



COMMUNITY DEVELOPMENT DEPARTMENT
Building Division
221 West Pine St./PO Box 3006, Lodi, CA 95241-1910
(209) 333-6714

Business Move-In Packet

Dear Valued Customer,

Congratulations on the start of your new business! We would like to take this opportunity to thank you for choosing City of Lodi and to welcome you to our community.

To assist you during this exciting time, we have provided additional information along with a helpful checklist to guide you through the process of obtaining your utility services. Our goal is to make your setup as smooth and efficient as possible.

If you have any questions or need further assistance, please do not hesitate to contact us at comdev@lodi.gov. We look forward to serving you and supporting your business success.

Please follow the steps below and omit the ones that do not apply to you.

Packet Index:

- ☐ 1. Commercial Business Utility & Compliance Checklist
- ☐ 2. Certificate of Occupancy Floor Plan Requirements
- ☐ 3. Certificate of Occupancy Building Inspection Site Review
- ☐ 4. Certificate of Occupancy Inspection Form
- ☐ 5. Commercial Utility Service Application
- ☐ 6. Utility Deposits Policy
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- ☐ 8. Public Works Organic Waste Collection Waiver Request Form
- ☐ 9. Public Works Grease Trap Acknowledgement of Notification Form
- ☐ 10. Public Works Water/Wastewater Building Permit Questionnaire
- ☐ 11. Waste Management Informational Handout
- ☐ 12. Water/Wastewater Managing FOG Informational Handout



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Business Utility and Compliance Checklist



Business Setup

- ☐ Confirm your **business location** is within the City of Lodi.
- ☐ Determine **ownership type** (sole proprietorship, partnership, etc.).



Business License Registration Certificate (Required)

- ☐ Apply for a **City of Lodi Business License**.
- ☐ Apply online, by mail, phone, or email. See contact information on page 2.
-  **Failure to obtain certificate may result in penalties and fines.**



Utility Account Setup

- ☐ Obtain “**Authorization to Connect Utility Services**” application.
- ☐ Submit application to the Building Dept. (by owner, tenant, or authorized agent).
- ☐ Obtain required approvals from:
 - ☐ Planning Division
 - ☐ Building Division
 - ☐ Fire Department
 - ☐ Public Works Department
- ☐ Schedule and complete **on-site inspection** (if required).
- ☐ Plan ahead — **same-day utility service is not guaranteed.**



Required Information to Provide

- ☐ Business name
- ☐ Owner/owners' name(s)
- ☐ Federal Tax ID **and** SSN for **All Owners**.
- ☐ Driver's license
- ☐ Mailing address



Utilities You Will Be Billed For

- Electricity
- Water
- Sewer
- Refuse (Trash)
- Organic Waste



Ongoing Responsibilities

- ☐ Notify Finance Department **immediately** if:
 - You terminate utility services
 - You sell or close the business
- ☐ Ensure utility account is closed to avoid ongoing charges



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 Location Entitlement

- ☐ Property Ownership
- ☐ Lease/Renter
 - It is highly encouraged that you do not engage in a purchase of real property or lease agreement without planning oversight.

 Fire Operational Permit

- ☐ Yes
- ☐ No

 Helpful Contacts

- **Business License Support:** You may submit your application online, mail, phone, or email.
 - Email: Lodi@HdLGov.com
 - Phone: (209) 718-5936
 - **Hours of Operation:** Monday – Friday 8:00 AM to 5:00 PM.
- **Community Development Department – Located at 221 W Pine St, Lodi CA 95240.**
 - **Building Division –**
 - Email: Comdev@lodi.gov
 - Phone: (209) 333-6714
 - **Planning Division –**
 - Email: Planningdivision@lodi.gov
 - Phone: (209) 333-6711
- **Fire Department – Located at 210 W Elm St, Lodi CA 95240.**
 - Email: Fire@lodi.gov
 - Phone: (209) 333-6739
- **Public Works Department – Located at 221 W Pine St, Lodi CA 95240.**
 - Email: PWdept@lodi.gov
 - Phone: (209) 333-6706
- **Electric Department – Located at 1331 S Ham Ln, Lodi CA 95242.**
 - Email: Eudmailbox@lodi.gov
 - Phone: (209) 333-6762
- **Finance Department – Located at 310 W Elm St, Lodi CA 95240.**
 - Email: customerservice@lodi.gov
 - Phone: (209) 333-6719
 - **Office Hours:** Monday – Thursday 8:00 AM to 5:00 PM and Friday 8:30 AM to 4:30 PM. Closed every other Friday.
 - **Phone Hours:** Monday – Thursday 9:00 AM to 5:00 PM and Friday 9:30 AM to 4:00 PM. Closed every other Friday.

****Please Note: Hours of operation (NOT including our Finance Department): Monday – Thursday 7:30 AM to 5:30 PM and Friday 8:00 AM to 5:00 PM. City offices are closed every other Friday. See www.lodi.gov for calendar schedule.****



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**City of Lodi**
Processing Center

Apply ▾ Renew ▾ Pay ▾ Close ▾ Search ▾ Other ▾ Update ▾



Welcome to the online access portal! The City of Lodi has engaged HdL to conduct Business License Registration related to the City of Lodi. The City is currently municipal code vendor to update the municipal reference to the municipal code, please download the download forms section.

The easiest and fastest way to apply for a new or to renew your current service. To begin, start here. If you need further assistance, contact registration@lodi.hdlgov.com or call (209) 333-6714.

Apply

- [Submit a Business License Registration Application](#)
Start here if you are applying for a business license registration certificate in the City of Lodi

Renew

- [Renew a Business License Registration Certificate](#)
Start here to renew your current business license registration certificate for another year.

Visit **lodi.hdlgov.com** to apply or renew your business license certificate.



For assistance contact us at lodi@hdlgov.com or call (209) 718-5936, Monday-Friday 8 a.m to 5 p.m.

Certificate of Occupancy Floor Plan Requirements

The Submitted Floor Plan Must Clearly and Legibly Include the Following Information:

Plan Format and Building Layout

- The floor plan may be hand drawn, but it must be prepared in legible ink and be easy to read.
- Show the complete building or tenant-space layout, including all rooms and each room's use, all doors and openings, building dimensions, and a north arrow.
- Include the total building or tenant-space square footage.

Occupancy and Occupant Information

- State the primary occupancy classification per CBC Chapter 3 (for example, B, M, A, or S).
- Provide the occupant load calculation per CBC Table 1004.5. For different room uses, show the area, load factor, and occupant load for each use. Round each calculation up to the nearest whole number before totaling.
- Identify the use and CBC occupancy group of adjacent tenant spaces, or state that it is not applicable.

Fire and Life-Safety Information

- Indicate whether automatic fire sprinklers are provided. If provided, present location of the fire riser.
- Show all portable fire extinguishers in compliance with CFC Section 906 spacing and travel-distance requirements.
- Mark fire alarm pull stations and first aid kits, if applicable.
- Include evacuation information showing all exits, egress routes, and accessible paths of travel to a safe exit or area of refuge. Post the evacuation plan in visible locations throughout the facility.

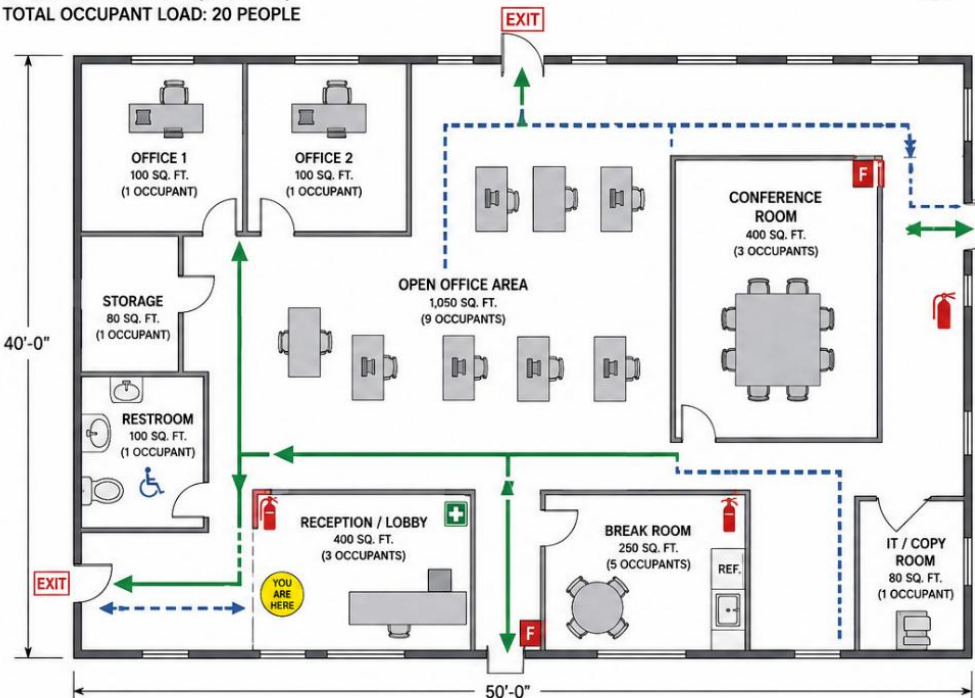
Business and Plan Identification

- Include the owner's name, phone number, and email; business name and type; site address and suite number; and Assessor's Parcel Number (APN).
- The floor plan must be signed and dated by the business owner, architect, draftsman, or other authorized agent.

Example Floor Plan & Evacuation Plan:

EXAMPLE B OCCUPANCY - FLOOR PLAN & EVACUATION PLAN

OCCUPANCY GROUP: B (BUSINESS)
TOTAL OCCUPANT LOAD: 20 PEOPLE



NOTES:

- EXIT DOORS ARE READILY OPENABLE FROM THE INSIDE WITHOUT THE USE OF A KEY OR SPECIAL KNOWLEDGE.
- PRIMARY AND SECONDARY EXIT ROUTES ARE SHOWN TO THE NEAREST EXIT.
- OCCUPANTS, INCLUDING PERSONS WITH DISABILITIES, CAN ACCESS EXITS VIA THE ACCESSIBLE PATH OF TRAVEL SHOWN.
- EVACUATION PLAN TO BE POSTED IN A CONSPICUOUS LOCATION.

BUSINESS NAME:
ABC PROFESSIONAL SERVICES

ADDRESS:
123 Main Street, Lodi, CA 95240
Suite 100

APN:
045-123-45

OCCUPANT LOAD CALCULATION (CBC TABLE 1004.5)			
AREA / ROOM USE	AREA (SQ. FT.)	LOAD FACTOR (SQ. FT./PERSON)	OCCUPANT LOAD (PEOPLE)
Office Area	1,250	150	9
Conference Room	400	15	27
Break Room	250	50	5
Reception / Lobby	400	150	3
Total	2,300		20

TOTAL OCCUPANT LOAD = 20 PEOPLE

LEGEND

- PRIMARY EXIT ROUTE
- - - SECONDARY EXIT ROUTE
- ♿ ACCESSIBLE PATH OF TRAVEL
- EXIT
- FIRE EXTINGUISHER
- F FIRE ALARM PULL STATION
- ➕ FIRST AID KIT
- YOU ARE HERE
- ASSEMBLY AREA

PLAN PREPARED BY:
John Doe, Business Owner

PHONE: (209) 555-1234 EMAIL: johndoe@email.com

DATE: 05/20/2024 SIGNATURE: *John Doe*

ASSEMBLY AREA
PARKING LOT
NORTH SIDE OF BUILDING



COMMUNITY DEVELOPMENT DEPARTMENT
Building Division
 221 West Pine St./PO Box 3006, Lodi, CA 95241-1910
 (209) 333-6714

Certificate of Occupancy Building Inspection Division Site Review

Inspection item	OK	Fix	N/A	Notes / Reference
EXTERIOR & ADDRESS				
Address numbers visible from road and sized for setback distance	☐	☐	☐	
Siding / exterior surfaces in serviceable condition	☐	☐	☐	
Exposed electrical cables protected or removed	☐	☐	☐	
Main meter panel labeled for the address served with breakers labeled	☐	☐	☐	
Exterior lighting installed and serviceable	☐	☐	☐	
INTERIOR & LIFE SAFETY				
Required exit signs installed and visible	☐	☐	☐	
Interior walls, ceilings, and floors complete	☐	☐	☐	
Entry-door sign posted: "This door to remain unlocked during business hours" and exit doors open properly and required panic hardware functions if needed	☐	☐	☐	
Office, shop, storage areas etc. free of noted hazards	☐	☐	☐	
Fire extinguishers provided (2A:10-B:C; max 3,000 sq ft and 75 ft travel distance) with current service tags & visible with location signage	☐	☐	☐	
Emergency evacuation plan posted in accordance with CFC Sec 404	☐	☐	☐	
Maximum occupancy sign posted where required	☐	☐	☐	
Commercial Kitchen: Type I hood service tag current; grease-trap service date posted. Fire extinguisher provided (2A:10-B:C & Type K; within 30' of cooking equipment)	☐	☐	☐	
Restaurants Only: Posted Health Department approval	☐	☐	☐	
MECHANICAL				
Duct system installed and complete	☐	☐	☐	
Roof/Attic access provided if necessary	☐	☐	☐	
Vent termination and combustion-air provisions acceptable	☐	☐	☐	
Condensate disposal system installed and functioning (cooling & venting)	☐	☐	☐	
Equipment properly installed and secured	☐	☐	☐	
ELECTRICAL				
Extension cords removed from permanent-use locations	☐	☐	☐	
Open junction boxes and outlet boxes covered	☐	☐	☐	
Electrical panel breakers labeled	☐	☐	☐	
Electrical outlets, switches, fixtures, and covers complete	☐	☐	☐	
GFCI/AFCI protection provided where required	☐	☐	☐	
PLUMBING				
Water heater has two seismic straps (upper and lower thirds). Pan installed if not on concrete, 18" min elevation	☐	☐	☐	
3/4-inch temperature/pressure relief drain slopes to exterior, points down, and terminates 6-24 in. above grade (no PVC or flex pipe)	☐	☐	☐	
Plumbing fixtures installed and operational	☐	☐	☐	
FIRE SPRINKLERS & FIRE ALARM				
Five-year certification current when system is present & location identified by the system	☐	☐	☐	
FACP installed and in serviceable condition. Plastic covers on fire alarm pull stations	☐	☐	☐	



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Certificate of Occupancy Inspection Form

Dear Utility Customer,

To ensure your business operates in compliance with City of Lodi codes and ordinances, approval from the departments listed below is required prior to occupancy.

Please note: A change of occupancy and/or change of use will require the issuance of a Tenant Improvement Permit.

Customer, please complete the following:

Name of Business: _____

Site Address: _____

Business Owner: _____

Phone Number: _____ Email: _____

Give a Brief Description of your Proposed Business: _____

A floor plan will be required by the Building Division. See document #2 of the packet index for further instructions.

Please Note: 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:

Community Development Dept. – Planning

Community Development Dept. – Building

Certificate of Occupancy Issued

Public Works Department

Fire Department

When you have the approval of all 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
Finance Department

310 West Elm St./PO Box 3006, Lodi, CA 95241-1910
(209) 333-6717

Commercial Utility Service Application

Address Information:

Application Date: _____

Service Address _____

☐ Owner ☐ Tenant

Mailing Address _____

Phone # _____

Other Phone # _____

City _____

State _____

Zip _____

Email _____

Yard size: _____ # of Bins: _____ How many days a week to pick up: _____

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 _____

Owner(s) or Partner(s) 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 _____

Authorized Person:

First Name	M.I.	Last Name	Last 4 of SSN	Verifiable ID

Signature _____

Date _____



CITY OF LODI
Finance Department
310 West Elm St./PO Box 3006, Lodi, CA 95241-1910
(209) 333-6717

Utility Deposits Policy

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

Type	Apartments	House/Duplex/Triplex/Fourplex
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

Small Commercial:

Category	Deposit
G-1	\$500.00

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

Deposit (cash, cashier's check, money order, Visa, MasterCard, debit) 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 once 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):

- 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 St./PO Box 3006, Lodi, CA 95241-1910
(209) 333-6739

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 Information

BUSINESS NAME		BUSINESS OWNER NAME	
PHYSICAL ADDRESS ADDRESS: _____ SUITE: _____ ZIP CODE: _____		MAILING ADDRESS ☐ CHECK IF SAME AS PHYSICAL ADDRESS ADDRESS: _____ SUITE: _____ ZIP CODE: _____	
PHONE NUMBER	PRIMARY () —	ALTERNATE () —	
AFTER HOURS CONTACT	NAME: _____	PHONE #: () —	
	NAME: _____	PHONE #: () —	
EMAIL: _____			
BUSINESS TYPE: _____			

Property Owner or Manager Information

PROPERTY NAME		PROPERTY OWNER NAME	
MAILING ADDRESS ADDRESS: _____ SUITE: _____ ZIP CODE: _____			
PHONE NUMBER	PRIMARY () —	ALTERNATE () —	
EMAIL: _____			

Building Status

☐ Vacant ☐ Under Construction ☐ In Use

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

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



CITY OF LODI
Public Works Department
221 West Pine St./PO Box 3006, Lodi, CA 95241-1910
(209) 333-6706

Collection Waiver and Alternative Compliance Request Form

APPLICANT INFORMATION

Property type: ☐ Multi-Family Home ☐ Business

Business Name:

Street Address:

Mailing Address (if different):

City:

State:

Zip Code:

Property/Business Owner:

Email Address:

Phone:

Email your completed request form to solidwaste@lodi.gov or return by mail to City of Lodi, Attention: Public Works, P.O. Box 3006, Lodi, CA 95241.

COLLECTION WAIVER REQUEST

The business entity located at the property address listed above is requesting a waiver from organics collection services for the reason(s) indicated below.

- ☐ **De Minimis Waiver (organics only).** A waiver is requested due to this business generating minimal amount of recyclable material and/or organic waste. Select applicable options:

☐ Waste collection service* for this business is 2 cubic yards or more per week and this business generates less than 20 gallons per week of organic waste.

☐ Waste collection service for this business is less than 2 cubic yards per week and this business generates less than 10 gallons per week of organic waste.

** Solid waste collection service includes the total volume of all trash, recycling and organic waste.*

Organic waste includes but is not limited to: landscape trimmings, food scraps, food-soiled paper products and others.

Provide an explanation or description of how this property meets the de minimis condition selected above. Attach pictures to support the request. Please note: per State law, only businesses may receive de minimis waivers.

- ☐ **Physical Space Waiver (organics only).** There is insufficient space at the property listed above for the storage and/or service of the required cart(s). A waiver is requested for the organics waste bin.

Please note, City of Lodi staff will inspect the site to confirm the lack of available space for organics collection service.

Describe the reason for the lack of space and provide documentation from a licensed collector, licensed architect or licensed engineer. Please include pictures of the property.

ALTERNATIVE COMPLIANCE REQUEST

- ☐ **Alternative Compliance.** The business entity located at the property address listed above complies with recycling and/or organics recycling laws by utilizing one or more of the acceptable alternative recycling methods below.

☐ Business processes organics on-site.

☐ Shares organics or recycling containers with another business located at or near the same address. Type of container(s): _____

Service account name and address: _____



CITY OF LODI
Public Works Department

221 West Pine St./PO Box 3006, Lodi, CA 95241-1910
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☐ Contracts with a third-party recycler*. Service providers name and contact info: _____

Types of materials being recycled: _____

☐ Contracts with landscaper*. Landscaper name and contact info: _____

☐ Backhauls material to a central location to be recycled*. Central location's name and address: _____

Types of materials being backhauled: _____

☐ Self-hauls recyclables and/or organics to a qualifying processing facility*.

Types of materials being self-hauled: _____

Facilities materials are being taken to: _____

*The Business must:

- o Retain copies of receipts or weight tags from recycling facilities.
- o Retain the amount of each material type recycled in tons or yards.
- o If using a landscaper or third-party recycler, provide a statement, contract or other verification from the service provider.
- o In addition to the requirements above, businesses that elect to self-haul must also source separate all recyclable materials and organic waste from solid waste generated on-site and deliver this material to a facility which recovers said material, or shall haul all materials to a designated High Diversion Organic Waste Processing Facility.

- I am authorized to sign this form and acknowledge that City of Lodi's recycling and organic waste diversion requirements under Chapter 13.16 of the City Municipal Code are being met for all waste generated from this property.
- I attest that all information presented is true and accurate, and that no recyclable or organic waste materials generated at this property will be landfilled if this waiver is approved.
- I understand that if the circumstances listed on this waiver request change in such a way that this property no longer satisfies the applicable criteria for a waiver under City Municipal Code, I will be required to notify the City and the waiver will be rescinded.
- I understand that approved Recycling and Organics Waste Collection Waivers expire five years following the date below or upon the property changing ownership, at which time a new waiver request shall be required.
- I understand that if the waiver request for this business is denied or revoked the business is required to subscribe to recycling and/or organics collection services.
- I acknowledge that the City will perform routine inspections to ensure that waste diversion is occurring on site. If significant amount of contamination is found in the trash, the waiver may be declared null and void.

Signature

Name

Date

This section to be completed by City of Lodi Staff

- ☐ This property meets the requirements and is approved for De Minimis Waiver for organics.
☐ This property meets the requirements and is approved for Physical Space Waiver requirements for organics.
☐ This property utilizes alternative diversion services to comply with recycling and organics recycling laws:

Organics: ☐ Self-haul ☐ Backhaul ☐ On-site processing ☐ Third-party recycler ☐ Shared ☐ Landscaper
Recycling: ☐ Self-haul ☐ Backhaul ☐ On-site processing ☐ Third-party recycler ☐ Shared

Notes:

Name

Title

Date



CITY OF LODI
Public Works Department
221 West Pine St./PO Box 3006, Lodi, CA 95241-1910
(209) 333-6706

Restaurant - Acknowledgement 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: Public Works Department
Environmental Compliance Inspectors via email in PDF format



CITY OF LODI
Public Works Department
221 West Pine St./PO Box 3006, Lodi, CA 95241-1910
(209) 333-6706

Water/Wastewater Building Permit Questionnaire

To Non-Residential Building Permit Applicants,

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. The building permit will not be issued until the questionnaire is returned to the Building Department and reviewed by the Public Works Department. If you have questions or require assistance with the questionnaire, call the office of the Laboratory Services Supervisor at (209)269-4973.

Return to:

Lodi City Hall
Building Department
221 W. Pine Street
Lodi, CA 95240
(209) 333-6714



CITY OF LODI
Public Works Department

221 West Pine St./PO Box 3006, Lodi, CA 95241-1910
(209) 333-6706

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 _____



CITY OF LODI
Public Works Department
221 West Pine St./PO Box 3006, Lodi, CA 95241-1910
(209) 333-6706

COMMERCIAL QUESTIONNAIRE

(To be completed by all applicants):

Does the business have an existing grease waste interceptor? (If yes, **CIRCLE ONE**: Under sink or In ground) 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 Safety Data Sheets) (SDS) _____

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

Yes ☐ No ☐

If yes, explain (if you have existing Backflow Device(s), list the type(s), if not, a Backflow Device(s) may be required.)

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,
Building Department
221 W. Pine Street
Lodi, CA 95240



CITY OF LODI
Public Works Department
221 West Pine St./PO Box 3006, Lodi, CA 95241-1910
(209) 333-6706

INDUSTRIAL QUESTIONNAIRE:

(May not be applicable to all)

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,
Building Department
221 W. Pine Street
Lodi, CA 95240

Managing Fats, Oil, Grease (FOG)

Managing FOG - Fats, Oils, and Grease

Manejando FOG - la Manteca, el Aceite, y la Grasa

DO NOT... **No Hagas lo Siguiente...**



1

DO NOT pour cooking residue directly into the drain.

NO tire las sobras de la cocina directamente en el desagüe del fregadero.



2

DO NOT dispose of food waste into the drain.

NO tire los restos de comida directamente en el desagüe del fregadero.



3

DO NOT pour waste oil directly into the drain.

NO tire residuos de aceite directamente en el desagüe del fregadero.



4

DO NOT wash floor mats where water will run off directly into the storm drain.

NO lave los tapetes del piso donde el agua escurre directamente en el desagüe del agua de tormenta.

DO... **Haz lo Siguiente...**



1

Wipe pots, pans, and work areas prior to washing.

Limpie las ollas, las cazuelas, y las áreas de trabajo antes de lavarlas.



2

Dispose of food waste directly to recycling.

Tire directamente los restos de comida en el receptáculo de reciclaje.



3

Collect waste oil and store for recycling.

Recoja el aceite y guárdelo para reciclar.



4

Clean floor mats inside over a utility sink.

Limpie los tapetes del piso adentro sobre un fregadero de servicio.



For more information, please contact Public Works, Environmental Compliance Inspectors at: 209-333-6749 or visit www.lodi.gov/public_works/wastewater.html

Para obtener más información, póngase en contacto con Obras Públicas, los Inspectores de Cumplimiento Ambiental en: 209-333-6749 o visite www.lodi.gov/public_works/wastewater.html

Thanks to: **askHRgreen.org** (City of Virginia Beach, VA)



CITY OF LODI
Public Works Department
221 West Pine St./PO Box 3006, Lodi, CA 95241-1910
(209) 333-6706

Waste Management

California Legislative Update: Multi-family and Commercial Recycling



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!

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.





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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.

