



**CITY OF REDWOOD CITY**  
**ENGINEERING AND TRANSPORTATION DEPARTMENT**  
1017 MIDDLEFIELD ROAD REDWOOD CITY, CA 94063  
PHONE: (650) 780-7380 FAX: (650) 780-7309  
**APPLICATION FOR WASTEWATER DISCHARGE PERMIT**

**Please see instructions provided on page 3 and 4. Please return completed application on page 1 and 2 no less than 30 calendar days prior to commencing discharge.**

**PART A. USER INFORMATION**

<b>1. Applicant:</b>		<b>1a. Name of Facility:</b>		
<b>2. Street Address (Discharge Location):</b>				
City:	State:	ZIP:	Bus. Phone:	
<b>3. Mailing Address (if different from above):</b>				
City:	State:	ZIP:	<b>Email:</b>	
<b>4. Owner:</b>			Title:	
Mailing Address (if different from above):				
<b>5. On-Site Primary Contact Person (if different from above):</b>			Title:	
Day Phone (if different from bus. phone):			Emergency Phone:	

**PART B. FACILITY AND DISCHARGE INFORMATION**

<b>6. Description of Facility:</b>			
<b>7. Type of Discharge:</b> <input type="checkbox"/> Single <input type="checkbox"/> Temporary <input type="checkbox"/> Continuous		<b>8. Dates / Frequency / Duration of Discharge:</b>	
<b>9. Type of Permit:</b> <input type="checkbox"/> Mandatory <input type="checkbox"/> Discretionary	<b>10. Source of Discharge:</b> <input type="checkbox"/> Stormwater Runoff <input type="checkbox"/> Construction Dewatering <input type="checkbox"/> Groundwater <input type="checkbox"/> Sewage from Private Disposal Facilities <input type="checkbox"/> Other (Please Specify): _____		
<b>11. Proposed Discharge Point to System (Include a map/construction drawing depicting system line(s) and point of discharge):</b>			
<b>12. Average Daily Discharge Rate (gpd):</b>		<b>13. Peak Daily Discharge Rate (gpd):</b>	
<b>14. Peak Flow Rate (gpm):</b>		<b>15. Total Estimated Discharge Volume (gal):</b>	
<b>16. Pretreatment System (if any):</b>			

**PART C. SIGNATORY**

**Note to Signing Official:** Information provided in this application is public information and shall be available to the public without restriction. **Signature indicates agreement to comply with conditions on the reverse side.**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, the information is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment or both.

Name:	Signature:
Title:	Date:

**PART D. FEES AND TERMS (FOR OFFICIAL USE)**

Fees are to adhere to latest Master Fee Schedule available on the City website at <https://www.redwoodcity.org/departments/administrative-services/finance-taxes-assessments/master-fee-schedule>.

Max Allowable Discharge Volume (gal):	Terms and Conditions:
Max Allowable Discharge Flow Rate (gpm):	
Wastewater Discharge Permit Fee:	
Wastewater User Fee:	
Discharge Inspection Deposit:	

**PART E. SIGNATORY (FOR OFFICIAL USE)**

Pursuant to Section 27.31.6 of the Redwood City Code, the City of Redwood City, California hereby consents to Silicon Valley Clean Water (SVCW) Wastewater Discharge Permit No. \_\_\_\_\_. This consent is subject to the terms and conditions of the Permit, including the City’s rights of entry and the right of inspection. The City reserves the right to modify the terms and conditions and to revoke consent.

Name:	Signature:
Title: City Engineer	Date:

**For Official Use**

Reviewed By: \_\_\_\_\_  
 \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING WASTEWATER DISCHARGE PERMIT APPLICATION

Prior to the application for a discharge permit with the City of Redwood City, applicant shall obtain a discharge permit from Silicon Valley Clean Water at <https://svcw.org/businesses/permit-applications/>. Applicant shall provide a copy of the approved permit to the City with the completed permit application.

Fees listed in Part D of the permit application shall be collected prior to the issuance of the wastewater discharge permit. Discharges shall be metered and daily metering records shall be provided after discharge. For continuous discharges, daily metering records shall be provided monthly.

### Part A. Sewer User Information

1. **Discharge Requested By:** Approval to discharge may be requested by: a consultant, coordinating party, or individual company. The person or party requesting the discharge holds all liability. Name of the Facility (1a. should reflect the name of the business or location where the discharge is proposed to occur)
2. **Street Address:** The discharge location is the street addresses where the discharge will occur. Include building numbers, if any.
3. **Mailing Address:** Complete if different from the address specified in Number 2 above. *Please include a valid email address.*
4. **Owner/Chief Executive Officer:** Party or individual(s) who is lawfully in charge of the total project; mailing address if different from above.
5. **On-Site Primary Contact Person:** Best person to contact about this application, or in case of an emergency. Name of *local* manager of the business is preferable.

### Part B. Facility Information

6. **Description of Facility:** Describe the facility where the discharge is proposed.
7. **Type of Discharge:** A discharge is considered a temporary discharge if it occurs over a specified short period of time and is related to one activity. For example, a discharge from a construction project/excavation, dewatering a utility vault, or discharge of a known volume of collected wastewater is considered a temporary discharge. A continuous discharge would occur over an unspecified time period not to exceed five (5) years such as discharge of a groundwater treatment system or extended de-watering at a larger construction site. Either type of discharge will be subject to specific monitoring conditions. A discharge is considered a single discharge if it occurs one time resulting from one event/activity.
8. **Dates / Frequency / Duration of Operation:** Specify when wastewater discharge will commence. Whether the wastewater discharge will occur at all hours of the day (pumping continuously for 24 hours or intermittently during days of operation). And the length of time for the discharge to be completed. Duration of operation shall not exceed five (5) years from the date of permit issuance and shall be consistent with the duration listed in the permit issued by Silicon Valley Clean Water, to be provided at the time of application.
9. **Type of Permit:** A permit is considered mandatory if the applicant is classified as a "significant industrial user" per Silicon Valley Clean Water Regulations Section 1.3.30. A permit is considered discretionary otherwise.
10. **Source of Discharge:** Choose one that best describes the nature of the activities producing the proposed discharge to the sewer system.
11. **Proposed Discharge Point to Sewer:** Specify the precise location where the connection will be made to the sanitary sewer for discharge (cleanout, manhole, etc.). Include a site map/drawing/plan layout depicting the locations of the discharge point and any piping installed to convey the discharge from the extraction point(s). If the discharge point is to a manhole, specify the manhole identification number.
12. **Average Daily Discharge Rate:** Provide the average daily discharge rate (gallons per day).
13. **Peak Daily Discharge Rate:** Provide the maximum daily discharge rate (gallons per day).
14. **Peak Flow Rate:** Provide the thirty (30) minute peak flow rate incoming to the discharge point (gallons per minute).
15. **Total Estimated Discharge Volume (gal):** Provide the total estimated discharge volume (gallons) for the total duration of discharge.

16. **Pretreatment System (if any):** Describe any devices or equipment designed to “treat” (remediate) groundwater quality prior to discharge to the sewer. Equipment may include devices for sediment removal, filtration, activated carbon, etc.

**Part C. Signatory**

The application must be signed by the most responsible person of the organization applying for the wastewater discharge permit. This may include the owner, general partner, corporate officer, or other duly authorized representative of the organization in a decision-making capacity. The person signing the document is legally responsible for all information contained therein, and becomes liable for any and all future enforcement actions.

**Note:** The person that signs the application must first read the reverse side of the application prior to signing it, as the signature indicates agreement to comply with the terms stated on the reverse side of the application.

**Completed application shall be submitted no later than 30 calendar days prior to commencing discharge.**