



BUSINESS LICENSE APPLICATION OVERVIEW

Thank you for choosing to locate or keep your business in Canby. The City is committed to your success. If you have questions or need assistance with the application or permitting process please call 503.266.0734. If you would like to conduct business in Canby you will need to have a business license and renew annually by your anniversary date. The annual fee is \$100.00. Please complete this application and return it to Canby City Hall at 222 NE 2nd Ave, PO Box 930, Canby, OR 97013.

- In order to avoid any delay or complications, please contact the City of Canby's Planning and Building Department early in your decision-making process and especially prior to signing a lease or purchasing property. It is important for you to ensure the zoning, and your proposed use of an existing building is appropriate for the business you plan to operate. The Planning and Building Department is located at 222 NE 2nd or may be reached by phone at 503.266.7001.
- If your business is in a home or building within the City Limits - the Fire Department, Planning/Building, and Police Departments must approve your business license application.
- Please fill out your Business License form, Environmental Survey and other appropriate forms for your business. This can include the Home Occupancy form, and Contractors and Subcontractors form (if applicable). Staff can advise you on the right set of forms for your business. Next, submit the application and fee to City Hall.
- Once a complete application is submitted the City can process and issue your Business license **within 15 business days**.
- **Change of Ownership:** If a business changes ownership a new City of Canby business license application will need to be completed. If the business is within the city limits, Departmental Approvals will need to be obtained.
- **If the Federal Tax ID number changes, a new business license will be required.**
- **Business Relocation (Inside City Limits):** If you relocate your business inside the city limits of Canby, you are required to update your current City business license by completing a new City of Canby business license application and obtaining Departmental Approvals.
- **Business Relocation (Outside City Limits):** If you relocate your business outside the city limits of Canby, and are actively doing business in Canby, you are required to update your current City business license by completing a new City of Canby business license application. No Departmental Approvals are required.
- Canby Fire will verify occupancy and may do an inspection.

Application Instructions:

- Enter the name under which you do business.
- Enter the physical business address.
- Enter the mailing address, if different.
- Enter the main business phone number, website address (if applicable) and email address.
- Enter the owner's name, contact phone and address.
- Enter the nature of your business.
- Do you own or lease your building/space and if so, what is the square footage of space that is owned/leased.
- Indicate whether your business is located within the Canby City Limits.
- Indicate whether your business is a home-based business within the Canby City Limits and how many customers you have on a daily basis. **If home-based, return the Home Occupancy Regulation form.**
- If you lease property for your business, list information for the property owner.
- If you have an alarm system, please indicate what type. **If so, an alarm permit is required by the Police Department.**
- List two emergency contacts, with phone numbers, in addition to the Owner/Manager's number. Enter if you have employees, number of FTE (if applicable) or if you are self-employed.
- Sign and date the application confirming the information provided on the application is true and complete to the best of your knowledge. Include the business federal tax ID number which is used for Transit Tax purposes.
- If you are a contractor, your CCB number is required. Landscapers need to supply their LCB. Indicate the expiration date. Complete the Contractor's/Landscaper's Board Statement of Registration and City of Canby Contractors and Subcontractors Regulations.
- **Note to Contractors and Subcontractors:** Pursuant to Canby Municipal Code Chapter 5.04, section 5.04.150 Contractors and Subcontractors responsibility states that *it shall be the responsibility of all general contractors, utility companies and subcontractors working in the city to obtain a business license. It shall further be the responsibility of all general contractors and utility companies working in the city to provide a list of all names and addresses of subcontractors under their direction. Failure of any subcontractor to obtain a license may result in a stop work order on any project within the City's jurisdiction.*

If you believe you are exempt from paying a business license fee, proof of exemption must be provided with the returned application. For example, non-profit organizations should attach a copy of their IRS "Letter of Determination" or 501(c)(3).

City Hall

PO Box 930
222 NE 2nd Ave
Canby, OR 97013
503.266.4021

Canby Area Transit (CAT)

195 SE Hazel Dell Way, Suite C
Canby, OR 97013
503.266.4022

Fire Department

221 S Pine
Canby, OR 97013
503.266.5851

Development Services Department

PO Box 930
222 NE 2nd Ave
Canby, OR 97013
503.266.9404 (Building Department)
503.266.7001 (Planning Department)

Police Department

1175 NW 3rd
PO Box 930
Canby, OR 97013
503.266.1104

PO Box 930
222 NE 2nd Avenue
Canby, OR 97013
503.266.4021
FAX: 503.266.7961



**CITY OF CANBY BUSINESS
LICENSE APPLICATION Annual
Fee \$100.00**

CITY LIMITS

Date Paid: _____
Amount Paid: _____
Check #: _____
Business License # _____
NAICS: _____

☐ New ☐ Change of Ownership ☐ Business Relocation (Inside City limits)

Please Print or Type and Fill Out the Application Completely

Business Name _____ DBA- Doing Business As _____

Business Street Address (no PO Box) _____ City _____ State _____ Zip _____

Business Mailing Address (if different than above) _____ City _____ State _____ Zip _____

Business Phone _____ Cell Phone _____ FAX _____ Owner/Manager Contact Phone _____

Email Address _____ Website Address _____

Owner/Manager Name _____ Owner/Manager Home Address (no PO Boxes) _____

Please describe the type of service / goods you will provide, sell or manufacture: _____

Date you began/will begin doing business in Canby: _____

Do you own or lease your building/space? Own ____ Lease ____ Total square footage of space owned/leased: ____

The following additional information is required if this is a new business located within Canby City limits:

Is the business a Home Occupancy? Yes ____ No ____ If yes, how many customers daily on average: ____

If the building is leased commercial or industrial property, give name, address and phone number of the property owner:

Type of Alarm System: None ____ Burglary ____ Holdup ____ Fire ____ Combo Fire/Burglary ____

Other ____ Central Alarm Station Name and Phone Number _____

CANBY AREA TRANSIT TAX CLASSIFICATION:

Please note: All wages and self-employment income earned within the Canby Urban Growth Boundary are subject to Canby Area Transit tax. Tax return forms will be sent quarterly and/or annually as applicable and must be filed for wages/earnings in the Canby Transit District.

Continued on back page

Please initial the following statement that applies to your business:

____ I have employees **and** receive non-payroll income from the profits of my business (report a profit/loss on IRS Schedule C). (*Quarterly payroll **and** annual self-employment returns are applicable.*)

Number of FTE (full-time equivalent): _____

____ I have employees (myself included). (*Quarterly payroll returns are applicable.*)

Number of FTE (full-time equivalent): _____

____ I have no payroll but receive income from the profits of my business (report a profit/loss on IRS Schedule C). (*Annual self-employment returns are applicable.*)

____ I am a non-profit or claim the following exemption: _____

None of the above? One or the other type of forms needs to be filed unless an exemption applies. Our understanding is that corporate officers are paid reasonable wages for their work, but if there are no wages for a given period, a return certifying "0" needs to be submitted. Consultation with a tax professional is recommended.

Accounting/Payroll Administrator Contact Information:

Name Phone

Address City State Zip

E-Mail Address

The information provided on this form is true and complete to the best of my knowledge. I agree to comply with all ordinances of the City of Canby, including filing of Canby Area Transit Tax, and any applicable building, and zoning, and signage, fire and police requirements and with federal, state and municipal law:

Applicant's Signature

Federal Tax ID Number/EIN Number

Title

Date

DEPARTMENTAL APPROVALS REQUIRED FOR BUSINESSES LOCATED INSIDE CANBY CITY LIMITS

City Planner/Building Official: Date _____ Initials _____ Approved _____

Comments: _____

Police Department: Date _____ Initials _____ Approved _____

Comments: _____

WWTP Date _____ Initials _____ Approved _____

Comments: _____

Fire Department: Date _____ Initials _____ Approved _____

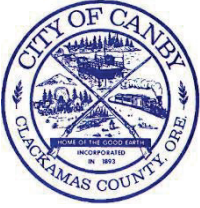
Comments: _____

****Fire Inspection required when a new business or re-located business occupies a new space or building. Final inspection can only be made once the business is in a "ready to open" condition**

EMERGENCY CONTACT: FOR POLICE AND FIRE RECORDS

Name _____ Phone _____

09/29/2020



City of Canby
Industrial Pretreatment Department
PO Box 930-Canby, Oregon 97013
503-266-1248

Environmental Survey

Answer ALL questions
Enter N/A if the question does
not apply to your company.

Company Name: _____

Facility Name: _____ Business Telephone: _____

Business Address (Site/Location address): _____

Business Mailing Address: _____

Representative Completing this Form:

Name: _____ Phone: _____

Email: _____ Title: _____

North American Industrial Classification System (NAICS No.) _____ Number of Employees: _____
Primary Secondary

Brief Description of Business Activities both inside and outside your Building: Principal Activity, Product and/or Service.

Performed: Inside Bldg. ☐ (Please be specific) _____

Performed: Outside Bldg. ☐ (Please be specific) _____

Days per week of operation: ☐ Mon ☐ Tues ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun

Hours per day of operation: ☐ 8 ☐ 10 ☐ 12 ☐ 16 ☐ 24 ☐ Other _____

Enter date production began or will begin at this facility: (Month/Day/Year) _____

1. Does your facility generate any process wastewater excluding domestic wastewater? Yes ☐ No ☐

If yes, is the wastewater discharged to the City of Canby sanitary sewer system? Yes ☐ No ☐

Continuous discharge ☐ Batch discharge ☐

Sewer account number? _____

If yes, also, indicate types of wastewater created:

Industrial: Yes ☐ No ☐ Stormwater Runoff from Impervious Surfaces: Yes ☐ No ☐
Combination--Domestic/Industrial: Yes ☐ No ☐
Other: Yes ☐ No ☐

Explain: _____

2. Do you discharge hazardous waste to Sanitary Sewer as defined by the EPA? Yes ☐ No ☐

Explain: _____

3. What is the quantity of wastewater discharged to the sanitary sewer in gallons per day (gpd)?

Less than 10,000 gpd ☐ 10,000 to 5,000 gpd ☐ More than 5,000 gpd ☐

4. What are the characteristics of the discharged wastewater (if other than domestic)?

N/A Domestic Only ☐

Acid ☐ Metallic ☐ Color Dyes ☐ Soaps/Detergents ☐ Amalgam Separator ☐
 Alkaline ☐ Toxic Organics ☐ Oil/Grease ☐ Hot Water ☐ _____ degrees Medicine/Rx ☐

5. Do you or will you discharge detergents, oils, grease, or fats or other pollutants to the sanitary sewer?

Yes ☐ No ☐

6. Is the wastewater treated before discharge to the sanitary sewer?

Yes ☐ No ☐

A. Please describe the pretreatment devices used: _____

B. What is your normal frequency of cleaning/maintaining these devices? _____

C. How are the wastes generated from these devices disposed of? _____

7. A. Does your company use or handle any chemicals?

Yes ☐ No ☐

B. Does your company generate any chemical waste?

Yes ☐ No ☐

C. Does your company have any type of chemical storage at your facility?

Yes ☐ No ☐

25 gallon container or less ☐

55 gallon drums ☐

Large totes (100-300 gallons) ☐

Large storage tanks ☐

8. Do you or will you have any floor drains, catch basins, sumps, sinks or any other outlets to the sanitary sewer or storm system in your manufacturing/production or storage areas?

Sanitary Sewer Storm System
 Yes ☐ No ☐ Yes ☐ No ☐

This space is for your use for any additional information or for any comments you may wish to note.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. [40 CFR 403.6(a)(2)(ii)]

This certification is to be signed only by the Responsible Corporate Official as per 40 CFR 403.12(l)(1) (e.g. the president, treasurer, vice-president, general partner, or sole proprietor of the facility).

Signature _____

Title _____

Date _____

COMPLETE and RETURN to the City of Canby

FILL OUT THIS SECTION IF YOU ARE A CONTRACTOR OR LANDSCAPER

**CONTRACTOR'S/LANDSCAPER'S BOARD
STATEMENT OF REGISTRATION**

I hereby subscribe that my business: _____

(Name of Business)

is registered with the STATE OF OREGON Contractor's/Landscaper's Board as provided under ORS 701, and further state that said license is in full force and effect.

Contractor's/Landscaper's State License Number _____

Expiration Date _____

For office use only:
CCB/LCB license confirmation Initials _____ Date _____

Signature _____

**CITY OF CANBY
CONTRACTORS AND SUBCONTRACTORS REGULATIONS**

Pursuant to Canby Municipal Code Chapter 5.04.150: *"It shall be the responsibility of all general contractors, utility companies and subcontractors working in the city to obtain a business license. It shall further be the responsibility of all general contractors and utility companies working in the city to provide a list of all names and addresses of subcontractors under their direction. Failure of any subcontractor to obtain a license may result in a stop work order on any projects within the city's jurisdiction."*

I, _____, being an applicant for a business license in the City of Canby, Oregon, do hereby state that I have read and do understand the regulations governing Contractor and Subcontractor businesses. Further, I hereby swear to conduct my business at all times within the rules and regulations as set forth in Canby Municipal Code 5.04.150. I understand that the City may revoke my business license at anytime if I fail to comply with all applicable ordinances.

Please forward your list of subcontractors to City of Canby, Attn: Administration, PO Box 930, 222 NE 2nd Avenue, Canby, OR 97013. Our Fax number is 503.266.7961.

Subcontractor's Business Name _____ Business Address _____ City _____ State _____ Zip _____

Signature: _____

Date: _____

STARTING A BUSINESS?

Visit the Secretary of State's Corporation Division Business Information Center on the Internet!
<http://www.filinginoregon.com>

The Business Information Center publishes a guide that provides basic information and a general checklist to guide you through the process of starting a business in Oregon.

**CITY OF CANBY
HOME OCCUPATION REGULATION
CANBY MUNICIPAL CODE 16.04.240 HOME OCCUPATION**

"Home Occupation" means a lawful activity commonly carried on within a dwelling by members of the family occupying the dwelling with no employees or other persons being engaged provided that:

- A. The residential character of the building is maintained;
- B. The activity occupies less than one-quarter of the ground floor area of the building;
- C. The activity is conducted in such a manner as not to give an outward appearance nor manifest any characteristic of a business in the ordinary meaning of the term nor infringe upon the rights of neighboring residents to enjoy the peaceful occupancy of their homes. Business visitors to the premises shall not exceed eight (8) per day and delivery trucks shall not exceed one (1) per day;
- D. The occupation shall not be carried on in an accessory building of the residence where the building is larger than six hundred (600) square feet;
- E. No signs are permitted except for a single un-illuminated nameplate not to exceed two (2) square feet in area (on the exterior of the building or window).
- F. All home occupations require a City Business License if the home is located within City limits.

CANBY MUNICIPAL CODE 16.16.020 CONDITIONAL USES

Home occupations which otherwise meet the strict definition of Section 16.04.020, but which involve the manufacture of products, nonresidential storage of goods, or any activity which is likely to increase traffic, may be allowed with a Conditional Use Permit.

- 1. A Conditional Use Permit Application fee is \$2,080.00
- 2. All Conditional Use Applications must go before the City of Canby Planning Commission

HOME OCCUPATION BUSINESS LICENSE AFFIDAVIT

I, _____, being an applicant for a business license in the City of Canby, OR, do hereby state and formally declare that I have read and do understand the regulations governing home occupation businesses. Further, I hereby swear to conduct my business at all times within the rules and regulations as set forth in Ordinance 16.04.240 of the Canby Municipal Code. I understand that the City may revoke my business license at anytime if I fail to comply with all applicable ordinances.

Business Name: _____

Signature: _____

Address: _____

Date: _____

If you have questions regarding Home Occupancy Regulations, please contact the City of Canby Development Services Department at 503.266.7001.



CAT

Canby Area Transit Taxes



A guide for businesses

***Please provide this information sheet to your
Accounting/Payroll Administrator***

The Canby Area Transit District is bounded by the limits of the Canby Urban Growth Boundary – an area including and extending somewhat beyond the city limits of Canby. Similar to other local transit districts such as Wilsonville, Sandy and Molalla, Canby is separate from the Tri-Met transportation system and charges a lower tax rate.

Employer Payroll Transit Tax

All employers, including businesses headquartered outside the district, that pay wages **earned in the local transit district** must file payroll tax returns with the City of Canby. The transit tax is imposed directly on the employer. The tax is figured only on the amount of gross payroll for services performed within the local transit district. This includes traveling sales representatives and employees working from home.

Self-Employment Transit Tax

Also subject to the tax are the earnings of self-employed individuals, sole proprietors, independent contractors, real estate agents, members of a partnership, and certain LLC's who have **earnings from doing business or providing services in the local transit area**. If you also have earnings from *outside* the district, you must use a reasonable method of apportionment to calculate your tax liability.

Where do I start?

When you obtain a Canby Business License, a Canby Transit Tax account will also be set up based on the tax classification indicated on your Business License application. Some businesses may be subject to both tax types. If you are working outside the city limits but within the urban growth boundary you are not required to have a business license; however you are still required to file and pay transit tax. If you are not required to have a city business license, please contact the Transit Tax office to be issued a tax account number.

How and when do I to file?

Payroll forms are sent out quarterly and are due no later than the last day of the month following the end of the quarter. Annual self-employment forms are sent annually and due no later than April 15 each year. Forms and instructions are also available on the CAT Tax web page. You are still required to file a return even if you have zero tax due. If you use a payroll service or a tax preparer, please be sure they are aware your business is subject to Canby transit taxes.

What is the tax rate?

The tax rate is 0.6 %. That is \$6.00 for every \$1000 of taxable wages (multiplication factor = .0060). Additional penalties, interest and fees may also apply to late or incomplete filings.

Exemptions and special circumstances

Wages exempt from transit taxes:

- Federal credit unions
- public school districts
- entities with a 501(c)(3) designation (except hospitals)
- domestic service in a private home
- religious organizations, including churches
- **Ministers:** Compensation received by a minister or member of a religious order when performing religious services is not subject to this tax. However, compensation received for performing religious services as an independent contractor is subject to this tax.
- **Insurance Agents:** Insurance related income is not subject to the tax. However, non-insurance related earnings are subject to this tax.

Partnerships: The individual self-employed members of the partnership are responsible for filing and paying the tax. However, a partnership may choose to file one transit self-employment tax return and pay the tax for all of its individual partners.

Corporation distributions: C-Corp and S-Corp distributions are not subject to this tax. However, all employers who pay wages for services performed in the local transit area must pay the transit payroll tax. This includes corporation officers who must receive reasonable compensation for services performed.

Annual Payroll Filing: Annual (rather than quarterly) payroll tax reporting may be authorized for businesses whose reporting history indicates the business does occasional work within the local transit area resulting in tax due of \$120 or less per year, or an average of \$30 or less per quarter. If you would like to switch to annual payroll reporting please contact the Transit Tax office.

Tax forms, instructions and additional information, such as a Canby Urban Growth Boundary map, can be accessed from our web site at:

www.canbyoregon.gov/transportation/transittax.htm

Tax filings, payments and correspondence should be mailed to:

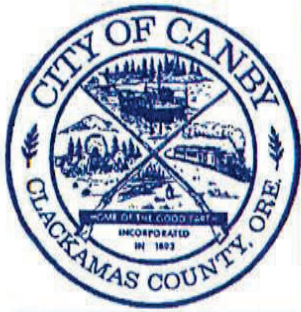
**City of Canby
Transit Tax
PO Box 930
Canby OR 97013-0930**

Payments can also be made in person at:

**City Hall
222 NE 2nd Avenue
Canby, OR**

Questions can be directed to:

**Email: transitpayrolltax@canbyoregon.gov
Phone: 503.266.0687
Fax: 503.266.1799**



A message from the City of Canby

Clackamas County businesses are required to recycle.

Recycling Specialists are ready to help your business with free, customized service to design a comprehensive recycling program.

A Recycling Specialist can help you:

Analyze your waste stream.

Set up recycling service or work with your custodial staff.

Get tips on reducing waste and purchasing sustainable products.

Get training and educational materials for your employees.

Share practices to engage staff.

Did you know ...

Businesses generate over half of the waste in our region. On an average year, businesses still send more than 100,000 tons of recycleable paper and containers to our landfill.

Recycling can help your business reduce costs and help create jobs!

The City of Canby, Metro and Clackamas County have adopted Business Recycling Requirements to increase recycling in our region. The ordinance requires local businesses to recycle all types of paper and certain containers such as plastic bottles, aluminum cans and glass. In passing this ordinance in November 2009 the City of Canby reaffirms the City's commitment to reducing the impact of the community on the environment.

Clackamas County staff can help your business take the right steps to meet these new requirements.

FREE RESOURCES

- 1 Recycling Boxes**
To place under your desk and at central points within your workplace
- 2 Recycling Posters**
Full color, ready-to-print options
- 3 E-training tool**
A fun, interactive way for your employees to learn how to recycle at work
- 4 Free Onsite Assistance**
In-person visit from a Recycling Specialist
- 5 Get Recognized**
Become a Leader in Sustainability member and share your success

503-742-4458 • lis@clackamas.us

Resource Conservation & Solid Waste
clackamas.us/recycling/lis
Order materials online at
<http://bit.ly/2apjPKD>



Printed on 100% post-consumer waste paper.

In your Garbage Container

Frozen food containers



Glassware, ceramics and incandescent light bulbs



Plastic film and bags



To-go cups and containers
(paper or plastic cups and clamshells)



Also in your garbage: foam, food-soiled paper, pizza boxes, carpet, textiles, food scraps, containers labeled "compostable," pet waste and diapers. *Some items can be taken to a drop-off center to be recycled.*

In your Recycling Container



Plastic bottles, jugs, buckets and tubs
6 ounces or larger



Mixed paper and cardboard



Metal



Recycling reminder: Empty and rinse, clean recyclables only. When in doubt, toss it in the garbage.

In your Glass Container



Glass bottles and jars
Empty and rinse containers



Reduce & Reuse

Simple actions add up!

Recycling is great, but can you do more? Remember your travel mug or water bottle when going out, and bring a reusable bag when shopping.



Find information and drop-off locations for donation, recycling or disposal at oregonmetro.gov/findarecycler or call Metro's Recycling Information Hotline 503-234-3000.

Resource Conservation & Solid Waste
503-557-6363
wasteinfo@clackamas.us
clackamas.us/recycling



Environmental Survey

INSTRUCTIONS and DEFINITIONS

The City is required by federal regulations to survey its businesses and inform them of pretreatment standards and requirements.

The Wastewater Industrial Pretreatment Program

The City's pretreatment program is responsible for preventing harmful pollutants from entering the sanitary sewer system. The purpose of the notification package is to familiarize new and existing industrial users with the City of Canby's Pretreatment Program implementation procedures and its Sewer Use Ordinance, Number 1413.

Ordinance 1413, sets forth uniform requirements for users of Publicly Owned Treatment Works (POTW) for the City of Canby and enables the City to Comply with all applicable State and Federal laws including the Clean Water Act (Act 33 U.S.C. 1251 et seq.), the General Pretreatment Regulations (40 CFR Part 403) and Oregon Administrative Rules (OAR) Chapter 340. The objectives of this Ordinance are:

- To prevent the introduction of pollutants into the POTW that will interfere with the operation of the POTW;
- To prevent the introduction of pollutants into the POTW, which will pass through the POTW, inadequately treated, into receiving waters or otherwise be incompatible with the POTW;
- To ensure that the quality of the wastewater treatment plant sludge is maintained at a level which allows its use and disposal to be in compliance with applicable statutes and regulations;
- To protect POTW personnel who may be affected by wastewater and sludge in the course of their employment and to protect the general public; and
- To improve the opportunity to recycle and reclaim wastewater and sludge from the POTW;

Dischargers of non-domestic wastewater to the City's sanitary sewerage system need to know and meet applicable pretreatment standards and requirements. All non-domestic sewer dischargers in the City of Canby are mandated by federal, state and local requirements to meet the City of Canby's wastewater system pretreatment regulations and Sewer Use Ordinance 1413.

Sewer Use Ordinance 1413 shall apply to all users of the POTW. The Ordinance authorizes the issuance of wastewater discharge permits; authorizes monitoring, compliance, and enforcement activities; establishes administrative review procedures; requires users reporting; and provides for the setting of fees for the equitable distribution of costs resulting from the program. A copy of the City of Canby Sewer Use Ordinance will be given to interested parties by completing a request for information form at City Hall or you can print a copy from the City of Canby Web page.

http://canbyoregon.gov/Departments/pw_operations/waste_water/documents/SewrUseOrdinance1413.pdf

COMPLETE ALL QUESTIONS: DO NOT LEAVE BLANKS

If you need additional space to provide an adequate response to any of the questions, please attach additional pages.

If you have any questions or comments regarding this survey, please contact the following City of Canby staff:

Wastewater/Sewer/Industrial Pretreatment questions:

Daryll Hughes– 503-266-1248

Definitions:

Chemicals are “of or made from or using substances produced by or used in reactions involving atomic or molecular changes”. They may include detergents, bleach, cleaners/degreasers, alkaline cleaners, acid sanitizers, paint cleaners, auto/parts cleaners, boiler additives, drain cleaners (sulfuric acid), etc. Even common household cleaners may contain sodium hypochlorite or sodium hydroxide.

Domestic or Sanitary discharges (wastewater) are those that are derived from ordinary residential routines in our homes, such as the wastewaters discharged from our bathrooms, kitchens, or utility rooms and are free any special treatment or requirement before being discharged into the public sanitary sewer. “**Other**”, for example, could be wastewater generated from a manufacturing process or from steam cleaning vehicle engines, etc.

Hazardous Material includes substances that can be toxic (e.g. irritants, asphyxiates, systemic poisons, anesthetics and narcotics) or poisonous, corrosive, explosive, flammable, carcinogenic, biologically active or radioactive.

Hazardous Waste is a waste, or combination of wastes, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause or contribute to an increase in mortality or increase in serious, irreversible, or incapacitating reversible illness; or pose a substantial present or potential hazard to human health or environment when improperly treated, stored, transported or disposed of or otherwise managed; and normally not discharged into a sanitary sewer, subject to regulated disposal.

Industrial Wastes are solid, liquid, or gaseous waste resulting from any industrial, manufacturing, trade, or business process or from the development, recovery, or processing of natural resources.

Industrial Discharger: According the federal and local pretreatment regulations definitions, an “industrial” discharger is any sewer user who discharges any wastewater, to the public sewer, other than domestic wastewater.

NAICS No.: This number is referred to as the “North American Industrial Classification System” number (NAICS), can be found on your state quarterly tax report, on Form OQ. In the upper right portion of this form, next to the “Date Received” box, you'll find the “North American Industry Classification System” number. This is your company's NAICS number (formerly the SIC code). If you cannot determine your NAICS number, or if this is a new business, you can call the Employment Department. This agency can provide you with your company's NAICS number. The toll free phone number in Salem is 1-800-262-3912, Ext. 71249 or visit www.naics.com. **Please include all NAICS numbers that apply to your business.**

Owner is the legal owner of record as shown on the assessment and taxation records of Multnomah County, or if there is a recorded land sales contract in force, the purchaser.

Signature: This form should be signed by a responsible corporate officer, a general partner, or by a duly authorized representative. See 40 CFR 403.12(1) for full definition.

Stormwater is surface runoff and drainage associated with rainstorm events and snowmelt. Most stormwater ends up in groundwater or rivers without any treatment.

Wash water is water that has been used to clean cars, buildings, engines, pavement, or other objects. Wash water carries pollutants such as soap, detergents, heat, grease, oil, dissolved metals, nutrients, microbes, soil and other particulates.

Wastewater is waste carried by water from residences, commercial buildings, industrial plants, and through the sanitary sewer system to a wastewater treatment facility.

KEEP This Portion For Reference