



FOR ENGINEERING USE	
Receive Date	_____
\$ 544 Fee Collected	Yes _____ No _____
Receipt Number	_____
FOG Zone	_____ Sub Zone _____
IU Number	_____
Permit Number	_____

**INDUSTRIAL WASTEWATER PERMIT APPLICATION FOR FOOD SERVICE ESTABLISHMENT**

Refer to pages 2 & 4 for definitions, instructions and examples. For additional assistance please call (323) 641-8721.

**1. PROPOSED POINT OF DISCHARGE**  Public Sewer  Other \_\_\_\_\_

**2. REASON FOR APPLYING**

- |  |   |   |
|--|---|---|
| <p><b>A.</b> <input type="checkbox"/> Change of Ownership<br/>         Previous Company Name _____<br/>         Previous Permit # _____<br/>         Previous IU # _____</p> | <p><b>B.</b> <input type="checkbox"/> Construction<br/> <input type="checkbox"/> New<br/> <input type="checkbox"/> Remodeling<br/> <input type="checkbox"/> Change of Use</p> | <p><b>C.</b> <input type="checkbox"/> Existing Un-permitted Facility</p> <p><b>D.</b> <input type="checkbox"/> Other: (Please describe below) _____</p> |
|--|---|---|

**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 Information**

Ownership Type	Business Officer(s) Name(s)	Title(s)
<input type="checkbox"/> Sole Proprietor <b>Provide Name</b>	Name:	Title: Owner
<input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Corporation <b>Provide minimum 2 Names &amp; Titles</b>	Name 1:	Title:
	Name 2:	Title:
<input type="checkbox"/> One Person California Corporation <b>Provide Name and 2 Titles</b>	Name:	Title 1: _____ Title 2: _____

**Note:** Title "Owner" applies only to Sole Proprietorship. Please use proper Titles (pg2) for Partnership and all Types of Corporations.

**E. City of Maywood Business Tax Account Number**

(See Definitions on page 2 for example and information)

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**F. 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 \_\_\_\_\_

**G. FSE Mailing Address**  check here if same as 3 A. above  check here if same as 3 F. 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 MAYWOOD BUSINESS TAX NUMBER

Account number from your business's City of Maywood Tax issued by the Maywood City Office of Finance. Example:

3	2	2	0	6
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**Note: Every person who engages in business within the City of Maywood is required to obtain the necessary Account Number and pay the business tax or obtain an exemption.** For more information call (323) 526-5705 or visit Maywood Office of Finance.

### FSE COMPANY NAME (DBA)

DBA (Doing Business As) is a name of business used by person or entity instead of his/her own name. It is a called business name (fictitious name) used to describe business on signs, banners, flyers, menus, advertising, etc.

### FSE LEGAL BUSINESS NAME

Legal Business Name is a name of the person or entity, which conducts business operation. It can be name of single person, names of partners or name of corporation that owes the business. Business Tax Account Number is issued to the Legal Business Name.

### 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 D.

#### **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.

#### **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. 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.

#### **One Person California Corporation:**

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).

#### **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.



INSTRUCTIONS FOR INDUSTRIAL WASTEWATER PERMIT APPLICATION

For additional assistance please call (323) 641-8721

SECTION 2 - REASON FOR APPLYING

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

3A 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.

3D 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 Proprietorship: Example: Legal Business Name: Robert Doze (i.e. Business owner's name)
Officer 1: Robert Doze Title: Owner
Officer 2: Robert Doze Title: Co-Owner, if husband and wife

Partnership: Example: Legal Business Name: Smith Markets & Jim Patera (i.e. names of at least two (2) partners required)
Officer 1: Smith Markets Title: Partner
Officer 2: Jim Patera Title: Partner

Corporation: Example: Legal Business Name: Streaks, Inc. (i.e. name of Corporation)
Officer 1: Andrew T. Penney Title: President
Officer 2: Michael Perkins Title: Chief Financial Officer

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

Note: One Officer name and two titles required as shown above.

Limited Liability Corporation (LLC): Example: Legal Business Jake's Flavors, LLC (i.e. name of Corporation)
Officer 1: Alicia Reynolds Title 1: President (or Managing Member)
Officer 2: Tricia Harris Title 2: Secretary (or Member)

The City of Maywood 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

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

SECTION 4 – FOOD SERVICE ESTABLISHMENT DESCRIPTION

4A-E Describe the type of business and service activities conducted.
4F Provide the Department of Health Services Permit Number, if applicable.

SECTION 5 – CONSTRUCTION CONTACT INFORMATION

This information is necessary to maintain contact during construction activities.

## SECTION 6 – SIGNATORY REQUIREMENT FSE

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.