Geothermal Resources  
5816 Corporate Ave., Suite 200  
Cypress, CA 90630-4731  
Telephone: (714) 816-6847  
Website: [www.consrv.ca.gov/DOG/](http://www.consrv.ca.gov/DOG/)

Oil spills into a waterway must be reported to:

Department of Fish and Game  
Office of Spill Prevention and Response  
1700 K Street  
Sacramento, CA 95814  
Telephone: (916) 445-9338  
Website: [www.dfg.ca.gov/Ospr/](http://www.dfg.ca.gov/Ospr/)



For general information on spill and release reporting requirements, contact:

City of Los Angeles Fire Department  
Hazardous Materials Unit  
200 N. Main Street Room 970  
Los Angeles, CA., 90012  
Telephone: (213) 485-8080  
Website: [www.lafd.org/prevention/underground/hm/index.html](http://www.lafd.org/prevention/underground/hm/index.html)

### **REQUIRED PERMITS AND NOTIFICATIONS**

#### **HM-9**

#### **HAZARDOUS MATERIALS/SUBSTANCES REGISTRATION**

The City requires you to obtain an application for a hazardous materials certificate of disclosure, a hazardous substance information form, and prepare a Business Emergency Plan for your facility. For information, contact:

City of Los Angeles  
Fire Department, Hazardous Materials Unit  
200 N. Main Street, Room 1780  
Los Angeles, CA, 90012

Telephone: (213) 978-3680  
Website: [www.lafd.org/prevention/underground/hm/index.html](http://www.lafd.org/prevention/underground/hm/index.html)

While the City Clerk's Office handles the application and collects all fees, the information is forwarded to the Fire Department for processing. For information regarding processing and approval of these forms, contact:

City of Los Angeles Fire Department  
Hazardous Materials Unit  
200 N. Main Street Room 970  
Los Angeles, CA., 90012  
Telephone: (213) 485-8080  
Website: [www.lafd.org/prevention/underground/hm/index.html](http://www.lafd.org/prevention/underground/hm/index.html)

**HM-10**  
**FIRE PERMIT**

Most business operations associated with or using hazardous materials require either a Division 4 Fire Permit (permit to operate) or Division 5 Fire Permit (installation permit) for which application is made through the City Clerk. To determine if your business is subject to this requirement, contact:

Division 4 Fire Permit:  
City of Los Angeles  
Office of Finance, Police and Fire Permits  
200 N. Spring St., Room 220  
Los Angeles, CA 90012  
Telephone: (213) 626-9271  
Website: [www.lacity.org/finance](http://www.lacity.org/finance)

Division 5 Fire Permit:  
Los Angeles Fire Department  
Bureau of Fire Prevention and Public Safety - Engineering Unit  
201 Figueroa St., Suite 300  
Los Angeles, CA 90012  
Telephone: (213) 482-6900  
Website: [www.lafd.org/prevention/engineering/index.html](http://www.lafd.org/prevention/engineering/index.html)

**HM-11****HAZARDOUS MATERIALS USE AND STORAGE REQUIREMENTS**

Businesses that store or use hazardous materials must meet certain structural conditions and operational requirements contained in the Fire Code. To receive general information on storage and use of hazardous materials, contact:

City of Los Angeles Fire Department  
Hazardous Materials Unit  
200 N. Main Street Room 970  
Los Angeles, CA., 90012  
Telephone: (213) 485-8080  
Website: [www.lafd.org/prevention/underground/hm/index.html](http://www.lafd.org/prevention/underground/hm/index.html)

**HM-12****UNDERGROUND STORAGE TANK PERMIT**

Storage in underground storage tanks of hazardous substances, including petroleum, are regulated by state and federal law. To obtain information on permitting the installation, removal, or alteration of underground storage tanks, respective registration fees and surcharge fees, contact:

City of Los Angeles Fire Department  
Fire Prevention Bureau  
Underground Tanks  
200 N. Main Street Room 930  
Los Angeles, CA., 90012  
Telephone: (213) 485-7543  
Website: [www.lafd.org/prevention/index.html](http://www.lafd.org/prevention/index.html)

Owners of underground storage tanks are required to register their existing tanks with the Office of Finance. For information, contact:

City of Los Angeles  
Office of Finance  
Police and Fire Permits  
200 North Spring Street, Room 220  
Los Angeles, CA 90012  
Telephone: (213) 626-9271  
Website: [www.lacity.org/finance](http://www.lacity.org/finance)

## **TRANSPORTATION OF HAZARDOUS MATERIALS PERMIT**

California Highway Patrol  
Accounting Section (HM Licensing Program)  
P.O. Box 942902  
Sacramento, CA 94298-2902  
Telephone: (916) 327-3310

Website: [www.chp.ca.gov/forms/#hazmat](http://www.chp.ca.gov/forms/#hazmat)

California Environmental Protection Agency  
Department of Toxic Substances Control  
Managing Hazardous Waste  
Telephone: Statewide Compliance Division (916) 255-6417  
Permitting Division (510) 540-3827  
Website: [www.dtsc.ca.gov/HazardousWaste/Transporters/  
index.cfm](http://www.dtsc.ca.gov/HazardousWaste/Transporters/index.cfm)

#### **HM-14**

##### **EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT REQUIREMENTS**

Under "Community Right-to-Know" regulations, businesses are required to provide local and state governments with adequate information about chemical products which are stored on-site in quantities that could pose a danger to the community if there were an accident. Businesses must file



a Hazardous Materials Disclosure and Business Plan that specify how a business proposes to handle the waste and the amount being used. For information on the federal Emergency Planning and Community Right-to-Know Act (EPCRA), contact:

##### **RCRA**

Notification/Identification Numbers

Telephone: (415) 495-8895

RCRA Information

National RCRA Hotline

Toll Free: (800) 424-9346

Website: [www.epa.gov/region09/lib-hot.html](http://www.epa.gov/region09/lib-hot.html)

Some businesses that handle certain acutely hazardous materials may also be required to comply with requirements under the Risk Management and Prevention Program. For information, including the list of regulated acutely hazardous materials, contact:

City of Los Angeles

Fire Department, Hazardous Materials Unit

200 N. Main Street, Room 1780

Los Angeles, CA, 90012

Telephone: (213) 978-3680

Website: [www.lafd.org/prevention/underground/hm/index.html](http://www.lafd.org/prevention/underground/hm/index.html)



**HM-15****EMPLOYEE HAZARD COMMUNICATION REQUIREMENTS**

Chemical manufacturers, importers, and employers using hazardous chemicals must follow the Hazardous Communication Standard established by OSHA which requires employers to inform their employees of the existence of hazardous substances in the work place and of the risks from exposure to these chemicals. Federal law requires employers to keep record of and provide access to Material Safety Data Sheets for any hazardous materials used at the workplace. For information, contact:

California Occupational Safety and Health Administration  
(Cal/OSHA)  
Consultation Service  
2100 East Katella Avenue, Suite 215  
Anaheim, California 92806  
Telephone: (714) 939-8093  
Website: [www.dir.ca.gov/dosh/consultation.html](http://www.dir.ca.gov/dosh/consultation.html)

**HM-16****PROPOSITION 65 REQUIREMENTS**

Businesses that generate or store any hazardous materials must determine if their substance is on the list of Proposition 65 carcinogens or reproductive toxicants. If it is, they must comply with the requirements of Proposition 65. This includes activities such as disclosing information to employees and the public in the form of on-site signs and making available information on possible health risks.

Depending upon the type, amount, and manner your business is using or discharging a listed material, a widespread notification (such as a newspaper advertisement) may be necessary. For information, contact:

California Environmental  
Protection Agency  
Office of Environmental Health  
Hazard Assessment  
1001 I Street  
Sacramento, CA 95814  
Telephone: (916) 324-7572  
Website: [www.oehha.ca.gov](http://www.oehha.ca.gov)



**HM-17**

**ASBESTOS REMOVAL NOTIFICATION REQUIREMENTS**

Renovation or demolition of a structure that was built prior to 1979 and that involves the handling, removal, storage, or disposal of asbestos-containing material must meet certain requirements. The requirements include proper notification, removal techniques, clean-up procedures, waste storage, and disposal requirements. For information contact:

SCAQMD  
General Hotline  
21865 Copley Drive  
Diamond Bar, CA 91765  
Telephone: (800) 288-7664  
Website: [www.aqmd.gov](http://www.aqmd.gov)

Los Angeles County  
Department of Health Services  
Environmental Hygiene  
5050 Commerce Drive  
Baldwin Park, CA 91706  
Telephone: (626) 430-5100  
Website: <http://lapublichealth.org>



## **HAZARDOUS WASTE MANAGEMENT and POLLUTION PREVENTION**

### **HW-1**

#### **HAZARDOUS WASTE DETERMINATION/CLASSIFICATION**

In the course of doing business, many companies generate wastes that may be classified hazardous. To determine if waste is hazardous, contact:

City of Los Angeles Fire Department  
Fire Prevention Bureau  
Hazardous Materials  
200 N. Main Street, Room 1780  
Los Angeles, CA, 90012  
Telephone: (213) 978-3680  
Website: [www.lafd.org/prevention/index.html](http://www.lafd.org/prevention/index.html)

California Environmental Protection Agency  
Department of Toxic Substances Control  
Waste Evaluation Unit Hotline: (916) 322-7676  
Glendale Regional Office  
1011 N. Grandview Avenue  
Glendale, CA 91201-2205  
Telephone: (818) 551-2800  
Website: [www.dtsc.ca.gov/](http://www.dtsc.ca.gov/)

County of Los Angeles  
Fire Department  
Health Hazardous Materials Division  
5825 Rickenbacker Road  
Commerce, CA 90040  
Telephone: (323) 890-4045  
Website: <http://fire.lacounty.gov>

If these agencies inform you that your waste is hazardous, they can provide information about record keeping and reporting requirements, hazardous waste notifications, and other program information. For information on hazardous waste permitting, please refer to the other entries in this chapter of this *Business Guide*.

## **HW-2**

### **HAZARDOUS WASTE REGULATIONS AND REQUIREMENTS**

To obtain information on California hazardous waste regulatory requirements, contact:

California Environmental Protection Agency  
Department of Toxic Substances Control Public & Business Liaison  
Telephone: (818) 551-2830  
Website: [www.dtsc.ca.gov/ContactDTSC/index.cfm](http://www.dtsc.ca.gov/ContactDTSC/index.cfm)

County of Los Angeles  
Fire Department  
Health Hazardous Materials Division  
5825 Rickenbacker Road  
Commerce, CA 90040  
Telephone: (323) 890-4045  
Website: [www.lacofd.org/](http://www.lacofd.org/)



To obtain copies of the California hazardous waste regulations (Title 22 California Code of Regulations), contact:

California Code of Regulations  
Website: [www.calregs.com/](http://www.calregs.com/)

Barclays' Law Publishers  
Telephone: (415) 244-6611 or (800) 888-3600

California Chamber of Commerce  
Telephone: (916) 444-6670  
Website: [www.calchamber.com/](http://www.calchamber.com/)

For compliance assistance with federal hazardous waste and hazardous substances regulations, including the federal Resource Conservation and Recovery Act (RCRA), Comprehensive Environmental Response Compensation and Liability Act (CERCLA), and Underground Storage Tank (UST) programs, contact:

U.S. Environmental Protection Agency  
RCRA/CERCLA/UST Hotline  
Telephone: (800) 424-9346  
Website: <http://www.epa.gov/region09/lib-hot.html>

**HW-3**

**HAZARDOUS WASTE COMPLAINTS**

For assistance of small businesses and the regulated community who have had problems voicing a complaint, getting a problem resolved concerning hazardous waste issues, or reporting a suspected violation, please contact:

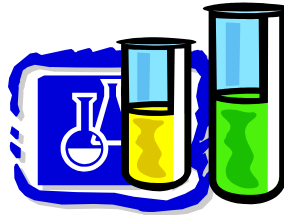
City of Los Angeles Fire Department	County of Los Angeles
Fire Prevention Bureau	Fire Department
Hazardous Materials	Health Hazardous Materials Division
200 N. Main Street, Room 1780	5825 Rickenbacker Road
Los Angeles, CA, 90012	Commerce, CA 90040
Telephone: (213) 978-3680	Telephone: (323) 890-4045
Website: <a href="http://www.lafd.org/prevention/index.html">www.lafd.org/prevention/index.html</a>	Website: <a href="http://www.lacofd.org/">www.lacofd.org/</a>

California Environmental Protection Agency	U.S. Environmental Protection Agency
Department of Toxic Substances Control Public & Business Liaison	Office of Pollution Prevention and Toxics
Telephone: (818) 551-2830	1200 Pennsylvania Ave. NW
Website: <a href="http://www.dtsc.ca.gov/ContactDTSC/index.cfm">www.dtsc.ca.gov/ContactDTSC/index.cfm</a>	Washington, DC 20460
	Telephone: (202) 564-3810
	Website: <a href="http://www.epa.gov/opptintr/">www.epa.gov/opptintr/</a>

**HW-4**

**HAZARDOUS WASTE TESTING LABS**

Generators who need to have a laboratory analyze their hazardous wastes are required by state law to use a state-certified lab. To locate a state certified testing lab in your area, contact:



California Department of Health Services  
Environmental Laboratory Accreditation Program  
Los Angeles Field Office  
1449 W. Temple Street, Room 231  
Los Angeles, CA 90026  
Telephone (213) 580-5731  
Website: [www.dhs.ca.gov/ps/ls/elap/Elapindex.htm](http://www.dhs.ca.gov/ps/ls/elap/Elapindex.htm)

**HW-5****USED MOTOR OIL**

Used motor oil and drained oil filters are 100% recyclable. Although these wastes are regulated by the state as a hazardous waste, business who have their used oil and oil filters recycled are excluded from many of the requirements, and may receive some cash reimbursement from the state. For information on the recycling and disposal of used motor oil, contact:

City of Los Angeles  
Public Works Department  
Bureau of Sanitation  
433 S. Spring St., Suite 500,  
Los Angeles, CA 90013  
Household Hazardous Waste / E-waste Hotline: (800) 988-6942  
Website: [www.lacity.org/SAN/](http://www.lacity.org/SAN/)

**HW-6****INFECTIOUS/MEDICAL WASTE**

For questions regarding infectious and medical waste, contact:



County of Los Angeles Fire Department  
Health Hazardous Materials Division  
5825 Rickenbacker Road  
Commerce, CA 90040  
Telephone: (323) 890-4045  
Website: <http://fire.lacounty.gov/HealthHazMat/HealthHazMat.asp>

California Department of Health Services  
Environmental Health Division  
Medical Waste Management Program  
Telephone: (916) 449-5671

**HAZARDOUS WASTE SOURCE  
REDUCTION & POLLUTION PREVENTION**

**HW-7**

**SOURCE REDUCTION REQUIREMENTS**

Many hazardous waste generators are required to prepare documents or plans identifying major hazardous waste streams at the generator's site (Source Reduction Evaluation Review and Plan) as well as effective source reduction approaches for this waste (Hazardous Waste Management Performance Report). For information on requirements, contact:

California Environmental Protection Agency  
Department of Toxic Substances Control  
Office of Pollution Prevention and Technology Development  
P.O. Box 806  
Sacramento, CA 95812-0806  
Telephone: (916) 322-3670  
Website: [www.dtsc.ca.gov/PollutionPrevention/staff-contacts.cfm](http://www.dtsc.ca.gov/PollutionPrevention/staff-contacts.cfm)

**HW-8**

**HAZARDOUS/INDUSTRIAL WASTE SOURCE REDUCTION,  
RECYCLING, AND TREATMENT INFORMATION**

For technical information on alternative industrial technologies, contact:

California Environmental Protection Agency  
Department of Toxic Substances Control  
Office of Pollution Prevention and Technology Development  
P.O. Box 806  
Sacramento, CA 95812-0806  
Telephone: (916) 322-3670  
Website: [www.dtsc.ca.gov/PollutionPrevention/staff-contacts.cfm](http://www.dtsc.ca.gov/PollutionPrevention/staff-contacts.cfm)

For information regarding industrial waste minimization and industrial wastewater pre-treatment requirements, contact:

City of Los Angeles  
Department of Public Works  
Bureau of Sanitation  
Industrial Waste Management Division  
Telephone: (323) 342-6111  
Website: [www.lacity.org/SAN](http://www.lacity.org/SAN)

Note: Some source reduction methods can involve treatment of hazardous wastes or hazardous industrial wastewaters; such treatment generally requires some form of treatment permit or other “grant of authorization” from the state or local agency. For additional information, please contact:



Los Angeles City CUPA  
Los Angeles Fire Department  
Unified Program  
200 N. Main Street, Room 1780  
Los Angeles, CA, 90012  
Telephone: (213) 978-3680  
Website: [www.lafd.org/prevention/underground/hm/index.html](http://www.lafd.org/prevention/underground/hm/index.html)

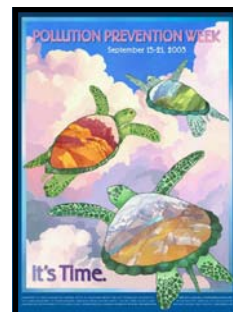
#### **HW-9**

##### **HAZARDOUS WASTE EXCHANGE**

Businesses that reduce the amount of regulated wastes they generate by exchanging or transferring hazardous wastes with or to other businesses must comply with specific hazardous waste, and safety and health regulations. To obtain excerpts from California’s Hazardous Waste Recycling laws, information on the hazardous waste exchanges, exchange regulations and to obtain the Directory of Hazardous Waste Recyclers or a catalog of hazardous waste available and hazardous waste wanted, contact:

California Environmental Protection Agency  
Department of Toxic Substances Control  
Waste Evaluation Unit Hotline: (916) 322-7676  
Glendale Regional Office  
1011 N. Grandview Avenue  
Glendale, CA 91201-2205  
Telephone: (818) 551-2800  
Website: [www.dtsc.ca.gov/](http://www.dtsc.ca.gov/)

California Environmental Protection Agency  
Department of Toxic Substances Control  
California Waste Exchange  
P.O. BOX 942732  
Sacramento, CA 94234-7320  
Telephone: (916) 324-1807





## **REQUIRED PERMITS AND NOTIFICATIONS**

### **HW-10**

#### **HAZARDOUS WASTE NOTIFICATION AND LICENSE**

Businesses that handle or intend to handle hazardous waste are required to register with the federal government, the County, and the City.

Federal regulations require a U.S. EPA Identification number, contact:

U.S. Environmental Protection Agency  
RCRA/CERCLA/UST Hotline  
Telephone: (800) 424-9346  
Website: [www.epa.gov/epaoswer/hotline/rcra.htm](http://www.epa.gov/epaoswer/hotline/rcra.htm)

The County requires a County hazardous waste license. LA County partners with LA City's CUPA. For more information, contact :

City of Los Angeles Fire Department  
200 N. Main Street Room 1780  
Los Angeles, CA, 90012  
Phone: (213) 978-3680  
Website: [www.lafd.org](http://www.lafd.org)

The City requires you to obtain an application for a hazardous materials certificates and a hazardous substance information form. Please contact:

City of Los Angeles  
Office of Finance, Police and Fire Permits  
200 North Spring Street, Room 220  
Los Angeles, CA 90012  
Telephone: (213) 626-9271  
Website: [www.lacity.org/finance](http://www.lacity.org/finance)

The state of California also requires hazardous waste generators to comply with registering and reporting requirements by completing a Hazardous Waste Manifest which tracks each hazardous waste transaction from "cradle to grave". For information, contact:

California Environmental Protection Agency  
Department of Toxic Substances Control Public & Business Liaison  
Telephone: (818) 551-2830 or (800) 72-TOXIC (728) 6942  
Website: [www.dtsc.ca.gov/ContactDTSC/index.cfm](http://www.dtsc.ca.gov/ContactDTSC/index.cfm)

To order manifests, contact:

Department of General Services  
Documents & Publications Division  
707 Third Street  
West Sacramento, CA 95605-2811  
Telephone: (916) 376-5000  
Website: [www.dgs.ca.gov/Publications/default.htm](http://www.dgs.ca.gov/Publications/default.htm)

Businesses that generate more than 5 tons of hazardous waste per year or that land-dispose of more than 500 pounds annually must comply with additional State requirements and pay respective fees. For information, contact:

State Board of Equalization  
Property and Special Taxes Department  
Environmental Fee Division  
P.O. Box 942879  
Sacramento, CA 94279-0057  
Telephone: (800) 400-7115  
Website: [www.boe.ca.gov/sptaxprog/spenvirofees.htm](http://www.boe.ca.gov/sptaxprog/spenvirofees.htm)

#### **HW-11**

##### **HAZARDOUS WASTE TRANSPORTATION**

Refer to the information contained in Topic **HM-13** in the previous chapter.

#### **HW-12**

##### **STORAGE, TREATMENT, DISPOSAL FACILITIES PERMIT**

Businesses that perform any type of hazardous waste treatment (including some industrial wastewater treatment), provide or conduct long-term storage (90 days or longer) of hazardous waste or that serve as a disposal facility are required to obtain a permit, tiered permit or ‘grant of authorization’. For information, contact:

California Environmental Protection Agency  
Department of Toxic Substances Control

Glendale Office  
1011 North Grandview Ave.  
Glendale, CA 91201-2205  
Telephone: (818) 551-2800  
Website: [www.dtsc.ca.gov/](http://www.dtsc.ca.gov/)

Cypress Office  
5796 Corporate Avenue  
Cypress, CA 90630-4732  
Telephone: (714) 484-6300  
Website: [www.dtsc.ca.gov/](http://www.dtsc.ca.gov/)

**SOLID WASTE AND RECYCLING**

**SWR-1**  
**RECYCLING-BUSINESS AND INDUSTRY**

For general recycling information, technical assistance on setting up a business/industrial recycling program, workshops on commercial opportunities in the recycling market, and source reduction, contact:

City of Los Angeles  
Board of Public Works  
Solid Resources Citywide Recycling Division  
Telephone: (213) 473-8228  
Website: [http://www.lacity.org/san/solid\\_resources/recycling/index.htm](http://www.lacity.org/san/solid_resources/recycling/index.htm)

**SWR-2**  
**RECYCLING CENTER REFERRAL SERVICES**

For information on the recycling centers throughout California, contact:

California Environmental Protection Agency  
California Integrated Waste Management Board  
1001 I Street  
Sacramento, CA 95812-4025  
Telephone: (916) 341-6000  
Website: [www.ciwmb.ca.gov/](http://www.ciwmb.ca.gov/)

**SWR-3**  
**SOLID WASTE PERMITS AND REQUIREMENTS**

For general information on permits, enforcement, complaints regarding solid waste facilities, contact:

City of Los Angeles	California Environmental Protection Agency
Environmental Affairs Department	Integrated Waste Management Board
Local Enforcement Agency (LEA)	1001 I Street
200 N. Spring Street, Room 1905	P.O. Box 4025
Los Angeles, CA 90012	Sacramento, CA 95812-4025
Telephone: (213) 978-0892	Telephone: (916) 341-6000
Website: <a href="http://www.lacity.org/ead">www.lacity.org/ead</a>	Website: <a href="http://www.ciwmb.ca.gov/">www.ciwmb.ca.gov/</a>

**SWR-4****CALIFORNIA MATERIALS EXCHANGE**

For information on the recycling of usable solid wastes, and listings of available materials throughout California, contact:

California Environmental Protection Agency  
California Integrated Waste Management Board  
California Materials Exchange (CALMAX)  
Telephone: (877) 520-9703  
Website: [www.ciwmb.ca.gov/calmax/](http://www.ciwmb.ca.gov/calmax/)

The Los Angeles County Materials Exchange Program  
Los Angeles County Department of Public Works  
Environmental Programs Division  
900 S. Fremont Avenue, 3rd Floor Annex  
Alhambra, CA 91803-1331  
Telephone: (626) 458-3580 or (888) Clean-LA  
TDD: (626) 282-7829  
Website: <http://ladpw.org/epd/lacomax>

Sanitation Districts of Los Angeles County  
Department of Solid Waste Management  
1955 Workman Mill Road  
Whittier, CA 90607  
Telephone: (562) 699-7411 ext. 2437  
Website: [www.lacsd.org/swaste/recyclingresources/titlepage.htm](http://www.lacsd.org/swaste/recyclingresources/titlepage.htm)

**REQUIRED PERMITS****SWR-5****SOLID WASTE FACILITY PERMIT**

Landfills, transfer stations, composting and materials recovery facilities, all require solid waste permits. For more information, contact:

City of Los Angeles  
Environmental Affairs Department  
Local Enforcement Agency (LEA)  
200 N. Spring Street, Room 1905  
Los Angeles, CA 90012  
Telephone: (213) 978-0892  
Website: [www.lacity.org/ead](http://www.lacity.org/ead)

## **WATER QUALITY**

### **WATER QUALITY AND CONSERVATION**

#### **WQ-1**

##### **WATER QUALITY**

For inquiries, complaints, and technical questions regarding drinking water quality and testing, contact:

City of Los Angeles  
Department of Water and Power  
P.O. Box 51111  
Los Angeles, California 90051-0100  
Telephone: (213) 367-3182  
Hotline: (800) DIAL-DWP  
Website: [www.ladwp.com/ladwp/homepage.jsp](http://www.ladwp.com/ladwp/homepage.jsp)

To obtain a list of certified water quality testing labs, contact:

State Department of Health Services  
Environmental Laboratory Accreditation Program  
Los Angeles Field Office  
1449 W. Temple Street, Room 231  
Los Angeles, CA 90026  
Telephone (213) 580-5731  
Website: [www.dhs.ca.gov/ps/ls/elap/Elapindex.htm](http://www.dhs.ca.gov/ps/ls/elap/Elapindex.htm)

#### **WQ-2**

##### **WATER CONSERVATION AND RECLAMATION**

To receive a free water conservation kit or information on rebate and cash incentive programs, contact:

City of Los Angeles  
Department of Water and Power  
P.O. Box 51111  
Los Angeles, California 90051-0100  
Telephone: (800) 544-4498  
Website: [www.ladwp.com/ladwp/cms/ladwp001627.jsp](http://www.ladwp.com/ladwp/cms/ladwp001627.jsp)



For information on the City of Los Angeles Integrated Resources Plan and Recycled Water, please contact:

City of Los Angeles  
Department of Public Works  
Bureau of Sanitation, Wastewater  
Engineering Services Division  
2714 Media Center Drive  
Los Angeles, CA 90065  
Telephone: (323) 342-6242  
Website: [www.lacity.org/SAN/ipwp/home.cfm](http://www.lacity.org/SAN/ipwp/home.cfm)

**WASTEWATER AND STORMWATER INFORMATION**

**WQ-3**

**WASTEWATER PROGRAM INFORMATION**

For information on the City's sewer hook-up process and wastewater program, contact:

City of Los Angeles  
Board of Public Works  
Bureau of Engineering  
Telephone: (213) 977-6032  
Website: <http://eng.lacity.org/index.cfm>



For information regarding permits for industrial waste water discharge to the sewer, contact:

City of Los Angeles  
Department of Public Works  
Industrial Waste Management Division  
2714 Media Center Drive, L.A. 90065  
Telephone: (323)342-6200  
Website: [www.lacity.org/SAN/wwater.htm](http://www.lacity.org/SAN/wwater.htm)

**WQ-4**

**STORMWATER PROGRAM INFORMATION**

For information on the City's stormwater system, contact:

City of Los Angeles  
Department of Public Works  
Watershed Protection Division  
2714 Media Center  
Los Angeles, CA 90065  
Telephone: (323) 342-1501  
Hotline: (800) 974-9794  
Website: [www.lacity.org/SAN/wpd/index.htm](http://www.lacity.org/SAN/wpd/index.htm)

For information regarding ocean pollution concentrations, beach closures, and coastal water quality, contact:

Los Angeles County Ocean Water Monitoring Program  
5050 Commerce Drive  
Baldwin Park, CA 91706  
Telephone: (626) 430-5360  
Beach Advisory and Closure Hotline: (800) 525-5662  
Website: [www.lapublichealth.org/beach/](http://www.lapublichealth.org/beach/)

**REQUIRED PERMITS**

**WQ-5** (same as **BC-16** )

**SEWER CONNECTION PERMIT**

Businesses that intend to connect to the existing sanitary sewer system are required to have a permit. To obtain a permit, as well as to receive information on sewer facilities charges, contact:

City of Los Angeles  
Board of Public Works  
Bureau of Engineering  
650 South Spring Street, Suite 200  
Los Angeles, CA 90014-1911  
Central District: (213) 482-7030  
West LA District: (310) 575-8384  
Valley District: (818) 374-5090  
Harbor District: (310) 732-4677

Website: <http://eng.lacity.org/spermits/index.htm>

**WQ-6**

**INDUSTRIAL WASTEWATER DISCHARGE PERMIT**

Most businesses discharging wastewater are required to have an Industrial Waste Permit (IWP). For information obtaining an IWP, pre-treatment requirements, and application and inspection fees, contact:

City of Los Angeles  
Department of Public Works  
Industrial Waste Management Division  
2714 Media Center Drive, L.A. 90065  
Telephone: (323)342-6200  
Website: [www.lacity.org/SAN/wwater.htm](http://www.lacity.org/SAN/wwater.htm)

Activities that discharge directly into the storm drain system will also require a permit from the California Regional Water Quality Control (RWQCB) in addition to the City's IWP. For information on the RWQCB permit and whether or not it applies to your particular business, contact:

California Regional Water Quality Control Board  
Los Angeles Region  
General Permitting  
Telephone: (213) 576-6657  
Website: [www.swrcb.ca.gov/rwqcb4/](http://www.swrcb.ca.gov/rwqcb4/)

**WQ-7**

**STORMWATER DISCHARGE/RUNOFF PERMIT**

Stormwater runoff from most commercial and industrial facilities or from construction sites larger than five acres that enters into the storm drain system will require a RWQCB permit and must develop a Storm Water Pollution Prevention Plan detailing how chemicals and other contaminants will be kept out of the storm water system. For information, contact:

California Regional Water Quality Control Board  
Stormwater Permits  
Telephone: (213) 576-6753  
Website: [www.swrcb.ca.gov/rwqcb4/html/programs/stormwater/stormwater.html](http://www.swrcb.ca.gov/rwqcb4/html/programs/stormwater/stormwater.html)



**WQ-8**

**WETLAND REGULATIONS: 404 PERMIT**

Businesses that intend to dredge or fill any wetland or navigable waterway are subject to the 404 permitting process under the Federal Clean Water Act. For information, contact:

U.S. Army Corps of Engineers  
Los Angeles District  
Regulatory Branch  
911 Wilshire Blvd.  
Los Angeles, CA 90017  
Telephone: (213) 452-3908  
Website: [www.spl.usace.army.mil/](http://www.spl.usace.army.mil/)

**WQ-9** (same as **BC-12** )

**DRILLING PERMIT**

Drilling which takes place on private property or into ground water may require a permit. For information, contact:

City of Los Angeles  
Department of Building and Safety  
Permits and Licensing  
Telephone: (213) 524-2845  
Website: [www.ladbs.org](http://www.ladbs.org)





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Please contact the EAD at (213) 978-0888 or by email at [ead.info@lacity.org](mailto:ead.info@lacity.org) if you require further assistance.

Thank you!

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## Notes

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.





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