



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

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

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

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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.

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

If yes, describe treatment:

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*RETURN THE COMPLETED FORM TO:*

*City of Arcata  
Environmental Compliance Office*

*736 F Street  
Arcata, CA 95521*

*OR TO*

*rfernandez@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



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:

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]