



CCAP Change in Permit Type

Use this form to change the type of permit your business will operate – for example, changing from Manufacturer 2 (State Type 7) to Microbusiness (State Type 12).

NOTE: If the change will include changes to the business structure, equipment type or configuration, you will also need to complete a Modification to Facility or Equipment form, and associated documentation.

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

CCAP Number(s) _____

Written request for the change in permit type, signed by business owner

Written description of changes being made to the business

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 _____

****Please Note: A Zoning Clearance or Use Permit Amendment may be required after review by the Planning Division.****



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.

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

- | | | |
|--|---|--|
| <input type="checkbox"/> Auto Mechanic/Repair | <input type="checkbox"/> Grease Rendering | <input type="checkbox"/> Printing |
| <input type="checkbox"/> Beer & Wine Manufacturing | <input type="checkbox"/> Laundry | <input type="checkbox"/> Screen Printing |
| <input type="checkbox"/> Biodiesel Manufacturing | <input type="checkbox"/> Coin-Op | <input type="checkbox"/> Offset Press |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Industrial | <input type="checkbox"/> Film/Plate Printing |
| <input type="checkbox"/> Farming/Agriculture & Nurseries | <input type="checkbox"/> Laboratory | <input type="checkbox"/> Swimming Pool |
| <input type="checkbox"/> Dental Office | <input type="checkbox"/> Chemical | <input type="checkbox"/> Veterinarian |
| <input type="checkbox"/> Embalming | <input type="checkbox"/> Biological | |
| <input type="checkbox"/> Food Manufacturing | <input type="checkbox"/> Paint Contractor | |
| | <input type="checkbox"/> 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
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

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

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

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

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

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.

<hr/>
<hr/>
<hr/>

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

If yes, describe treatment:

<hr/>
<hr/>
<hr/>

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:

--

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]