



CCAP Add-on Permit Type

Use this form to add-on a permit type to an existing permit. For example, adding a Manufacturer 2 permit to an existing Cultivation permit.

NOTE: If your add-on will include physical modifications to the facility or installation of equipment, you will need to complete the Modification to Facility or Equipment form.

Please provide all required information at one time, and include this form.

CCAP Number(s) _____

Written request for add-on permit type, signed by business owner

Site Plan - Show existing premises and proposed changes

Revised Description of Operations

Revised Security Plan

Updated Pre-Treatment Checklist

CEQA Project Description Forms

Please refer to the attached CCAP Security Plan and Description of Operations Revision Checklist for any questions about the requirements.

Date Submitted _____

Accepted by _____

Approval Date _____

Action Taken _____



Industrial Process Identification & Wastewater Discharge Characteristic Survey (Pre-Treatment Checklist)

736 F Street, Arcata, CA 95521
(707) 822-8184

This survey is used by the City of Arcata Pretreatment Department as a tool for determining the Industrial Process(es) occurring at a non-residential facilities discharging wastewater to the City of Arcata collection system. The information collected is used to determine if the characteristics of the wastewater discharge may interfere with operations in the Publically Owned Treatment Works (POTW). Any commercial or industrial user determined to be a Categorical or Non-Categorical Industrial User will be required to apply for an Industrial User Wastewater Discharge Permit. Serious civil and criminal penalties may apply for unpermitted Categorical or Non-Categorical Significant Industrial discharges to the POTW.

Confidentiality Notice: The City is required to keep information private that would divulge trade secrets according to State Law and Municipal Code. You must clearly mark any information considered confidential as such. If the information is determined to meet the criteria for confidentiality it will be maintained in a secure fashion and will only be made available according to applicable law.

SECTION A – GENERAL INFORMATION

Facility/Business Name: _____

Facility Physical Address: _____

Business Mailing Address: _____

Authorized Agent(s) of the facility:

Name: _____

Title: _____

Phone #: _____ e-mail: _____

SECTION B – BUSINESS ACTIVITY

B.1. Categorical Users*

If your facility employs or will be employing processes in any of the industrial categories or business activities listed below (regardless of whether they generate wastewater, waste sludge, or hazardous wastes), place a check beside the category of business activity. Check all that apply.

- | | | |
|---|--|--|
| ☐ Aluminum Forming | ☐ Fertilizer Manufacturing | ☐ Organic Chemicals & Plastics & Synthetic Fibers |
| ☐ Asbestos Manufacturing | ☐ Foundries (Metal Molding & Casting) | ☐ Paint Formulating |
| ☐ Battery Manufacturing | ☐ Glass Manufacturing | ☐ Paving & Roof Materials Manufacturing |
| ☐ Canned & Preserved Fruits & Vegetables | ☐ Grain Mills | ☐ Pesticides Manufacturing |
| ☐ Canned & Preserved Seafood Processing | ☐ Gum & Wood Chemicals Manufacturing | ☐ Petroleum Refining |
| ☐ Carbon Black | ☐ Hospitals | ☐ Pharmaceuticals |
| ☐ Cement Processing | ☐ Ink Formulating | ☐ Phosphate Manufacturing |
| ☐ Centralized Waste Treatment | ☐ Inorganic Chemicals | ☐ Photographic & X-Ray |
| ☐ Coal Mining | ☐ Phase I | ☐ Plastics Molding & Forming |
| ☐ Coil Coating | ☐ Phase II | ☐ Porcelain Enameling |
| ☐ Phase I | ☐ Iron & Steel Manufacturing | ☐ Pulp, Paper, and Fiberboard Manufacturing |
| ☐ Phase II (Canmaking) | ☐ Leather Tanning & Finishing | ☐ Rubber Manufacturing |
| ☐ Concentrated Animal Feeding Operations | ☐ Meat & Poultry Products | ☐ Soap & Detergent Manufacturing |
| ☐ Concentrated Aquatic Animal Production | ☐ Metal Finishing | ☐ Steam Electric Power Generation |
| ☐ Copper Forming | ☐ Metal Products & Machinery | ☐ Sugar Processing |
| ☐ Dairy Products Processing | ☐ Mineral Mining & Processing | ☐ Textile Mills |
| ☐ Electrical/Electric Components Manufacturing | ☐ Nonferrous Metals | ☐ Timber Products |
| ☐ Phase I | ☐ Phase I | ☐ Transportation Equipment Cleaning |
| ☐ Phase II | ☐ Phase II | ☐ Waste Combustors |
| ☐ Electroplating | ☐ Nonferrous Metals Forming & Metal Powders | ☐ Waste Treatment |
| ☐ Explosives Manufacturing | ☐ Oil & Gas (offshore) | |
| ☐ Ferroalloy Manufacturing | ☐ Ore Mining | |
| | ☐ Ore Mining (Placer Mining) | |

*facilities with processes inclusive in these business activities may be covered by the Environmental Protection Agency's (EPA) categorical pretreatment standards.

B.2. Significant Non-Categorical Users**

If your facility employs or will be employing processes in any of the industrial categories or business activities listed below (regardless of whether they generate wastewater, waste sludge, or hazardous wastes), place a check beside the category of business activity. Check all that apply.

- | | | |
|--|---|--|
| ☐ Auto Mechanic/Repair | ☐ Grease Rendering | ☐ Printing |
| ☐ Beer & Wine Manufacturing | ☐ Laundry | ☐ Screen Printing |
| ☐ Biodiesel Manufacturing | ☐ Coin-Op | ☐ Offset Press |
| ☐ Commercial | ☐ Industrial | ☐ Film/Plate Printing |
| ☐ Farming/Agriculture & Nurseries | ☐ Laboratory | ☐ Swimming Pool |
| ☐ Dental Office | ☐ Chemical | ☐ Veterinarian |
| ☐ Embalming | ☐ Biological | |
| ☐ Food Manufacturing | ☐ Paint Contractor | |
| | ☐ Pet Grooming | |

**facilities with processes inclusive in these business activities may be considered Significant Non-Categorical Industrial Users (SNCIU) by the City of Arcata and may be covered by the pretreatment program sections of Arcata Municipal Code.

Give a brief description of the operations at this facility:

SECTION C – FACILITY OPERATIONS & WASTEWATER DISCHARGE INFORMATION

The remaining questions pertain ONLY to process wastewater generated from activities selected in Section B. DO NOT include information on sanitary wastewater (e.g. restrooms). If you did not select any of the activities listed in Section B, return pages 1 and 2 to the City of Arcata.

Provide wastewater discharge flows for each of the existing or proposed processes selected in Section B. Indicate whether the flow type from the process is continuous (C), batch (B) or if there is no wastewater discharge for the process (NA) with the appropriate letter:

Process	Average Flow (GPD)	Maximum Flow (GPD)	Flow Type

List the raw materials used or planned for use in the processes selected in Section B.

List the chemicals used or planned for use in the processes selected in Section B.

_____	_____
_____	_____
_____	_____
_____	_____

Provide information on any pollutant that is known to be present or suspected of being present in the discharge from the process selected in Section B.

Is any form of wastewater treatment currently practiced or planned at this facility? ☐ Yes ☐ No

If yes, describe treatment:

RETURN THE COMPLETED FORM TO:

*City of Arcata
Environmental Compliance Office*

*736 F Street
Arcata, CA 95521*

OR TO

rhernandez@cityofarcata.org

CCAP CHANGES: Return with Change Form

CCAP SECURITY PLAN AND DESCRIPTION OF OPERATIONS REVISION CHECKLIST

CCAP #

SECURITY PLAN

- ☐ Description of security equipment
- ☐ Security for delivery vehicles, if any
- ☐ Action to be taken on security breaches

DESCRIPTION OF OPERATIONS

- ☐ Cannabis Activity:
- ☐ Estimated # of Employees:
- ☐ Hours of Operation:
- ☐ Odor Control Measures:
- ☐ Manufacturing
 - ☐ Products to be Produced
 - ☐ Equipment Safety Measures
 - ☐ Estimated Production Volume
- ☐ Cultivation (Except Processing)
 - ☐ Description of Proposed Operation
 - ☐ Method of Irrigation
 - ☐ Disposal of Waste Water
- ☐ Testing Lab – Documentation of Accreditation



Project Description for Application Submitted to the City of Arcata

Business Name

Type of Permit

City Adoption of Negative Declaration for
Cannabis Regulatory Program

Project CEQA Exemptions Adopted by City

State Clearinghouse #2016012039

- ☐ Existing Facilities, Class 1
- ☐ New Construction or Conversion of Small Structures, Class 3
- ☐ In-Fill Development Projects, Class 32
- ☐ Ministerial
- ☐ 15302
- ☐ 15304
- ☐ 15311
- ☐ 15315
- ☐ Other _____

Project Location

Address

APN

Location

Site Plan

Topographic Conditions

Current Land Use

Natural Features or Habitats

Surrounding Property Uses

Property Size

Building Size

Property Owner

Previous Use

Project Operations:

Number of Employees

Daily Trips for Deliveries and Shipments

Source of Water

Source of Energy

Energy Management and Efficiencies

Similar Previous Use – Similar Electric &
Water Usage?

Environmental:

Commitments

Other Permits and Approvals

Construction:

New Facilities

Small or Accessory Structures

Modifications / Improvements to
Existing Facilities
Required Grading
Staging Area (As Needed)
New Equipment

Specific Exceptions to Exemption:

Y ☐ N ☐

Is the project visible from an official State Scenic Highway?

Describe:

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Y ☐ N ☐

Is the project located on a site included on the Cortese List?

<https://dtsc.ca.gov/dtscs-cortese-list/>

Describe:

--

Y ☐ N ☐

Is there evidence of potential for the project to contribute to a significant cumulative impact, especially concerning water use, electricity and greenhouse gas, and air quality related to odor?

Describe:

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ATTACHMENTS

- ☐ Planning Use Permit or Zoning Clearance Permit
- ☐ Property Report
- ☐ Site Plan
- ☐ Area View
- ☐ Street View
- ☐ CEQA Compliance Certificate
- ☐ Other: _____

Area View – Subject Property and Surrounding Properties

Address: _____

[insert area view google maps image]

Property Uses

North: _____

South: _____

East: _____

West: _____

Visible from Official State Scenic Highway? ☐ YES ☐ NO

Street View of Property

Address: _____

[insert google maps street view image]