



**ENVIRONMENTAL COMPLIANCE SECTION
INSTRUCTIONS FOR PERMIT APPLICATION
CLASS II THROUGH VI**

All questions must be answered. **DO NOT LEAVE BLANKS.** Instructions to some questions on the permit application are given below.

Mail completed application to:

**City of Riverside
5950 Acorn Street
Riverside, CA 92504-1036
Attention: Al Pielin**

SECTION A - INSTRUCTIONS (GENERAL INFORMATION)

1. Enter the facility's official or legal name. Do not use a colloquial name.
2. Provide the physical location of the facility that is applying for a discharge permit.
3. Provide the mailing address where correspondence from the Control Authority may be sent.
4. Provide all the names of the authorized signatories for this facility for the purposes of signing all reports. The designated signatory is defined as:
 - a. A responsible corporate officer, if the Industrial User submitting the reports is a corporation. For the purpose of this paragraph, a responsible corporate officer means:
 - (i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or
 - (ii) the manager of one or more manufacturing, production, or operation facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
 - b. A general partner or proprietor if the Industrial User submitting the reports is a partnership or sole proprietorship respectively.
 - c. The principal executive officer or director having responsibility for the overall operation of the discharging facility if the Industrial User submitting the reports is a Federal, State or local governmental entity, or other agents.
 - d. A duly authorized representative of the individual designated in paragraph (a), (b), or (c) of this section if:
 - (i) The authorization is made in writing by the individual described in paragraph (a), (b), or (c);

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- (ii) the authorization specifies either an individual or a position having responsibility for the overall operation of the facility from which the Industrial Discharge originates, such as the position of plant manager, operator of a well, or well field superintendent, or a position of equivalent responsibility, or having overall responsibility for environmental matters for the company; or
 - (iii) the written authorization is submitted to the City.
 - e. If an authorization under paragraph (d) of this section is no longer accurate because a difference individual or position has responsibility for the overall operation of the facility, or overall responsibility for environmental matters for the company, a new authorization satisfying the requirements of paragraph (d) of this section must be submitted to the City prior to or together with any reports to be signed by an authorized representative.
5. Provide the name of a person who is thoroughly familiar with the facts reported on this form and who can be contacted by the Control Authority (e.g., the plant manager).

SECTION B - INSTRUCTIONS (BUSINESS OPERATIONS)

2. For all processes found on the premises, indicate the North American Industrial Classification System (NAICS) Code Number, as found in the most recent Edition of North American Industrial Classification System Manual prepared by the Executive Office of the President, Office of Management and Budget. This document is available from the Government Printing Office in Washington D.C., or in San Francisco, California. **DO NOT USE PREVIOUS EDITIONS OF THE MANUAL.** Copies of the manual are also available at most public libraries.

SECTION C - INSTRUCTIONS (WATER SUPPLY)

4. Provide daily average water usage within the facility. Contact cooling water comes into contact with process materials, thereby becoming contaminated. Non-contact cooling water does not come into contact with process materials. Sanitary water includes only water used in restrooms. Plant and equipment washdown includes floor washdown. If sanitary flow is not metered, provide an estimate based on 25 gpd for each employee.

SECTION E - INSTRUCTIONS (WASTEWATER DISCHARGE INFORMATION)

4. A schematic flow diagram is required to be completed. Assign a sequential reference number to each process starting with No. 1.
5. If the Schematic Flow Diagram already includes the information required on a building layout, you need not submit another drawing. **BE SURE ALL THE INFORMATION IS PROVIDED.**

If a **current** schematic and/or building layout is on file with a previous permit then a new schematic and/or drawing is not required. Indicate "already on file" in appropriate places.

Building layout must be certified for accuracy by a State Registered Professional Engineer.

If you have any questions regarding any of the information needed to complete this application please call the Environmental Compliance Section at (951) 351-6145.