

CITY OF INDUSTRY USE PERMIT REQUIREMENT (BUSINESS LICENSE)

Any business located within the City of Industry is required to obtain a **Use Permit** before occupancy. See Section 17.44.010 of the Industry Municipal Code.

This **Use Permit** requirement applies to any business, even those subleasing space within another business, regardless of any contract or third party agreement. The **Use Permit** ensures that a business complies with City requirements.

- To obtain a **Use Permit**, submit an application using a form available from City Hall or the City's website: <http://www.cityofindustry.org>.
- You will not be charged a fee to apply for a **Use Permit**. However, fines may be levied for failing to obtain a **Use Permit**.

The City of Industry recommends contacting the Planning Department prior to signing any lease or purchasing any property to ensure that your proposed business complies with City requirements for that location.

Property owners, please note that you may be held responsible for a tenant's failure to comply with provisions of the Industry Municipal Code. See Industry Municipal Code, Chapters 1.30; 17.44 (Section 202).

CITY OUTREACH

The City of Industry will be updating its **Use Permit** database records while conducting outreach for the recycling and waste program. You will soon be contacted.

Please review your files and make certain that your **Use Permit** is available on site.

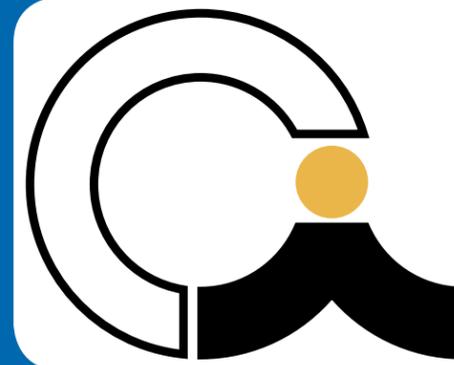
Should you require assistance in obtaining a **Use Permit**, or if you cannot locate your **Use Permit**, please contact the Planning Department.

 Printed on recycled paper with soy-based inks.

For more information about use permits, please contact:

15625 Stafford Street, Suite 100 • City of Industry, CA 91744 • (626) 333-2211 • planning@cityofindustry.org
Open Monday through Friday, 9:00 a.m. to 12:00 p.m. and 1:15 p.m. to 5:00 p.m.

Visit the City of Industry's website at www.cityofindustry.org
to review the Municipal Code or obtain applications.



CITY OF INDUSTRY

Commercial Recycling and Use Permit Policies

This brochure provides a summary of the requirements for commercial recycling, electronic waste, and generator permits in the City of Industry. In addition, the back page of this brochure provides information about the city use permits (or "business license") required to establish any business in the City of Industry.

MANDATORY COMMERCIAL RECYCLING

Background

- In 1989, the State of California enacted the Integrated Waste Management Act (AB 939), which requires all municipalities to develop and implement programs aimed at diverting waste from landfills by 50% by the year 2000.
- In 2011, Governor Brown signed into law a mandatory commercial recycling bill (AB 341), requiring all businesses that generate at least four cubic yards of waste per week to implement a commercial recycling program in an effort to reach the goal of 75% recycling by the year 2020.
- These acts require that each jurisdiction in California implement a mandatory commercial recycling program consisting of: (1) education and outreach to explain the recycling requirements and methods, and (2) monitoring to identify businesses that are not meeting their requirement to recycle and to inform them of recycling requirements.

Requirements

In response, the City of Industry City Council updated Chapter 8.20 of the Industry Municipal Code. Chapter 8.20 covers all entities that engage in the generation, collection, conveyance, salvage, or transportation of any solid waste, semi-solid waste, or recyclable material from any location within the City. Chapter 8.20 requires those entities to obtain a permit from the City and adhere to the requirements of the ordinance.

Chapter 8.20 requires businesses within the City of Industry to:

1. Obtain a **Solid Waste Generator Permit**; and
2. Identify the recycling method that the business chooses to employ.

More details about this two-step process are included on the following page.

More information about recycling, please contact the program consultant:

Waste Systems Technology, Inc. • Jeff Duhamel • (562) 432-3700 • JD@WasteSystemsTech.com

Visit the City of Industry's website at www.cityofindustry.org
to review the Municipal Code or obtain applications.

CITY OF INDUSTRY COMMERCIAL RECYCLING REQUIREMENTS

Chapter 8.20 requires businesses within the City of Industry to follow two steps to ensure their commercial recycling complies with city and state requirements.

Step 1: Obtain a Solid Waste Generator Permit.

- Each business that generates at least four cubic yards of solid waste per week, or chooses the “Recyclable Materials Collector Option” below, must obtain a **Solid Waste Generator Permit** by submitting a **Solid Waste Generator Permit** application, available at City Hall and on the City’s website at <http://www.cityofindustry.org> (Form 104).
- You will not be charged a fee to apply for a **Solid Waste Generator Permit**.
- Your **Solid Waste Generator Permit** application will be reviewed within 30 days. If your application is incomplete, you will be advised in writing about what additional information or material is needed to complete your application.
- The **Solid Waste Generator Permit** must be updated if there is any change in the location of your business, contact personnel, or types of recyclable materials generated.

Step 2: Choose between three options for the collection of recyclable materials generated at the site.

1. **Regular Solid Waste Disposal Option** – The generator may include the recyclable materials with the normal solid waste disposal through Valley Vista Services, the City’s franchised collector. Valley Vista will separate, recycle, and prepare the required monthly reports. **Should a generator not indicate a preference, this option will be the default program.**
2. **Self-Haul Option** – The generator may obtain a **Self-Haul Permit** and assume responsibility for placing the recyclable materials in bins, hauling the materials, and preparing the required monthly reports. Self-haulers must obtain a **Self-Haul Permit** from the City.
3. **Recyclable Materials Collector Option** – The generator may hire one of the City’s permitted collectors to recycle the material and prepare the required monthly reports. Contact Waste Systems Technology for a list of permitted commercial recyclers. All diversion, including cardboard, synthetics, fibrous materials, plastics, wood, construction materials, food waste or organic waste, must be reported to the City via the recycling permit program. Each recycler is required to obtain a **Recycling Permit** and submit monthly reports indicating the type and quantity of materials recycled. Each generator that selects the recyclable materials collector option must place the recyclable materials in approved bins. (Please note that failure to procure necessary permits and comply with the reporting requirements of Chapter 8.20 may result in legal actions against the recycler.)

ELECTRONIC & UNIVERSAL WASTE RECYCLING

Laws and policies concerning the proper management of electronic product waste are evolving rapidly. Since certain components of electronic devices are considered hazardous, the State of California has passed legislation regarding the proper and legal management of these waste products.

Due to ongoing technological advancement, many electronic products become obsolete within a very short period of time, creating a large surplus of unwanted electronic products, or “e-waste.” Disposing of e-waste in landfills has the potential to cause severe human and environmental health impacts. To avoid these risks, the Electronic Waste Recycling Act (Senate Bill 50) was signed into law in 2004. SB 50 established and funded a program for consumers to return, recycle, and ensure safe and environmentally sound disposal of covered electronic devices. For more information, visit: <http://www.dtsc.ca.gov/HazardousWaste/EWaste/MoreInfo.cfm>

The City of Industry encourages all corporate business partners to make sure they are utilizing a State-approved e-waste collector or recycler. To verify that your e-waste collector is properly licensed, visit the State website: www.calrecycle.ca.gov/Electronics/Act2003/Recovery/Approved/

ORGANIC WASTE RECYCLING

Organic waste includes food waste, green waste, landscape waste, nonhazardous wood waste, and mixed food waste. Organic waste is a significant portion of solid waste that has potential to be recovered and recycled as fertilizer or other usable products.

On September 28, 2014, Governor Brown signed California Assembly Bill 1826 (Chesbro) into law. Beginning in 2016, AB 1826 will require the City of Industry to adopt an organic waste recycling program and report each organic waste generator within the city. AB 1826 also authorizes the City of Industry to collect a fee from organic waste generators to offset the costs of implementing organic waste recycling in the City.

AB 1826 will also require certain California businesses, with limited exceptions, to recycle organic waste. Businesses that generate **eight cubic yards** or more of organic waste per week will be required to arrange for organic waste recycling by **January 1, 2016**. Businesses that generate **four cubic yards** or more of organic waste per week will be required to arrange for organic waste recycling by **January 1, 2017**.

As with the City of Industry Commercial Recycling Program, all recycling activities must be permitted and adhere to Step 1 and Step 2 of the Commercial Recycling Requirements.

Stay informed with updates on this and all programs by visiting the City of Industry’s Website at:
www.cityofindustry.org