

CITY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
BUREAU OF SANITATION



FOR BUREAU OF SANITATION USE

Received Date _____
Receipt Number _____
Fee Collected \$ _____
FOG Zone _____ Sub Zone _____
IU Number _____
Permit Number _____
Forwarded to: _____
☐ FOG ☐ Other _____

**INDUSTRIAL WASTEWATER PERMIT APPLICATION
FOR FOOD SERVICE ESTABLISHMENTS (FSEs)**

Refer to pages 2 & 4 for definitions, instructions and examples. For additional assistance please call (323) 342-6118.

1. PROPOSED POINT OF DISCHARGE Public Sewer ☐ ☐ Other _____
2. REASON FOR APPLYING

- A. Change of Ownership ☐
Previous Company Name _____
Previous Permit # _____
Previous IU # _____
- B. Construction ☐
☐ New
☐ Remodeling
☐ Change of Use
- C. Existing ☐
Unpermitted Facility
- D. Other: ☐ (Please describe below) _____

3. COMPANY INFORMATION

A. Food Service Establishment (FSE) Facility Location

Street Address _____ Unit # _____ City _____ ZIP _____
Contact Person Name _____ Title _____ Cell Phone # _____
Business Phone # _____ Fax # _____ e-mail _____

B. FSE Company Name (DBA) _____

C. FSE Legal Business Name (Legal Owner's Name) _____

D. Ownership Type ☐ Sole Proprietor ☐ Partnership ☐ Corporation ☐ Limited Liability Corp. (LLC)

E. Names and Titles of Business Owner(s), Partners or Corporate Officers

(For Sole Proprietor provide 1 Name and 1 Business Officer title. For Partnership, Corporation or LLC. provide at least 2 Names and 2 Business Officer Titles. For One Person California Corporation provide 1 Name with 2 Corporate Officer Titles)

Name(s)

Title(s)

F. City of Los Angeles Business Tax Registration Certificate (BTRC) Account Number

(See Definitions on page 2 for example and information)

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G. FSE Billing Address ☐ check here if same as 3 A. above

Name (Legal) _____
Address or PO Box # _____ City _____ ZIP _____
Attention Name _____ Title _____
Phone # _____ Fax # _____ e-mail _____

H. FSE Mailing Address ☐ check here if same as 3 A. above ☐ check here if same as 3 G. above

Name (Legal) _____
Address or PO Box # _____ City _____ ZIP _____
Attention Name _____ Title _____
Phone # _____ Fax # _____ e-mail _____

DEFINITIONS AND EXAMPLES

FOOD SERVICE ESTABLISHMENT (FSE)

Any facility engaged in preparing food for consumption by the public such as a restaurant, commercial kitchen, caterer, hotel, school, hospital, prison, correctional facility or care institution. This includes bakeries, donut shops, public and private schools, coffee shops, pizza parlors, nightclubs, fast food restaurants, cafeterias, eateries, fire stations, car washes with cafeterias, etc.

CHANGE OF USE

Any construction or remodeling that changes an existing non-FSE facility into an FSE facility.

Example: Print shop is changed into a restaurant; a hair & nail shop converts into a donut shop, etc.

CITY OF LOS ANGELES BUSINESS TAX REGISTRATION CERTIFICATE NUMBER (BTRC)

Account number from your business's City of Los Angeles Tax Registration Certificate issued by the Los Angeles City Office of Finance.

Example:

0	0	0	0	8	3	4	6	7	9	-	0	0	0	1	-	7
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Note: Every person who engages in business within the City of Los Angeles is required to obtain the necessary BTRC and pay the business tax or obtain an exemption.

For more information, or to apply for BTRC call (213) 473-5901 or visit one of the Office of Finance Branch offices.

OWNERSHIP TYPE(S)

Note: Business officer title of "Owner" only applies to Sole Proprietorship. For Partnership & Corporation Business officer titles include: partner, president, vice president, CEO, CFO, secretary, treasurer, managing member, member, etc. See examples on page 4, Section 3 Paragraph 3 B-E.

Sole Proprietorship:

A company owned by one individual and no partners that is not incorporated with the Secretary of State. Usually, such a business operates by obtaining a local business license and often uses a fictitious name (DBA). In this form of business, general liability rests with the owner. In the County of Los Angeles the City issues the Business Tax Registration Certificate (BTRC) and the County issues the fictitious name statement.

General Partnership:

A company owned by two or more partners that is not incorporated with the Secretary of State. Usually, such a business is governed by a partnership agreement naming the partner establishing their relationships to one another. A general partnership usually obtains a business license and a fictitious name (DBA) in a manner similar to the sole proprietorship. In this business the partners equally share all liability of the business regardless of the percentage of ownership.

Corporation:

A company formed by one or more individuals and incorporated through the Secretary of State. This type of business is usually governed by articles of incorporation, which require the company to be controlled by the plurality of shareholders. The shareholders elect a board of directors, which is responsible for the operations of the company. A corporation is a legal "person". This means that the entity can and does assume liability as an individual. This arrangement relieves the owners of personal liability under the law. Similar to other forms of businesses, corporations obtain business licenses and can assume fictitious names (DBA).

Limited Liability Corporation (LLC):

This is a corporation, which is taxed like a partnership but without many of the S Corporation restrictions. The limited liability corporation can be used for closely held businesses but not for companies that want to be publicly traded.

SIGNATORY REQUIREMENT - COMPANY (FSE) AUTHORIZED REPRESENTATIVE

FSE authorized representative is a business officer legally responsible for operation of the company discharging wastewater or a company employee (FSE manager, accountant) authorized in writing to sign documents for the business officer. Business officer titles include: owner, partner, managing partner, president, vice-president, secretary, treasurer, CEO, and CFO. The following **do not** qualify as FSE authorized representatives: Contractors, designers and architects.

I. Landlord, Property Owner or Management Company

Name _____
 Street Address _____ City _____ State _____ ZIP _____
 Or P.O. Box # _____
 Attention Name _____ Title _____
 Phone # _____ Fax #: _____ e-mail _____

4. FOOD SERVICE ESTABLISHMENT (FSE) DESCRIPTION

- A. Type of Business _____
 (coffee shop, pizza parlor, donut shop, bakery, nightclub, fast food, cafeteria, hospital, fire station, etc.)
- B. Date operation began (mm/dd/yy) _____
- C. Number of Employees _____
- D. Hours of operation from _____ AM/PM to _____ AM/PM Days per week _____ S M T W Th F S
- E. Seating Capacity _____ (circle all that apply)
- F. Department of Health Services Permit Number _____

5. CONSTRUCTION CONTACT INFORMATION (For FSEs under construction only).

Note: The Application may be submitted and signed by Designer, Architect or Contractor, in the space provided below, to initiate plan check. **However, the INDUSTRIAL WASTEWATER PERMIT will not be issued without company (FSE) authorized representative signature required in paragraph 6.**

 NAME (print) JOB TITLE () PHONE # SIGNATURE DATE
 (designer, architect, contractor)

6. SIGNATORY REQUIREMENT

This Application must be signed by a company (FSE) authorized representative (see page 2 for Definitions). Signatures of designers, architects or contractors are only accepted as an construction contact in paragraph 5 above.

I certify under penalty of law that I have personally examined and am familiar with the information in this application form and all attachments and that, based on my inquiry of those persons immediately responsible for obtaining the information contained in the application, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and/or imprisonment.

 NAME OF FSE'S AUTHORIZED REPRESENTATIVE SIGNATURE

 OFFICIAL TITLE DATE

FOR BUREAU OF SANITATION USE					
Forwarded to: ☐ FOG ☐ SIU	IU is: ☐ PAR ☐ CHI	Inspector	Date	Sr. Inspector	Date

S:\FOG\FSE pmapp .March 2008/mla

**Make check for \$356.00 payable to "Department of Public Works"
 and return to the following address:**

City of Los Angeles, Department of Public Works
 Bureau of Sanitation, IWMD, FOG Program
 2714 Media Center Drive, Los Angeles, CA 90065
 Attn: Bhupendra Patel, Chief I.W. Inspector I

For additional assistance, please call (323) 342-6118 or (323) 342-6200

INSTRUCTIONS FOR INDUSTRIAL WASTEWATER PERMIT APPLICATION
For additional assistance please call (323) 342-6118

SECTION 2 - REASON FOR APPLYING

- 2 A-D. Indicate reason for applying for an Industrial Wastewater Permit.
Provide the current or former Industrial Wastewater Permit Number if the application is being filed due to change in ownership.

SECTION 3 - COMPANY INFORMATION

- 3 A. Location address describes the business location that is to be permitted to discharge wastewater to the City sewer. Provide unit #, suite #, or booth # when applicable.

- 3 B-E. Business Ownership Type & Business Officers' Names & Titles

Note: The title of “**owner**” only applies to **sole proprietorship**. For other business ownership types, this application requires two (2) business officers/partners names and titles. Officer titles are: partner, president, chief executive officer (CEO), chief financial officer (CFO), treasurer, secretary, member, managing member.

Sole Proprietor: Example: Legal Business Name: John Doze (i.e. Business owner's name)
DBA: John's Café (i.e. business name)
Officer 1: John Doze Title: Owner (if only one)
Officer 2: Janet Doze Title: Co-Owner (if husband and wife)

Partnership: Example: Legal Business Name: Brian Markles & Cleo Patera
(i.e. names of at least two (2) partners required)
DBA: All Out Deli (i.e. business name)
Officer 1: Brian Markles Title: Partner
Officer 2: Cleo Patera Title: Partner

Corporation: Example: Legal Business Name: Steaks, Inc. (i.e. name of Corporation)
DBA: Best Meals (i.e. business name)
Officer 1: Audra Kiper Title: President
Officer 2: John Brown Title: Chief Financial Officer

In California, a One Person Corporation may have only one shareholder and one director. As a result, one person must hold multiple titles (president, vice-president, CEO, CFO, treasurer, secretary, etc). On this application, provide two titles as shown in the example below:

Example: Legal Business Name: Brownies, Inc. (i.e. name of Corporation)
DBA: Brownies Bakery (i.e. business name)
Officer 1: Jose Martinez Title 1: President
Officer 1: Jose Martinez Title 2: Secretary (or Treasurer, or....)

Limited Liability Corporation (LLC):

Example: Legal Business Name: Jake's Flavors, LLC (i.e. name of Corporation)
DBA: Favor Flavor Malts (i.e. business name)
Officer1: Audra Kiper Title: President (or Managing Member)
Officer2: Tricia Harris Title: Secretary (or Member)

The City of Los Angeles representatives may require supporting documents such as the following:
-Copy of the Articles of Incorporation accepted and stamped by the Secretary of State
-Fictitious name statement -Agent for service of process
-List of Officers and Directors -Partnership agreement listing general partners

- 3 F. City of Los Angeles Business Tax Registration Number (see example on page 2).
3 G. Billing address for billing purposes.
3 H. Mailing address used for mailing general information and correspondence.
3 I. Landlord, Property Owner or Property Manager information used for additional contacts.

SECTION 4 – FOOD SERVICE ESTABLISHMENT DESCRIPTION

- 4 A-E Describe the type of business and service activities conducted.
4 F. Complete The Department of Health Services Permit Number.

SECTION 5 – CONSTRUCTION CONTACT INFORMATION

This information is necessary to maintain contact during construction activities.

SECTION 6 – SIGNATORY REQUIREMENT

The Industrial Wastewater Application must be signed by authorized representative of the Food Service Establishment.