



CITY OF LODI

FINANCE DEPT

310 W Elm St, Lodi, CA 95240

P O Box 3006, Lodi, CA 95241

(209) 333-6719

Dear Valued Customer:

Congratulations on the start of your new business. We would like to take this time to thank you for choosing Lodi and provide you with additional information in regards to your utility services.

You are responsible for contacting the Finance Department to set up a utility account. To do so you must obtain an "Authorization to Connect Utility Services" application from the Finance Department. The Community Development and Fire Department require that they approve this application prior to the Finance Department setting up a utility account. The approvals must be requested in person by either the business owner or an authorized person/agent and may require an on-site inspection which could delay services. Please note that same day utility service is not always available so make sure to plan ahead.

The City of Lodi Finance Department will bill for the following services on your utility bill: Electricity, Water, Sewer and Refuse. Should you decide to terminate services or sell your business, please notify the Finance Department immediately. In the event that you leave your name on the current utility account open at the premise, you will be responsible for all charges as long as the account remains open.

The Finance Department staff will require the following information when setting up a new utility account: Business name, owner/owners name (if sole proprietorship or partnership), federal TID number or SSN & driver's license number and a mailing address. You or your agent will be required to sign for utility services.

If you have any questions or need additional information, please call our office at (209) 333-6719. Our office hours are Monday – Thursday 7:30 AM to 5:30 PM and Friday 8AM -5PM. City offices are closed every other Friday. See schedule at www.Lodi.gov.

Per city ordinance, businesses are required to obtain a business tax certificate. **Failure to obtain a business tax certificate may result in penalties and fines.** To apply for a new business tax certificate, please visit <https://Lodi.HdLGov.com>. You may submit your application online, mail, phone, or email.

Email	Mail	Phone
Lodi@HdLGov.com	Business Support Center 8839 N Cedar Ave #212 Fresno, CA 93720	209-718-5936



CITY OF LODI

CITY HALL, 221 WEST PINE STREET
P.O. BOX 3006
LODI, CALIFORNIA 95241-1910
(209) 333-6714 / FAX (209) 333-6842
www.lodi.gov

AUTHORIZATION TO CONNECT UTILITY SERVICES

Dear Utility Customer,

In order to assure that your business will be operating in compliance with City of Lodi codes and ordinances, you will be required to secure the approval of the following departments prior to the connection of the utility services. Please complete the following questionnaire and hand deliver to the 3 departments listed below for signatures of approval. Please note: A change of occupancy and/or change of use will require a tenant improvement permit to be issued. A tenant space where the use in all areas is not easily determined requires a tenant improvement permit in order to establish an approved use. Please refer to the certificate of occupancy informational handout #B-08-24, authorization to connect handout #B-08-26 and plans submitted for tenant improvement #B-08-03.

Customer please complete the following:

Name of business: _____

Site address: _____

Business owner: _____

Business phone: _____ Cell phone: _____

Give a brief description of your proposed business: _____

Will there be or is there handling of chemicals or toxic substance? (not incl. packaged items to be sold)
 Yes. No. If yes, please list. (Provide/Attach MSDS sheets.) _____

Will any **sign**, building, electrical, plumbing or mechanical work be necessary to operate the new business?
 Yes. No. If yes, please list: _____

A floor plan may be required by the Building Division. If required, please provide a floor plan drawn to scale for the intended tenant space. The floor plan shall include name of business, address, owner information, point of sale transaction counter area, storage shelving areas, equipment location(s) and total square footage on the plan. Please label each room and area for intended use. Include if a fire suppression sprinkler system has been installed and maintained. The floor plan will be required prior to issuance of a Certificate of Occupancy. A floor plan is not required for a space that has an active or final permit for the tenant requesting the authorization to connect utility services.

Signature of Applicant: _____ **Date:** _____

	APPROVAL:	DATE:
Planning Division, CDD, 221 W. Pine Street	_____	_____
Building Inspection Division, CDD, 221 W. Pine Street	_____	_____
Fire Department (Building), 221 W. Pine Street	_____	_____
Certificate of Occupancy Issued	_____	_____
Public Works, Environmental Compliance Inspector (Restaurants Only) – Pull Completed Form (Denise)		

When you have the approval of the three departments listed above, please take this questionnaire to the City Finance Department located at 310 W. Elm Street to connect your utilities.



City of Lodi Commercial Utility Service Application

Business Address: 310 W Elm St, Lodi CA 95240 Business Hours: 7:30-5:30, M-Th

Mailing Address: P O Box 3006 Lodi, CA 95240

8-5 Every Other Fri

Phone: (209) 333-6719 Website: www.lodi.gov

application date _____

Address Information:

Owner

Tenant

Service Address _____

Mailing Address _____

Phone# _____

Other Phone# _____

City _____

State _____

Zip _____

DECLARATION:

By signing below, I certify under penalty of perjury that the information provided is true and correct under the laws of the State of California. I also agree to maintain the meter location at the above service address to be accessible to any authorized representative of the City of Lodi at all reasonable times for reading, testing and inspection per City Ordinance 13.20.130A. I also guarantee payment for all services included in this agreement and agree to pay the cost of collection of this account if it becomes delinquent.

Account Information:

Billing Name		Federal tax ID # or SSN	If SSN provided, DL/ID #needed

Signature _____

Date _____

Sole proprietor or Partnership Information

First Name	M.I.	Last Name	Social Security #	State DL/ID or MID

Signature _____

Date _____

First Name	M.I.	Last Name	Social Security #	State DL/ID or MID

Signature _____

Date _____

First Name	M.I.	Last Name	Social Security #	State DL/ID or MID

Signature _____

Date _____

CITY USE ONLY

Auth to Connect

Lease Agreement

CB/CIS Credit Ck/Experian

Set Fixed Charges

Previous SNS/SNP or CDD Hold

_____ initial

UTILITY DEPOSITS POLICY

Effective April 6, 2009, the following amounts for deposits will be implemented:

<u>Apartments</u>		<u>House/Duplex/Triplex/Fourplex</u>
1 Bedroom	\$150.00	\$200.00
2 Bedroom	\$200.00	\$300.00
3 Bedroom	\$300.00	\$325.00
4+ Bedroom	\$350.00	\$500.00
MH Parks	\$100.00	
No US ID	Double Base Dep	Double Base Dep
 <u>Small Commercial</u>		
G-1	\$500.00	

Note: for any G2 through I1 account sealed for non-payment, a one-month average deposit of the customer's account is required prior to restoration of electric service.

A deposit (in the form of cash, cashier's check, money order, Visa, MasterCard or debit card) is required when:

Applying for New Service:

1. The applicant/s has had a prior delinquent account sent for collection.
 - The credit bureau and all collection fees must be paid in addition to the deposit.
2. No valid identification has been provided (NO VALID ID)*
3. The applicant/s does not have a credit reference letter.

*-If at least one person on the account has valid US identification then they are not required to post a NO ID deposit on the account. Any other applicable deposits will apply.

Sealed for Non-Payment (SNP)

1. When a delinquent account is turned off for non-payment, a deposit (as stated above) as well as a field service trip fee, cost of any damages, collection fees and all delinquent amounts must be paid to restore service.



CITY OF LODI FIRE DEPARTMENT

210 WEST ELM STREET
LODI, CALIFORNIA 95240
ADMINISTRATION & FIRE PREVENTION
(209) 333-6739
FAX (209) 333-6844



Gene Stoddart
Fire Chief

Ron Penix
Deputy Fire Chief

Brad Doell
Battalion Chief/Fire Marshal

Michael Alegre
Battalion Chief

Timothy Ortegel
Battalion Chief

Shane Langone
Battalion Chief

EMERGENCY CONTACT INFORMATION

The following information is confidential and is used only by the Lodi Fire and Police Departments for notification in the event of an emergency at your place of business. This information is not required but is requested to help us contact you in the event of an emergency response. Please fill out and return this form to our office as soon as possible.

BUSINESS NAME: _____

BUSINESS ADDRESS: _____ **SUITE:** _____

ZIP CODE: _____ **PHONE #:** () _____ **E-MAIL:** _____

TYPE OF BUSINESS: _____

OWNER/MANAGER NAME: _____

After Hours Phone#: Primary () _____ Secondary () _____

Primary Contact #1: _____ Title: _____

After Hours Phone#: Primary () _____ Secondary () _____

Secondary Contact #2: _____ Title: _____

After Hours Phone#: Primary () _____ Secondary () _____

BUILDING OWNER: _____

After Hours Phone#: Primary () _____ Secondary () _____

***IF ANY OF THE LISTED CONTACT INFORMATION CHANGES, PLEASE SEND A
REVISED COPY OF THIS FORM TO:***

*Lodi Fire Prevention Bureau
210 West Elm St.
Lodi, CA. 95240
fire@lodi.gov*

I certify that the above statement(s) are true and correct to the best of my knowledge and belief.

Signature of Responsible Party

Date

Printed Name of Responsible Party

Position/Title

CITY COUNCIL
ALAN NAKANISHI, Mayor
JOANNE MOUNCE,
Mayor Pro Tempore
MARK CHANDLER
BOB JOHNSON
DOUG KUEHNE

CITY OF LODI

CITY HALL, 221 WEST PINE STREET
P.O. BOX 3006
LODI, CALIFORNIA 95241-1910
(209) 333-6706 / FAX (209) 333-6710
EMAIL: pwdept@lodi.gov
www.lodi.gov cityclerk@lodi.gov

STEPHEN SCHWABAUER
City Manager
JENNIFER M. FERRAILOLO
City Clerk
JANICE D. MAGDICH
City Attorney
CHARLES E. SWIMLEY, JR.
Public Works Director

Acknowledgment of Notification

Upon opening a restaurant, please be advised that an appropriate grease interceptor (grease trap) must be in place.

If there is not an actively working grease interceptor one may be required to be installed. The cost varies and will require a permit for new installations. The new interceptor must be installed within 60 days of occupation.

If there is a current grease interceptor in place, it is your responsibility to make it operational by having it cleaned if it is deemed full, or repaired as necessary. You will be given 30 days from occupancy to bring the grease trap to a fully functioning operational order.

Customer please complete the following:

Name of business: _____

Site Address: _____

Business owner: _____

Business phone: _____

As a restaurant owner, I acknowledge my responsibility to have and maintain a grease interceptor as described above and according to City of Lodi Municipal Code Section 13.12.115.

Signature of Applicant: _____ Date: _____

CC: Denise Wiman, Public Works Dept.
Environmental Compliance Inspectors via email in PDF format

HAZARDOUS MATERIALS DISCLOSURE SURVEY

A separate survey form is required for each business name and/or address in San Joaquin County.

Business Name: _____ Telephone: _____

Business Site Address: _____

Mailing Address (if different from above): _____

Business Owner(s) Name: _____ Telephone: _____

Business Owner Address: _____

Nature of Business: _____ Fire District: _____

Q1. Yes No Does your business handle a hazardous material in any quantity at any one time in the year?
See the definition of hazardous material on page 2 of this form.

Yes No Does your business generate, treat, or store a hazardous waste in any quantity? (used oil, used antifreeze, waste solvent, etc.)

If your answer is "No" to both questions in Q1, please print, sign, and date the bottom of this form and return to the address above.

Q2. Yes No Does your business handle a hazardous material, or a mixture containing a hazardous material, in a quantity equal to or greater than 55 gallons, 500 pounds, or 200 cubic feet at any one time in the year?

If "Yes", how long have you handled these materials at your business? _____

If "Yes", check any of the following conditions that apply to your business:

- A. The hazardous materials handled by this business are contained solely in a consumer product packaged for direct distribution to and use by the general public.
- B. This business operates a farm for purposes of cultivating the soil, raising or harvesting an agricultural or horticultural commodity.

Q3. Yes No Does your business handle an Acutely Hazardous Material? See definition on page 2.

Q4. Yes No Is your business within 1,000 feet of the outer boundary of a school? (Grades K-12)

I have read the information on this form and understand my requirements under Chapter 6.95 of the California Health and Safety Code (HSC). I understand that if I own a facility or property that is used by tenants, it is my responsibility to notify the tenants of the requirements which must be met prior to issuance of a Certificate of Occupancy or beginning of operations. I declare under the penalty of perjury that the information provided on this disclosure survey is true and accurate to the best of my knowledge.

If you answered "Yes" to Question 2, please go online to cers.calepa.ca.gov to submit your hazardous materials information.

Owner or Authorized Agent:

Print Name: _____ Date: _____

Signature: _____ Title: _____

**San Joaquin County Environmental Health Department
HAZARDOUS MATERIALS PROGRAM**

This survey form is intended to identify businesses which need to comply with the hazardous materials emergency planning and reporting requirements of the California Health and Safety Code (HSC) Chapter 6.95. This Chapter requires businesses which handle hazardous materials to prepare emergency plans for their employees to use in an emergency. Businesses must submit this information, along with an annual inventory of their hazardous materials, online to the California Environmental Reporting System (CERS) found at cers.calepa.ca.gov for use in protecting emergency responders and the general public. In San Joaquin County, the Environmental Health Department (EHD) has been authorized to administer this program as the Certified Unified Program Agency or CUPA. Should you have any questions about the CUPA program or this form, please contact EHD at (209) 468-3420.

Please consider the following guidelines when completing the questions on page 1:

Question 1:

The (HSC) section 25501(p) defines a "Hazardous Material" as any material that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the workplace or the environment. "Hazardous Materials" include but are not limited to, hazardous substances, hazardous waste, and any material that a handler or the administering agency has a reasonable basis for believing that it would be injurious to the health and safety of persons or harmful to the environment if released into the workplace or the environment. This includes, but is not limited to, fuels, petroleum products, paints, propane, oxygen, ammonia, chlorine, pesticides, fertilizers, and used oil. If a business generates any amount of hazardous waste they must enroll in the EHD Hazardous Waste Generator Program. Answer "Yes" if you use a material that meets the definition above in any quantity at least once in the year. If you are unsure, contact the EHD at (209) 468-3420 for assistance. If you answer "No" and at a later date your business, or a tenant on your property, begins handling hazardous materials, you must inform the EHD within 30 days.

Question 2:

If you answer "Yes", you must meet the requirements of HSC Chapter 6.95. The EHD will be contacting you to provide assistance. These requirements must be met prior to issuance of a certificate of occupancy. If you answer "No", our office may conduct an inspection after you begin operations to verify your exemption.

The HSC establishes some modified requirements or program exemptions for certain uses of hazardous materials. If you answered "Yes" to questions 1 and 2, a determination must be made if your business meets one of the exemptions listed. Check the appropriate boxes on page 1 and submit the hazardous materials information online at cers.calepa.ca.gov. Please contact the EHD to determine if your business meets the exemptions. However, even if an exemption is met for the Business Plan program, you may still be a hazardous waste generator and will need to report in cers.calepa.ca.gov as a hazardous waste generator.

- A. Retail Exemption – Products packaged for direct distribution to the general public are exempt from the program. This exemption may not apply if any of the following conditions exist:
 1. The quantity handled creates an unacceptable public hazard
 2. The material is being used directly by the business as part of its operation in addition to being sold to the general public
 3. The general public doesn't have ready access to the product as stored by the business (e.g. in a warehouse).
- B. Modified Farm Exemption – Farms, as stated in Question 2B on page 1, must meet modified program requirements. The definition of a farm in the law doesn't include businesses providing commercial pest control services, fertilizer application services, product processing services, or packing shed services for farmers. Farms qualifying for the exemption are still required to submit an annual chemical inventory, site map, and other requirements online to cers.calepa.ca.gov and pay a fee to the San Joaquin County Environmental Health Department (EHD). Please contact the EHD at (209) 468-3420 for assistance. Businesses operating a commercial business in addition to a farm as defined must comply with the requirements of the Hazardous Materials Program for those materials associated with the commercial business.

Question 3:

The Federal and State governments have defined approximately 366 chemicals as an "Acutely Hazardous Material" (AHM). The most common AHM used in the county include: Chlorine, Ammonia, Sulfuric Acid, Methyl Bromide, Acrolein, Sulfur Dioxide, Formaldehyde, Nitric Acid, Vinyl Acetate Monomer, Hydrogen Peroxide, and many types of Pesticides.

Answer "Yes" if you use any of these specific chemicals in any quantity at any one time of the year. Contact the EHD if you're unsure for assistance.

Question 4:

Answer "Yes" if the boundary of your property or facility is or will be within 1,000 feet of the boundary of a school. (K – 12)

Waste Management

California Legislative Update: Multi-family and Commercial Recycling



Did you know Governor Brown recently signed legislation which requires owners of apartments and multi-family housing with five or more units to provide recycling for their tenants? In addition, both multi-family complexes as well as businesses that generate more than four yards per week of solid waste will be required to have a recycling program in place. This legislation became effective on July 1, 2012. To be compliant, your recycling program can include subscribing to Waste Management for recycling services, donating your recyclables or self-hauling your recyclables to a recycling facility.

While our state leads the nation in solid waste diversion, opportunities for apartment complexes have been lagging. Less than 40 percent of those living in multi-family residences currently have access to convenient recycling and, as a result, more than 85 percent of the waste generated at multi-family residences goes to landfills. Similarly, businesses represent an untapped source of recyclables.

How Waste Management Can Help

Waste Management has been implementing successful multi-family and business recycling solutions in the areas we serve. Waste Management can customize a program that will increase business and multi-family recycling collection and improve your diversion rates. Our turnkey recycling programs may include recycling education, outreach to residents and diversion monitoring and tracking. Plus, we will pick up the recyclable material at your facility, saving you time and fuel costs.



All Recyclables In One Bin!

All recyclable items (bottles, cans, jars, cardboard, and paper) can be mixed together in the existing recycling carts or bins. There's no need to separate these recyclables!



Comingled Recycling

Waste Management has the ability to recycle bottles, cans, paper, and plastics in one container which makes recycling easy and doesn't take up a lot of space. Please remember that businesses of Lodi can be provided two recycling bins and/or carts at no additional charge. Bins can be two or four yards, which can be serviced once per week. Please call customer service for more details, 800-369-4999.



Aluminum Cans



Magazines



Junk Mail



Chipboard



Newspapers



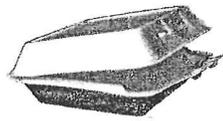
Plastic Bottles and Jugs

Waste

Items that cannot be recycled should be disposed of in your waste container. The following items are considered waste and should be deposited in your waste container: food contaminated boxes or containers, paper towels, tissues, food waste, Styrofoam, light bulbs, and pet waste.



Food



Styrofoam Containers



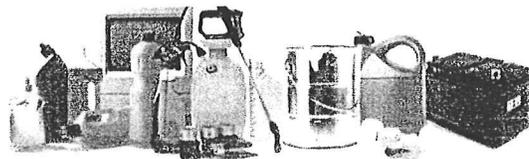
Diapers



Pizza Boxes

Special Waste

The following items are considered special waste: tires, paint, batteries, medical waste, electronic waste, and fluorescents (CFL) bulbs. These items cannot be disposed of in your waste or recycling containers. For proper disposal solutions visit http://www.lodi.gov/public_works or call 800-369-4999.





CITY OF LODI

PUBLIC WORKS DEPARTMENT

WATER/WASTEWATER BUILDING PERMIT QUESTIONNAIRE

In order to adequately meet your water and wastewater (sewer) needs and fairly calculate appropriate charges, we are requesting information about your business.

Lodi Municipal Code, 13.12.170 specifies it is the businesses responsibility to provide the City with a reasonable estimate of wastewater quantity and quality or other applicable units of measure as requested by the City.

The Water/Wastewater questionnaire will provide the City with information about the use of the commercial or industrial business in order to determine if the composition of discharged wastewater will differ from typical restroom use.

Please complete pages 2 and 3, as well as the industrial questionnaire if it applies to your business.

Please return to the address provided within 14 days. If you have questions or require assistance with the questionnaire, call Public Works at (209) 333-6706.

City of Lodi
Public Works Department
221 W. Pine Street
Lodi, CA 95240

Type or print clearly.

Name of business: _____

Current Address of business _____

Name of Contact for questionnaire: _____

Phone: _____

Email: _____

General Information

Which category best describes your business? _____

- | | | | |
|---------------------|----------------------------|------------------|----------------------------------|
| 1 Meeting place | 9 Eating Place | 17 Store | 25 Apartment Building |
| 2 Hotel | 10 Eating Place- Deli Only | 18 Warehouse | 26 Convalescent Home |
| 3 Veterinary Clinic | 11 Food truck | 19 Grocery Store | 27 Mobile Home Park |
| 4 Post Office | 12 Commissary | 20 Bar | 28 RV Dump Station |
| 5 Funeral Parlor | 13 Laundry | 21 Brewery* | 29 Gym |
| 6 Service Station | 14 Dry Cleaning | 22 Winery* | 30 Other, please specify |
| 7 Car Wash | 15 Medical Office | 23 Barber | *Applicant must complete |
| 8 School | 16 Office | 24 Hospital | industrial application questions |

Give a brief description of how your proposed business may differ from the typical business in the category indicated.

Daily Hours of Operation: _____ Number of Shifts: _____ Days per Week: _____

Number of Employees: _____

Meeting Place religious or public, Eating Place, or Bar: Seating capacity (number of tables/chairs) _____

Beauty Salon/Barber: Number of Stations _____

Will there be seasonal variations in operations?

Yes No

If yes, explain _____

Does the owner operate a similar business?

Yes No

Provide names(s) and address(es) of similar business(es) under the same ownership _____

Other Information

COMMERICAL QUESTIONNAIRE

(To be completed by all applicants):

Does the business have an existing grease waste interceptor?

Yes No

Will there be or is there handling of chemicals or toxic substances? (not including packaged items to be sold)

Yes No

If yes, list (attach Material Safety Data Sheets (MSDS)) _____

Are there any special water needs of circumstances? (i.e. temperature, booster pump, minimum water pressure, etc.)

Yes No

If yes, explain _____

Are there any special wastewater (sewer) discharge needs or circumstances? (i.e. batch dumping, organics, grease, etc.)

Yes No

If yes, explain _____

Are there any special storm drain needs or circumstances? (i.e. wash downs, potential for spills, loading docks, vehicle/equipment cleaning/ repair, fuel dispensing areas). If yes, an isolation valve shall be shown on the plans.

Yes No

If yes, explain _____

I attest that the information provided is correct to the best of my knowledge.

Signature: _____ Date: _____

Print name and title: _____

Return to:

Lodi City Hall,
Public Works
221 West Pine Street
Lodi, CA 95240

INDUSTRIAL QUESTIONNAIRE:

Water Needs

Estimated peak water requirements (in gallons per minute): _____

Estimated annual water requirements (gallons per year): _____

Wastewater (Sewer Needs)

Estimated peak daily discharge (in gallons per minute): _____

Estimated annual wastewater discharge (in gallons per year): _____

Provide anticipated Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS) in wastewater discharge, if known:

BOD: _____ mg/L TSS: _____ mg/L

List components or properties of the wastewater other than restroom waste. (i.e. heavy metals, oil or grease, sand or inert materials, pH above 8.5 or below 6.5, organics, solvents, boiler or cooling chemicals, high temperature discharge, high amounts of suspended or dissolved solids, etc.)

Other wastewater discharge needs or circumstances? (i.e. cooling water, sump pumps, batch discharges, etc.)

Yes No

If yes, explain _____

I attest that the information provided is correct to the best of my knowledge.

Signature: _____ Date: _____

Print name and title: _____

Return to:

Lodi City Hall,
Public Works
221 West Pine Street
Lodi, CA 95240