



Community Development Department  
1 Plaza, PO Box 667  
Patterson, CA 95363  
209.895.8020  
email: [planning@pattersonca.gov](mailto:planning@pattersonca.gov)  
[www.pattersonca.gov](http://www.pattersonca.gov)

## HOME OCCUPATION USE PERMIT

This information is provided as a guide to assist you in the preparation of your application for a Home Occupation Use Permit (HOUP). It is also intended to explain the process by which the City analyzes and acts upon the application.

### What is a Home Occupation Use Permit?

The Patterson Municipal Code is a body of law that, among other things, establishes the permitted uses for each of the various zoning districts within the City. Generally, businesses are not allowed within the residential zones of the city. However, there are provisions within the municipal code which allow for the operation of home occupations, subject to specific standards and conditions. Home Occupation Use Permits are generally granted for administrative operations only. However, other certain types of home operations may be allowed dependent upon their ability to meet the required standards and subject to additional conditions as may be deemed necessary.

### Application Submittal

An application for a Home Occupation Use Permit shall be filed by the business owner with the Community Development Department on forms prescribed for this purpose. An application for a Home Occupation Use Permit is attached. The application must be filled out completely, and must be accompanied by the following items:

- A written statement of operational characteristics which should include all relevant details of the proposed use (detailed description of the type of use, operating hours, number of employees, vehicles, etc.); this should be signed and dated and accompany the home occupation use permit application on a separate piece of paper.
- Property owner's concurrence in the application (if owner does not sign the application);
- \$210.00 Home Occupation Use Permit Fee.**

**\*\* This is a one time fee due at the time of application submittal, however if you move locations, you will have to reapply and pay this fee again**

Note: Additional information may be required by the Community Development Director during review of your application.



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## STANDARDS

**The following are standards that shall be adhered to for the issuance of a Home Occupation Use Permit:**

- A. A home occupation must be conducted entirely within a dwelling by a person or persons residing in the dwelling as a purely secondary and incidental use of such dwelling to its primary residential use.
- B. Off-site employees or partners are permitted so long as they do not work or report for work at the subject property.
- C. The residential appearance of the premises shall not be altered through remodeling or new construction so as to give the appearance of other than normal residential premises or to call attention to the premises.
- D. There shall be no mechanical equipment or operation used which creates or makes noise, dust, odor, vibration or other effects detectable at the property line.
- E. There shall be no display of products produced by the home occupation visible in any manner from the outside of the dwelling unit. There shall be no sale of commodities upon the premises.
- F. The use shall not generate pedestrian or vehicular traffic other than trips by the one allowed business vehicle per Section 18.64.030 of this chapter and bi-monthly business deliveries by a carrier normally associated with residential deliveries. Business customers are not allowed on-site unless otherwise accepted by this chapter.
- G. There shall be no storage of materials or supplies out-of-doors.
- H. No more than one business vehicle shall be parked or used in connection with the business on or near the premises. All deliveries to and from the premises by the applicant shall be only by the one allowed business vehicle. "Business vehicle" means a car, pickup or van (3/4 ton maximum size) used for home business purposes and driven by a person residing on the premises.
- I. There shall be no advertising of the home occupation which uses the street address of the premises, and no on-site signs advertising the business.



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- J. Not more than one room or ten percent (10%) of the floor area of the main building, whichever is greater, shall be used for the home occupation. If a garage is used in connection with a home occupation, such use must not interfere with its primary use as vehicular storage.
- K. There shall be no raising of animals for commercial purposes.
- L. Other conditions deemed necessary by the Community Development Director.
- M. The following specific home occupation uses may be permitted subject to further limitations as follows:
  - 1. Contractors' and Subcontractors' offices are permitted as home occupations. The storage of materials, equipment or more than one commercial vehicle not normally associated with residential uses shall be prohibited.
  - 2. Swimming lessons, music lessons, and other similar instructions, when given to no more than three students at one time.
  - 3. Dressmakers, limited to residents of the dwelling.
- N. The following uses are expressly prohibited as home occupations:**
  - 1. Repair or reconditioning of motorized vehicles or equipment on-site.
  - 2. Manufacturing, including cabinet shops and similar uses.
  - 3. Repair or reconditioning of major household appliances.
  - 4. Repair or reconditioning of boats or recreational vehicles.
  - 5. Medical, dental and chiropractic clinics and offices and counseling services.
  - 6. Furniture repair, restoration and upholstery.
  - 7. Beauty/barber shops, including nail and skin care salons.
  - 8. Real estate offices.



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9. Weapons and ammunition sales and service.
10. Welding shops.
11. Animal clinics and pet grooming shops.
12. Massage establishments.

### **Processing the Application**

The processing time for a Home Occupation Use Permit varies from twenty (20) to thirty (30) days. Public Notice shall be posted in the newspaper, mailed to the subject property and mailed to all property owners within 300' of the subject property. From the date of posting a ten (10) calendar day review period begins. After this review period has expired, a determination shall be made. You will receive written communication of this determination, and if approved, any conditions of approval. If not paid at the time of application submittal, an invoice for the City of Patterson Business License will be mailed to you and after payment is received by the City, the business license will be mailed to you.

**Note:** The applications are processed once a week, due to noticing deadlines. The weekly deadline is Tuesday, 10:00 a.m., otherwise the application gets processed the following week.

### **Appeal Process**

Any interested party, aggrieved by the determination of the Community Development Director, may appeal this decision to the Planning Commission within ten calendar days after such date of determination. Approval of the application is not in effect until the appeal period has expired, or any appeal filed has been acted upon by the Planning Commission. Appeals must be made in written form, addressed to the Planning Commission and accompanied by the required fee of \$686.00.

### **Revocation**

A Home Occupation Use Permit may be revoked due to non-use, failure to comply with standards and conditions of approval, and failure to obtain a business license. A Home Occupation Use Permit may be revoked following notice to the permittee at least ten (10) days prior to the revocation. A decision to revoke a Home Occupation Use Permit may be appealed to the planning commission as specified in Chapter 18.14.070 of this title.

If you have any questions regarding Home Occupation Use Permits, please contact the City of Patterson Community Development Department at (209) 895-8020.



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## HOME OCCUPATION USE PERMIT APPLICATION

PROPOSED BUSINESS NAME: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

ADDRESS/CITY/STATE/ZIP: \_\_\_\_\_

PHONE/EMAIL: \_\_\_\_\_

PROPERTY OWNER/ADDRESS: \_\_\_\_\_

TYPE OF BUSINESS PROPOSED: \_\_\_\_\_

NATURE OF WORK PERFORMED AT THE RESIDENCE: \_\_\_\_\_

I, THE UNDERSIGNED APPLICANT, DO HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE STANDARDS FOR THE HOME OCCUPATION USE PERMITS, AND DO HEREBY AGREE TO ABIDE BY ALL CONDITIONS OF APPROVAL PLACED UPON THIS APPLICATION, AND THAT FAILURE TO ABIDE BY ALL CONDITIONS OF APPROVAL WILL RESULT IN THE REVOCATION OF THIS HOME OCCUPATION USE PERMIT AND ANY BUSINESS LICENSE ISSUED THEREAFTER.

\*SUBMIT COMPLETE ORIGINAL APPLICATION TO: CITY OF PATTERSON, COMMUNITY DEVELOPMENT DEPARTMENT (PLANNING DIVISION) 1 PLAZA, 2<sup>ND</sup> FLOOR, PATTERSON, CA 95363

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIPT # \_\_\_\_\_ HOUP PERMIT # \_\_\_\_\_ CITY BUSINESS LICENSE # \_\_\_\_\_

DATE APP RECEIVED: \_\_\_\_\_ DATE OF APPROVAL: \_\_\_\_\_

ASSESSOR PARCEL # (APN): \_\_\_\_\_ PUBLISH PO #: \_\_\_\_\_



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## **Home Occupation Use Permit - Statement of Operations**

Along with the Enclosed Applications, please include a detailed Statement of Operations. This is a handwritten or typed statement describing the following:

1. What are the hours of business.
2. Number of Employees. (if any)
3. Where your supplies will be kept. (if any)
4. That you are aware that customers **are not** allowed at the home.
5. Please describe in detail what type of product(s) your business consists of and how you will conduct your business.

Thank You.  
City of Patterson  
Community Development Department  
Planning Division



# CITY OF PATTERSON

## BUSINESS LICENSE INFORMATION

1 Plaza Circle • PO Box 667 • Patterson, California 95363 • Office 209.895.8040 • Fax 209.895.8069

Dear New Business Owner,

Congratulations on your new business venture! Welcome to the growing and developing business community of the City of Patterson. The material in this packet provides information that may be useful to you during your application process for a business license for the City of Patterson.

The business license application must be processed and approved **before** any entity located within the City of Patterson can conduct business. The application must include the Commercial Recycling Compliance Surveys, Proof of Workers Compensation, and applicable fees payable in cash or check, to the City of Patterson Finance Department.

**Submitted in-person to:**

City Hall - 1st Floor (Finance Department)  
1 Plaza  
Patterson, CA 95363

**Mail to:**

City of Patterson  
PO Box 667  
Patterson, CA 95363

All businesses located within a local commercial facility (e.g., leased office space, retail store, warehouse, etc.) will need to meet requirements in effect by the City's Planning, Building, Fire, and Public Works departments. Building inspections will need to be scheduled as part of the application process.

All businesses operating from the owners' residences within the City of Patterson (including internet sales, professional services such as contractors and subcontractors, as well as all other allowable types of home-based businesses) are required to obtain and maintain a City of Patterson Business License and Home Occupational Use Permit.

All businesses, including *out-of-town* businesses, are expected and required to ensure they have all applicable permits and certifications that their business practice need to remain in compliance with the local, state, and federal laws and regulations.

All City of Patterson business licenses are valid from the date issued through the end of the fiscal year (June 30th), regardless of the issue date. Application fees are not prorated. Annual renewal notices are sent in June and due by July 31st. All licenses are considered current during the grace period of July 1 – July 31. If payment is not received during that time, the license will be considered delinquent and will incur a 10% late fee.

**Please Note:** Any licenses within City limits will be referred to Code Enforcement with outstanding fees on August 31<sup>st</sup>. If a contractor and/or outside of City limits, the business license will be inactivated.

**Please Note:** In the event your application is rejected you must contact the City Finance Department within 30 days of rejection date to request a refund of the business license application fee.

# Disability Access - SB 1186

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On September 19, 2012 Governor Brown signed into law SB 1186, Chapter 383, which adds a state fee of \$1 [on January 1<sup>st</sup>, 2018 Certified Access Specialist (CASp) program fee increased to \$4], on any application for local business license or similar instrument or permit, or renewal thereof. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop educational resources for businesses in order to facilitate compliance with federal and state disability laws, as specified.

Under federal and state law, compliance with disability access laws is a serious and significant responsibly that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

The Division of the State Architect [www.dgs.ca.gov/dsa/home.aspx](http://www.dgs.ca.gov/dsa/home.aspx)  
The Department of Rehabilitation [www.rehab.cahwnet.gov](http://www.rehab.cahwnet.gov)  
The California Commission of Disability Access [www.cdda.ca.gov](http://www.cdda.ca.gov)

## Commercial Recycling – AB 1826 & AB 341

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**Public Works Department** ▪ Office 209.895.8060 ▪ Fax 209.895.8069

Assembly Bill 341(AB-341) was passed to meet California’s recycling goal of 75% by the year 2020. AB-341 requires all commercial businesses and public entities that generate **4 cubic yards or more of waste per week** to have a **recycling program** in place. In addition, multi-family apartments with five or more units are also required to form a recycling program.

Assembly Bill 1826 is part of California’s recycling and greenhouse gas (GHG) emission goals. It establishes mandatory **organic recycling** requirements to be phased in over several years to meet the goals of California’s Global Warming Solutions Act, AB 32, of recycling 75% of waste by the year 2020. These organic materials account for nearly one-third of the approximately 30 million tons of waste destined for California’s landfills each year. Diverting organics from landfills for processing into compost and mulch reduces landfill GHG emissions and produces sustainable products that contribute to soil health, plant nutrition, water conservation and carbon sequestration. See chart below to determine if it is applicable to your business.

| <b>AB1826 Requirements</b>  |  |
|---|--|
| For implementing an ORGANIC waste program   |  |
| <b>Date</b>   | <b>Threshold amounts for Businesses</b>          |
| <b>April 1, 2016</b>  | 8 cubic yards of organic waste per week          |
| <b>January 1, 2017</b>  | 4 cubic yards of organic waste per week          |
| <b>January 1, 2019</b>  | 4 cubic yards of commercial solid waste per week |
| <b>** “Businesses” includes multi-family complexes with 5 units or more, however, multi-family premises are only required to recycle landscaping waste.</b> |  |

# Proof of Workers' Compensation Insurance – AB 2883

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Legislation AB 2883, Chapter 205, provides that an applicant for insurance or renewal of a business license issued by a city or county must provide proof of valid current workers' compensation insurance or a current Certificate of Self-Insurance.

Failure to provide insurance will result in a stop order that prohibits the use of labor by the employer and acquires up to a maximum penalty total of \$100,000. Failure to observe stop order is a misdemeanor punishable by imprisonment in the county jail not exceeding 60 days or a fine not exceeding \$10,000, or both.

If you have any questions, please contact your insurance agent.

## Departments & Agencies to Contact

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### CITY OF PATTERSON PLANNING DEPARTMENT

**The proposed business must conform to the zoning standards for the location chosen for the business.**

1 Plaza Circle, 2<sup>nd</sup> floor  
Patterson, CA 95363  
(209) 895-8020

### CITY OF PATTERSON BUILDING DEPARTMENT

**Local business, except those requiring Home Occupational Use Permits, must schedule inspections through the Building Department. These inspections are in addition to any inspections required for building occupancy.**

1 Plaza Circle, 1<sup>st</sup> floor  
Patterson, CA 95363  
(209) 895-8030

### CITY OF PATTERSON PUBLIC WORKS DEPARTMENT

**Contact this department for any questions involving public works and environmental compliance requirements.**

1 Plaza Circle, 2nd floor  
Patterson, CA 95363  
(209) 895-8060

### STANISLAUS COUNTY CLERK-RECORDER'S OFFICE

**Contact this agency to register a Fictitious Business Name, if necessary, for business.**

1021 I Street  
Modesto, CA 95354  
(209) 525-6700

### STANISLAUS COUNTY DEPARTMENT OF ENVIRONMENTAL RESOURCES

**Contact this agency for approval for all food-related businesses, as well as for any businesses that generate hazardous waste.**

3800 Cornucopia Way  
Modesto, CA 95358  
(209) 525-6700

### CALIFORNIA STATE BOARD OF EQUALIZATION

**Contact this agency to obtain a Resell Number (Seller's Permit). Contact by phone to receive the application by mail or receive the application online on their website.**

(800) 400-7115  
[www.boe.ca.gov](http://www.boe.ca.gov)

### INTERNAL REVENUE SERVICE

**Contact this agency to obtain a Federal Tax Identification Number (Employer's Identification Number), if necessary.**

[www.irs.gov](http://www.irs.gov)

In accordance with the Municipal Code Section 5.04.090 License Tax, the rates of license fees to be paid by a person engaging in or carrying on any business or business enterprise in the city are fixed as listed under Title 5 on the following website:

<https://www.codepublishing.com/CA/Patterson/> .

Your business license renewal form includes the amount owing, based on the fees detailed in the Municipal Code, plus the Certified Access Specialist (CASp) fee of \$4.00 per Senate Bill 1186. More information on the CASp fee can be found at: <https://www.dgs.ca.gov/casp>

| TITLE 5 BUSINESS LICENSE AND REGULATIONS MC FEES |             |                     |                       |
|--|-------------|---------------------|-----------------------|
| AVERAGE MONTHLY RECEIPTS                         |             | YEARLY GROSS < or = | LICENSE FEE PER ANNUM |
| \$0.00   | \$ 3,000.00 | \$ 36,000.00        | \$ 40.00              |
| \$ 3,000.00                                      | \$ 6,000.00 | \$ 72,000.00        | \$ 70.00              |
| \$ 6,000.01                                      | \$12,000.00 | \$144,000.00        | \$ 100.00             |
| \$ 12,000.01                                     | \$16,000.00 | \$192,000.00        | \$ 120.00             |
| \$ 16,000.01                                     | OVER        | \$999,999.00        | \$ 140.00             |

- SCHEDULE 1** (Realtor, Miscellaneous Business Retailing, Printing, Publishing)
- SCHEDULE 2** ( Arts & Crafts, Professional & Personal Services)
- SCHEDULE 3** ( Wholesaling, Jobbing, Warehouse, Livestock and Poultry Feed)
- SCHEDULE 4** ( Contractors and Sub-Contractors)
- SCHEDULE 5** ( Manufacturing)

# **BUSINESS LICENSE INSPECTION CHECKLIST**

**Building Department** ▪ Office 209.895.8030 ▪ Fax 209.895.8039 ▪ [building@ci.patterson.ca.us](mailto:building@ci.patterson.ca.us)

In order to facilitate your business license inspection, please review the following general requirements and correct any deficiencies prior to your inspection date. This is a basic checklist and does not list all requirements as others may apply based on the nature of the business.

## **FIRE EXTINGUISHERS**

1. Provide at least one 2A 10BC extinguisher for every 3,000 square feet or portion thereof of the floor area. Travel distance to a fire extinguisher shall not exceed 75 feet.
2. Extinguishers shall be serviced annually and shall have a current service tag attached to it. Service shall be provided by a licensed service person. Please check fire extinguishers monthly and make sure employees understand how to use one.
3. A type K extinguisher shall be provided in commercial kitchens.

## **EXITING, EGRESS & EMERGENCY LIGHTING**

1. Exits will be checked to make sure that they have an exit sign. Exit signs graphics shall be a minimum of 6 inches in height. When 2 or more exits are required by Code, exit signs shall be illuminated and have battery backup power.
2. Emergency lighting provided must be maintained and in operable condition.
3. Front exit doors that have locks shall bear a sign "*This door to remain unlocked when building is occupied*". The sign shall be in 1 inch high on a contrasting background
4. Neither exit doors nor exit paths shall be obstructed in any manner.
5. Exit doors shall be maintained in an operable condition at all times.
6. Exit doors shall swing in the direction of exit travel when serving any hazardous area or when occupant load exceeds 49 persons.
7. Doors equipped with panic hardware shall not have thumb-operated devices, dead-bolts, or other similar devices.

## **ELECTRICAL**

1. Extension cords shall not be used as a substitute for permanent wiring.
2. Power strips shall plug directly into the electrical receptacle. Do not link together or 'daisy chain' power strips together.
3. Appliance cords and extension cords shall be kept in good repair and without splices.
4. All electrical outlets, switches, and junction boxes shall be properly covered with cover plates and the electrical system should be safe from apparent shock and/or other electrical hazards.
5. Electrical panels shall have a minimum clearance of 30" wide, 36" Deep and 6'6" high that has a 36" wide access path to them.
6. Circuit breakers/fuses shall be labeled so as to identify the area protected and shall be clear of any tape, string, or wire.
7. No electrical cords extending through walls, ceilings, floors, under doors, or floor covering

## **HOUSEKEEPING & STORAGE OF COMBUSTIBLES**

1. The building shall be maintained in a neat and orderly manner.
2. Both inside and outside shall be kept free from combustible litter and rubbish. Storage shall be neatly stacked and not block exits. Incoming stock shall not be stored in corridors or exit ways.

3. Compressed gas cylinders shall be properly secured to prevent falling and contents clearly labeled.
4. Combustible materials shall not be stored in a boiler room, mechanical rooms or electrical rooms.
5. Listed flammable storage cabinets are required for flammable liquid storage in excess of 10 gallons.

### **ACCESSIBILITY**

The Americans with Disabilities Act (ADA) is a Federal civil rights law that prohibits the exclusion of people with disabilities from everyday activities, such as buying an item at the store. To meet the goals of the ADA, the law established requirements for existing facilities as well as for compliance when a facility is altered or a new facility is constructed. "Grandfather provisions," that are often used by building code officials, do not exempt existing facilities. The following is a partial list of items that may be reviewed for ADA compliance:

1. Sales and Service Counters (Register Area)
  - a. Retail stores where counters have cash registers and are provided for sales or distribution of goods or services to the public, at least one shall have a portion of the counter which is at least 36 inches in length with a maximum height of 36 inches above the finish floor. It shall be on an accessible route with an aisle width of 36 inches and have a 30"x48" area to accommodate a mobility device.
2. Accessible Parking
  - a. Contact Building Department with questions
3. Accessible Entrance
  - a. All grade level entrances may be required to be accessible
4. Fixed Seating and Tables
  - a. Disbursement
5. Doors at Entrances to Businesses
  - a. Max 32" clear
  - b. Max 5# of force
  - c. No round Knob, only levers
6. Shelves and Maneuvering Space
  - a. Max 48" above finished floor (AFF)
7. Restroom Facilities
  - a. Minimum of 1 unisex accessible restroom (contact Building Department)

Some locations meet the requirements of "Safe Harbor" as defined in the 2010 ADA guidelines or the current building code.

### **PUBLIC WORKS REQUIREMENTS & ENVIRONMENTAL COMPLIANCE:**

1. Ensure that a Backflow Prevention Device is installed & successfully tested to prevent cross-contamination into the Public Water System. Public Works performs initial testing at the time of installation and annual test inspections. See attached information regarding Backflow Prevention Devices.
2. Ensure that a grease trap/interceptor is adequately sized for the type of business and that a maintenance program has been established to ensure that it is being maintained regularly. See attached information regarding Fats, Oils, and Grease (FOG) Program.
3. Maintain compliance with Stormwater Regulations. Ensure that you have the Best Management Practices (BMPS) for your business. See attached information regarding Stormwater BMPS.

4. Ensure that the facility has a water meter and that the business is signed up for utility services (Water, Sewer, and Garbage). Please contact the City's Finance Department at (209) 895-8040 for assistance.
5. Ensure that you have adequate waste disposal and recycling programs in place for your facilities.
  - a. If your business is generating 4 cubic yards or more of solid waste, your facility must have a recycling program. **Please complete and submit the AB 341 Compliance form to the Public Works Department.**
  - b. If your business is generating 4 cubic yards or more of solid waste, (Effective 2019) your facility must have an organic recycling program. **Please complete and submit the AB 1826 Compliance form to the Public Works Department**

#### MISCELLANEOUS

1. Decorations must be non-combustible or treated with a flame retardant.
2. Approved numbers or addresses shall be placed on all buildings. Numbers shall be a minimum of 6 inches high and clearly visible from the street. All commercial addresses shall be illuminated or provided with lighting to make them visible at all times.
3. Where a sprinkler system or other automatic extinguishing system or standpipe system is in place, such systems shall be serviced and maintained in operating condition. Do not attach anything to a fire sprinkler pipe or sprinkler heads. Do not paint over sprinkler heads.
4. Storage, walls and other fixtures shall not be higher than 18" from the bottom of fire sprinkler heads in a *sprinklered* building.
5. Hot water heaters shall be provided with seismic restraints or straps.
6. Furnaces and water heaters must have combustion air flow for the unit and proper clearance for the vents.
7. Current keys, with contact information, for installation in building Knox box.

#### PERMIT REQUIREMENTS

1. **Building permits** are required for any changes to the electrical, mechanical (heating/cooling), plumbing systems and accessibility. Addition, removal or modifications to walls or partitions requires a building permit. Rack systems over 5'9" require a building permit.
2. No additional uses shall be added to a business or adding subtenants without modification of the business license. A separate business license is required for additional businesses.
3. If your business needs any improvement or construction to open and those efforts encroach into the public right-of-way, you will need an **Encroachment Permit**. Contact Public Works at (209) 895-8060 for more information.

## Stormwater & Urban Runoff Pollution

### Overview

- The storm drain system is **NOT** connected to the city sewer system or the wastewater treatment plant. Any water that enters a storm drain flows directly to Salado Creek and then the San Joaquin River, **UNTREATED**.

- Urban runoff pollution flows to our rivers and into our groundwater through the drain system.
- 1.8 miles of storm lines that take water and debris straight from Patterson streets to our rivers and groundwater.



### Pollutants Include

- Oil and other automotive fluids
  - Paint and construction debris
  - Yard and pet wastes
  - Pesticides and litter
- ### Tips
- Place drip pans under the spouts of liquid storage
  - Grade and pave the waste receptacles and keep the lids closed, or install a small roof over the waste receptacle area.
  - Do not hose out dumpsters! (if washing is required, dispose of wash water in sanitary sewer)
  - Inspect dumpster routinely for leaks. Call vendor for replacement as necessary

\*\* Owners and operator of gasoline stations, auto repair shops, office parks and other commercial properties should be aware of the requirements of Stormwater Best Management Practices



## Cross-Connection Control Program

A cross-connection is a connection between the potable water supply and contaminate or pollutant, either from the distribution system or inside your home or business. Cross Connection must be eliminated to ensure your water supply is safe for you to drink.

### Key Terms

**Contaminate:** is an actual hazard to the public health through the poisoning or through the spread of disease.

**Pollutant:** is not an actual hazard to the public health, but does adversely affect the aesthetic qualities of the city water.

**Backflow:** occurs when water from the potable water gets reversed and water from the unprotected source flows back into the potable water system.

### Why does it matter?

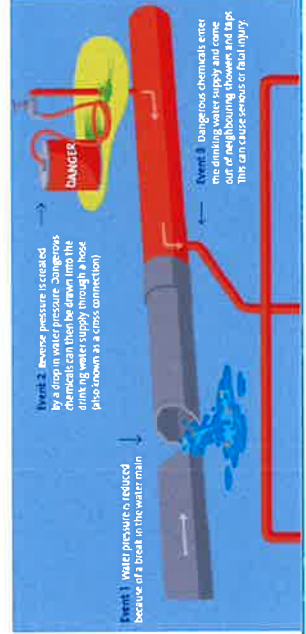
In order for backflow to occur, two things must first happen:

- there must be a link (cross connection between two systems (potable and non-potable).
- The resulting force must go towards the potable water supply (backflow).

### When and who are tested?

Every year businesses with a potential cross connection are tested, these businesses are but **NOT** limited to:

- Medical offices
- Hazardous buildings
- Painting companies
- Printing companies
- Hospitals
- Automotive shops



# The City of Patterson

## Public Works Department

## Business License Informational Brochure



Contact The City of Patterson Public Works Department if you have questions, concerns or comments about any of the programs in this brochure.

City of Patterson  
Public Works Department  
1 Plaza, 2nd floor  
Patterson, Ca. 95363  
Phone (209) 895-8060  
www.ci.patterson.ca.us

## Fats, Oils & Grease (FOG) Program

### Business Information

Must install grease removal device if your wastewater contains grease, oils, fats, sediments, particular matter or any other material that might impair the flow of the wastewater.

**Grease Traps:** are installed indoors often under the counter, generally used for small establishments.  
**Interceptor:** big concrete box portioned off to remove the grease and food waste by trapping things that float and things that settle to the bottom.

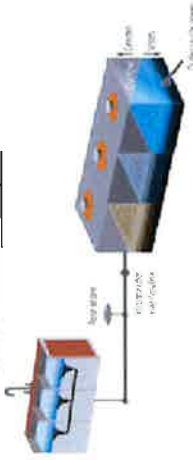
### Grease Waste Disposal

- **Grease traps** may be cleaned by the restaurant or food service facility, but due to their size,
- **Interceptors** must be cleaned by a cleaning service.

### Steps to Dealing with Grease Removal

- Never dispose of grease wastes directly to the sewer.
- Contract with a grease disposal company for waste grease pickup.
- Maintain your grease trap or grease interceptor on a regular basis.

**Grease Interceptor**



**Grease Trap**



## Organic Recycling

### Who is to Participate?

Any business that produces 4 cubic yards or more of organic waste per week. Effective January 1, 2019, businesses that create 4 cubic yards of waste per week.

### Why Recycle?

On average, a restaurant disposes of more than 50 tons of organics each year! These materials, when kept out of the landfill, can be composted into new earth-friendly products.

### The Benefits of Participation

- A comprehensive recycling program including food waste diversion will help reduce your monthly trash bill.
- Benefits the environment-diverts waste from landfills, and turns organic materials into useful by-products such as soil amendments and compost.
- Reduces greenhouse gas emissions and leachate (liquid runoff) caused by decomposing organic landfill waste.
- Helps green your business and assists the City of Patterson with meeting its waste diversion goals.

To find out more about The City of Patterson's Food Waste and Organics Recycling program or to begin a program in your restaurant or food service establishment, please contact The City of Patterson.

### Acceptable Material

- Fruits
- Vegetables
- Dairy Products
- Bread & Grains
- Bones
- Meat & Poultry
- Fish & Seafood
- Coffee grounds
- Eggshells
- Plant trimming
- Soiled paper towels
- Paper plates
- Milk Cartons

### NOT Accepted Material

*If it doesn't GROW then it doesn't GO!*

- Plastics
- Glass
- Metals
- Styrofoam
- Non-biodegradable



## Commercial and Multi-Unit Recycling

### Who is to Participate?

- Any business that generates 4 cubic yards or more waste per week
- Multi-families communities with five or more units

### Arrange for Recycling Services

Businesses that meet threshold must place source-separated recyclable materials in the bins or container provided by Bertolotti Disposal at 1 (800)221-1257

### Types of Material to Recycle

- Clean, dry paper junk mail, newspaper, magazines, phone books, and catalogs
- Cardboard and chipboard
- Plastic, glass bottles, and jars
- Metal containers and empty aerosol cans
- Plastic bags, bundled

### Type of Material NOT to Recycle

- Broken glass
- Plastic hangers
- Plastic toys
- Garden hoses
- Rubber tires
- Hazardous waste-paint, batteries, anti-freeze, pesticides, cleaning products, cell phones, appliances, etc.



## Contaminación de Aguas Pluviales y Escorrentía Urbana

### Visión de Conjunto

- El sistema de drenaje de tormentas **NO** está conectado al sistema de alcantarillado de la ciudad ni a la planta de tratamiento de aguas residuales. Cualquier agua que ingrese a un drenaje pluvial fluye directamente a Salado Creek y luego al Río San Joaquín, SIN TRATAR.
  - La contaminación de la escorrentía urbana fluye a nuestros ríos y a nuestras aguas subterráneas a través del sistema de drenaje.
  - 18 millas de líneas de tormenta que llevan agua y escombros directamente desde las calles de Patterson a nuestros ríos y aguas subterráneas.



### Los contaminantes incluyen

- Aceite y otros fluidos automotrices
- Pintura y escombros de construcción
- Desperdicios de jardín y mascotas
- Pesticidas y basura

### Consejos

- Coloque las bandejas de goteo debajo de las boquillas de almacenamiento de líquidos
- Clasifique y paviemente los receptáculos de desechos y mantenga las tapas cerradas, o instale un techo pequeño sobre el área del receptáculo de desechos.
- ¡No manguere los contenedores de basura! (Si se requiere lavar, deseche el agua de lavado en el alcantarillado sanitario)
- Inspeccione el contenedor de basura rutinariamente para detectar fugas. Llame al vendedor para reemplazarlo según sea necesario.

\*\* Los propietarios y operadores de estaciones de gasolina, talleres de reparación de automóviles, parques de oficinas y otras propiedades comerciales deben conocer los requisitos de las mejores prácticas de gestión de aguas pluviales.



## Programa de Control de Conexión Cruzada

Una conexión cruzada es una conexión entre el suministro de agua potable y el contaminante, ya sea del sistema de distribución o dentro de su hogar o negocio. La conexión cruzada debe eliminarse para garantizar que su suministro de agua sea seguro para que pueda beber.

### Palabras Clave

**Contaminar:** es un peligro real para la salud pública a través del envenenamiento o la propagación de enfermedades. .

**Contaminante:** no es un peligro real para la salud pública, pero sí afecta negativamente a las cualidades estéticas del agua de la ciudad.

**Contraflujo:** ocurre cuando el agua del agua potable se invierte y el agua de la fuente desprotegida fluye de regreso al sistema de agua potable.

### ¿Por qué eso importa?

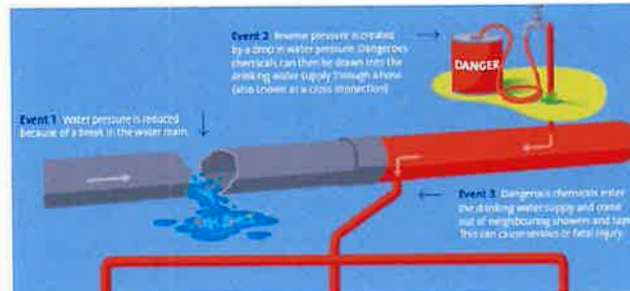
Para que se produzca un contraflujo, primero deben suceder dos cosas:

- Debe haber un enlace (conexión cruzada entre dos sistemas (potable y no potable).
- La fuerza resultante debe ir hacia el suministro de agua potable (contraflujo).

### ¿Cuándo y quiénes son probados?

Cada año se prueban las empresas con una posible conexión cruzada, estas empresas **NO ESTÁN** limitadas a:

- Consultorios médicos
- Edificios peligrosos
- Empresas de pintura
- Imprentas
- Hospitales
- Taller mecánico



## La Ciudad de Patterson

### Departamento de Obras Públicas

## Folleto Informativo para Licencia Comercial



Póngase en contacto con el Departamento de Obras Públicas de la Ciudad de Patterson si tiene preguntas, inquietudes o comentarios sobre cualquiera de los programas en este folleto.

Ciudad de Patterson  
Departamento de Obras Públicas  
1 Plaza, 2do piso  
Patterson, Ca. 95363  
Teléfono (209) 895-8060  
[www.ci.patterson.ca.us](http://www.ci.patterson.ca.us)

## Programa de Manteca, Aceite, y Grasa

### Información para negocios

Debe instalar un dispositivo de eliminación de grasa si sus aguas residuales contienen manteca, aceites, grasas, sedimentos, materia particular o cualquier otro material que pueda perjudicar el flujo de las aguas residuales.

**Trampas de grasa:** se instalan en el interior, a debajo del mostrador, generalmente se usan para establecimientos pequeños.

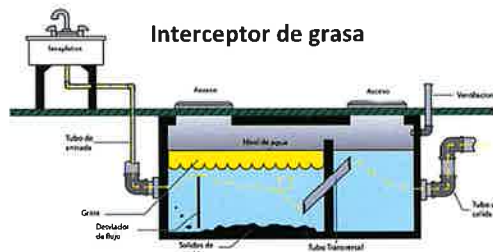
**Interceptor:** Caja grande de concreto dividida para eliminar la grasa y el desperdicio de comida al atrapar las cosas que flotan y las que se asientan en el fondo.

### Eliminación de Desechos de Grasa

- Las **trampas de grasa** pueden ser limpiadas por el restaurante o la instalación de servicio de alimentos, pero debido a su tamaño, **los interceptores** deben ser limpiados por un servicio de limpieza.

### Pasos para Lidar con la Eliminación de la Grasa

- Nunca deseche los residuos de grasa directamente en el alcantarillado.
- Contrato con una empresa de eliminación de grasa para recogida de grasa residual.
- Mantenga su trampa de grasa o interceptor de grasa regularmente.



### Trampa de grasa



## Reciclaje Orgánico

### ¿Quién debe participar?

Cualquier negocio que produzca 4 yardas cúbicas o más de desechos orgánicos por semana. A partir del 1 de enero de 2019, las empresas que crean 4 yardas cúbicas de desechos por semana..

### ¿Por qué reciclar?

¡En promedio, un restaurante dispone de más de 50 toneladas de productos orgánicos cada año! Estos materiales, cuando se mantienen fuera del vertedero, se pueden convertir en abono en algunos nuevos productos amigables con el planeta.

### Los beneficios de la participación

- Un programa integral de reciclaje que incluya desvío de desperdicios alimentarios ayudará a reducir su factura mensual de basura.
- Beneficia al medio ambiente: desvía los desechos de los vertederos y convierte los materiales orgánicos en subproductos útiles, como las enmiendas del suelo y el compost.
- Reduce las emisiones de gases de efecto invernadero y el lixiviado (escurrimiento líquido) causado por la descomposición de los residuos orgánicos del vertedero.
- Ayuda a que su empresa sea más ecológica y ayuda a la Ciudad de Patterson a cumplir sus objetivos de desviación de desechos.

Para obtener más información sobre el programa de Reciclaje de Desechos de Alimentos y Orgánicos de la Ciudad de Patterson o para comenzar un programa en su restaurante o establecimiento de servicio de alimentos,

### Material Aceptable

Frutas  
Vegetales  
Productos lácteos  
Pan y granos  
Huesos  
Carne de ave  
Pescado y Mariscos  
Granos de café  
Cáscaras de huevo  
Recorte de la planta  
Toallas de papel sucias  
Platos de papel  
Cartones de leche



### Material NO Aceptado

¡Si no CRECE, entonces NO VA!

Plástica  
Vaso  
Rieles  
Espuma de poliestireno  
No es biodegradable

## Reciclaje comercial y de unidades múltiples

### ¿Quién debe participar?

- Cualquier negocio que genere 4 yardas cúbicas o más de desechos por semana
- Comunidades multifamiliares con cinco o más unidades

### Organice los servicios de reciclaje

Las empresas que cumplan con el umbral deben colocar materiales reciclables separados por fuente en los contenedores o recipientes provistos por Bertolotti Disposal al 1 (800) 221-1257

### Tipos de material para reciclar

- Correo no deseado limpio y seco, periódicos, revistas, guías telefónicas y catálogos
- Cartón y aglomerado
- Plástico, botellas de vidrio y frascos
- Contenedores de metal y latas de aerosol vacías
- bolsas de plástico agrupadas

### Tipo de material NO reciclable

- Vidrio roto
- Contaminado o mojado
- Perchas de plástico
- Juguetes de plástico
- Mangueras de jardín
- Neumáticos de goma
- Residuos peligrosos: pintura, baterías, anticongelantes, pesticidas, productos de limpieza, teléfonos celulares, electrodomésticos, etc..





# BUSINESS LICENSE APPLICATION

(select all that apply)  New Application  Address Change  Owner Change  Name Change

Proposed Business Start Date \_\_\_\_\_ Ownership Type  Sole Proprietorship  Partnership  Corporation

Business Name \_\_\_\_\_

Parent Company \_\_\_\_\_

Owner/Contact Person \_\_\_\_\_

Contact Phone # \_\_\_\_\_

Nature of Business \_\_\_\_\_

Business Phone # \_\_\_\_\_

Email \_\_\_\_\_

State Contractor's License # (if applicable) \_\_\_\_\_

Tax I.D. # \_\_\_\_\_

CA Sellers Permit # \_\_\_\_\_

Number of Employees \_\_\_\_\_

Business Address \_\_\_\_\_

(If different from business address.)

Mailing Address \_\_\_\_\_

City **Patterson** State **CA** Zip Code **95363**

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

Job Site Address (If applicable) \_\_\_\_\_

Is this a home based business?  Yes  No

Will you sell or serve alcohol?  Yes  No

Will you sell food or drinks?  Yes  No If yes, you are required to get approval from the Health Department

Do you have pool tables in your place of business?  Yes  No If yes, how many? \_\_\_\_\_

The average **annual** gross receipts from business conducted **within** the City of **Patterson** are expected to be: (please select the appropriate Schedule form the attached table and circle below.)

**UNDER PENALTY OF PERJURY,  
I DECLARE THE FOREGOING TO BE TRUE AND  
CORRECT.**

SCHEDULE:  1  2  3  4  5 Annual Gross \$ \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

|   |       |
|---|-------|
| First Time Application Fee              | \$ 28 |
| Business License Fee                    |       |
| SB 1186_ State Mandated Access Fund Fee | \$ 4  |
| <b>TOTAL DUE</b>                        |       |

### CITY USE ONLY

Customer # \_\_\_\_\_

| DEPARTMENT      | DATE | EVALUATION   RESTRICTIONS         |
|-----------------|------|-----------------------------------|
| Planning        |      |                                   |
| Building        |      |                                   |
| Fire            |      |                                   |
| Public Works    |      |                                   |
| Utility Sign-Up |      |                                   |
| Health          |      | <input type="checkbox"/> Approved |



# BUSINESS LICENSE APPLICATION

## WORKERS' COMPENSATION & SUPPLEMENTAL INFORMATION

### WORKERS' COMPENSATION DECLARATION

---

I hereby affirm, under penalty of perjury, **one** of the following declarations:

- I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided by Section 3700, for the duration of any business activities conducted for which this license is issued.
- I have and will maintain workers' compensation insurance, as required by Sections 3700, for the duration of any business activities conducted for which this license is issued.

---

My workers' compensation insurance carrier and policy number are:

Carrier \_\_\_\_\_

Policy Number \_\_\_\_\_

- 
- I certify that in the performance of any business activities for which this license is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California. I further agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with the provisions of Section 3700.

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Date \_\_\_\_\_

**WARNING:** Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to \$100,000, in addition to the cost of compensation, damages as provided for in section 3706 of the labor code, interest, and attorney's fees.

### SUPPLEMENTAL INFORMATION

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Please complete the following

Will the occupancy or "use" of the building be changing? (will your business be significantly different than the previous business in this location, if any?) Examples: A restaurant opening in a former clothing store location; a pet store in a former insurance office.

YES If yes, please explain

NO

Will you be upgrading/remodeling the building (building walls, putting in restrooms, etc.)?

YES If yes, please explain

NO

Will your establishment be serving or preparing food?

YES If yes, please describe what types of food (prepared from scratch, prepackaged, ... et cetera)

NO



# NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM SB 205 COMPLIANCE FORM

City of Patterson

## FREQUENTLY ASKED QUESTIONS

**Q: What is an NPDES Permit?**

A: An NPDES permit is a federal permit that regulates point source discharges of pollutants into waters of the United States. The Clean Water Act prohibits discharge of pollutants from point sources into waters of the United States unless regulated by an NPDES permit.

**Q: Do I need to fill this out every year?**

A: No, only if your business changes primary activities. Otherwise, the City having record of your SIC code and ID number (if covered by the permit) is sufficient to maintain compliance.

**Q: I need help with registering for the Permit.**

A: Please note that registration with the Water Boards is not managed or administered by the City, all registration is done through the State. Contact the State Waterboards at (866) 563-3107 or [stormwater@waterboards.ca.gov](mailto:stormwater@waterboards.ca.gov) for instructions on how to get your business covered under the Permit.

Other potentially useful resources:

SMARTS – Industrial Stormwater Reporting Help Guides

[https://www.waterboards.ca.gov/water\\_issues/programs/stormwater/smarts/industrial/indst\\_help\\_guides.html](https://www.waterboards.ca.gov/water_issues/programs/stormwater/smarts/industrial/indst_help_guides.html) IGP

Toolbox – [https://www.waterboards.ca.gov/water\\_issues/programs/stormwater/toolbox.html](https://www.waterboards.ca.gov/water_issues/programs/stormwater/toolbox.html)

**Q: Is there a fee?**

A: The City does not charge any additional fees for stormwater compliance registration. If your business is required to register, the State Waterboards may charge a fee depending on your stormwater discharge type (NOI, NEC, NONA). There is a nominal fee for inspections. Prior to inspection, you will receive a notice detailing the inspection process and fee.

**Q: What do the different permit types (NOI, NEC, NONA) mean?**

A: An NOI is a “Notice of Intent”, meaning that your industrial facilities may discharge to the storm drain. NEC is “No Exposure Certification”, meaning that your industrial facilities do not have any exposure to rainfall or could potentially drain to the storm drain. NONA is “Notice of Non-Applicability”, meaning your facility has no connection to a storm drain or is designed to retain all historical stormwater runoff. Please contact the State Waterboards for more information.

**Q: I need time to get my ID number. What should I do if I want to operate in the City in the meantime?**

A: The City cannot issue the business license until we have verified registration of your business.

**Q: What if I received this, but my business is only office or retail work?**

A: Ensure that you have the correct SIC Code for your business. Typically, retail services begin with 52xx through 59xx, while offices offering professional services or administration are grouped from 70xx to 99xx. These SIC Codes are not covered under the Permit so “No” can be circled and an ID number is not needed.

**Q: I have multiple types of business use at my location**

A: Include the SIC code that is most relevant to your primary activities. The Permit only applies to the portion of your facility that participates in those activities.

**Q: I cannot find a SIC code that applies to my business activities**

A: Most SIC groups have a “miscellaneous” section that covers unspecified business activities and can be used for any cases that aren’t covered elsewhere.

**Q: I do not know my Business License number.**

A: Please email the City of Patterson Business License Division at [finance@pattersonca.gov](mailto:finance@pattersonca.gov)



# NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM SB 205 COMPLIANCE FORM

City of Patterson

## INDUSTRIAL GENERAL PERMIT COMPLIANCE FORM

The City of Patterson is required under California Senate Bill 205 and other regulations to identify the potential effect that each business may have on water quality. SB 205 was enacted to protect California's water resources from stormwater pollution. Stormwater runoff can contain pollutants such as oil, grease, sediment, and chemicals. These pollutants can contaminate our drinking water, harm aquatic life, and damage our natural resources.

All businesses are also required to comply with the City of Patterson Storm Water and Urban Runoff Pollution Control Regulations (City Code Chapter 13.32), which prohibits the discharge of pollutants and non-storm water to City streets and storm drains. Per Senate Bill 205, all new and renewed business license applications from those in regulated industries must demonstrate enrollment with the National Pollutant Discharge Elimination System's Industrial General Permit. **Failure to do so may prevent issuance of the license.**

For questions regarding this form, please e-mail [emartinez@pattersonca.gov](mailto:emartinez@pattersonca.gov). For questions regarding enrollment and requirements of the Industrial General Permit contact the State Waterboards at (916) 464-3291 or [stormwater@waterboards.ca.gov](mailto:stormwater@waterboards.ca.gov).

Also, in close partnership with the Stanislaus County Department of Environmental Resources, the City is requesting that the following Questions be answered related to onsite Hazardous Materials Storage. For any further information regarding the Stanislaus County Hazardous Materials regulations, please visit their website at <https://www.stancounty.com/er/hazmat/pdf/hmd-business-brochure.pdf> or contact them by phone at (209) 525-6700.

1. Will this business store or handle hazardous materials  $\geq$  55 gallons, 500 pounds, or 200 cubic feet?

**Yes No Unsure** (Check One)

2. Will this business generate hazardous waste? **Yes No Unsure** (Check One)

If Yes, provide EPA ID:

3. Will this business generate medical waste? **Yes No Unsure** (Check One)

See reverse for Frequently Asked Questions.

### Site and General Information

Date: \_\_\_\_\_ Business License#: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

### Industrial General Permit Coverage Determination

What is your Standard Industrial Classification (SIC) Code: \_\_\_\_\_

For help with SIC codes, visit [www.osha.gov/data/sic-manual](http://www.osha.gov/data/sic-manual)

If you have an active permit with the California Water Board, please skip to the Permit Information section below and complete the rest of this form. If you do not have a permit, check to see if your SIC code is listed on the California Water Board's website as potentially regulated. [www.waterboards.ca.gov/water\\_issues/programs/stormwater/sicnum.html](http://www.waterboards.ca.gov/water_issues/programs/stormwater/sicnum.html)

If your SIC code is listed on the California Water Board's website as potentially regulated and you do not have a permit, contact the California Water Board at (866) 563-3107 for more information regarding permit requirements.

### Permit Information

Regulated facilities must include their ID number below. Failure to do so may result in the withholding of the City tax certificate/business license until the applicant supplies proof of registration.

Industrial Permit ID # type (circle one): NOI NEC NONA      WDID #: \_\_\_\_\_

### Declaration

I declare under penalty of perjury under the laws of California that the above information is true and correct to the best of my knowledge.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

#### For Office Use Only

Approve  Deny  Business Lic#: \_\_\_\_\_ SIC: \_\_\_\_\_ Recorded by: \_\_\_\_\_



# Public Works Department

1 Plaza Circle | Patterson, California | Office 209.895.8040 | Fax 209.895.8069

## MANDATORY RECYCLING COMPLIANCE FORM

Please submit questionnaire within **15 days** to the Public Works Department

|  |                  |   |            |
|--|------------------|---|------------|
| Business/Entity Name _____   |                  | Owner/Contact Name _____  |            |
| Phone Number _____   | Fax Number _____ | E-Mail _____  |            |
| Mailing Address _____  |                  | Physical Address _____  |            |
| City _____   | State _____      | Zip Code _____  | City _____ |
| <b>1 a.</b> Does your business produce two (2) cubic yards of solid waste per week? <input type="checkbox"/> YES <input type="checkbox"/> NO |                  | <b>1b.</b> Does your business generate more than 20 gallons of Organic waste per week? <input type="checkbox"/> YES <input type="checkbox"/> NO |            |
|  |                  | <b>2.</b> Is your facility a multi-family dwelling of five or more (5+) units? <input type="checkbox"/> YES <input type="checkbox"/> NO         |            |

If you answered "YES" to question 1a and 1b **AND/OR** question 2, please fill out the SB 1383 portion of this form. If you answered "YES" to question 3 below, fill out the AB 341 portion of this form. Return the completed form to the City of Patterson at city hall or e-mail to [solidwaste@ci.patterson.ca.us](mailto:solidwaste@ci.patterson.ca.us). If you answered "NO" to 1, 2 and 3 stop here and proceed to **number 12**

### Commercial Recycling

**3. Which materials do you recycle?**

|  |  |                                    |                                 |                                      |
|--|--|------------------------------------|---------------------------------|--------------------------------------|
| <input type="checkbox"/> Clothing/Textiles | <input type="checkbox"/> CRV Containers  | <input type="checkbox"/> Plastic   | <input type="checkbox"/> Glass  | <input type="checkbox"/> None        |
| <input type="checkbox"/> Cardboard & Paper | <input type="checkbox"/> Metal (non CRV) | <input type="checkbox"/> Styrofoam | <input type="checkbox"/> Lumber | <input type="checkbox"/> Other _____ |

---

**4. Recycled materials are:**

|                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/> Co-Mingled | <input type="checkbox"/> Source Separated |
|-------------------------------------|---|

**5. Recycled materials are transported by:**

|                                    |                                     |   |
|------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Self-Haul | <input type="checkbox"/> Non-Profit | <input type="checkbox"/> Service Provider |
|------------------------------------|-------------------------------------|---|

### Organics Recycling & Composting

**6. Which organic materials do you currently recycle?**

|  |  |                                     |  |
|--|--|-------------------------------------|--|
| <input type="checkbox"/> Food-Soiled Paper | <input type="checkbox"/> Pruning Waste | <input type="checkbox"/> Food Waste | <input type="checkbox"/> Edible Food Waste |
| <input type="checkbox"/> Landscape Waste   | <input type="checkbox"/> Green Waste   | <input type="checkbox"/> None       | <input type="checkbox"/> Other _____       |

---

|  |  |  |
|--|--|--|
| <p><b>7. The recycled organic materials are:</b></p> <input type="checkbox"/> Co-Mingled <input type="checkbox"/> Source Separated | <p><b>8. How often do you recycle organics?</b></p> <input type="checkbox"/> Daily <input type="checkbox"/> Weekly<br><input type="checkbox"/> Monthly <input type="checkbox"/> Yearly | <p><b>9. The organics are transported/recycled through:</b></p> <input type="checkbox"/> Self-Haul <input type="checkbox"/> Service Provider<br><input type="checkbox"/> Non-Profit <input type="checkbox"/> Other _____ |
|--|--|--|

---

|  |   |
|--|---|
| <p><b>10. Which organics do you currently separate for composting?</b></p> <input type="checkbox"/> Food-Soiled Paper <input type="checkbox"/> Green Waste<br><input type="checkbox"/> Landscape Waste <input type="checkbox"/> None<br><input type="checkbox"/> Food Waste <input type="checkbox"/> Other _____<br><input type="checkbox"/> Pruning Waste | <p><b>11. The organics are composted through:</b></p> <input type="checkbox"/> Self-Haul <input type="checkbox"/> Service Provider<br><input type="checkbox"/> Non-Profit <input type="checkbox"/> Other _____ <p><b>Please note:</b> Donating edible food waste to food banks and shelters is a preferred method of recycling/diverting edible food waste.</p> |
|--|---|

**12. I, \_\_\_\_\_, certify that I am a duly authorized representative of the above named entity**  
*Please print first and last name*  
**for purposes of regulatory compliance reporting and that the foregoing is true and correct to the best of my knowledge.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by: \_\_\_\_\_ Date \_\_\_\_\_