



BUSINESS LICENSE APPLICATION OVERVIEW

Thank you for choosing to locate or keep your business in Canby. The City is committed to your success. If you have questions or need assistance with the application or permitting process please call 503.266.4021 ext. 101. If you would like to conduct business in Canby you will need to have a business license and renew annually by your anniversary date. The annual fee is \$50.00. Please complete this application and return it to Canby City Hall at 182 N Holly, PO Box 930, Canby, OR 97013.

- In order to avoid any delay or complications, please contact the City of Canby's Planning and Building Department early in your decision-making process and especially prior to signing a lease or purchasing property. It is important for you to ensure the zoning and your proposed use of an existing building is appropriate for the business you plan to operate. The Planning and Building Department is located at 111 NW 2nd or may be reached by phone at 503.266.7001.
- If your business is in a home or building within the City Limits - the Fire Department, Planning/Building, and Police Departments must approve your business license application.
- Please fill out your Business License form and other appropriate forms for your business. This can include the Environmental Survey, Home Occupancy form, and Contractors and Subcontractors form (if applicable). Staff can advise you on the right set of forms for your business. Next, submit the application and fee to City Hall.
- Once a complete application is submitted the City can process and issue your Business license **within 15 business days**.
- **Change of Ownership:** If a business changes ownership a new City of Canby business license application will need to be completed. If the business is within the city limits, Departmental Approvals will need to be obtained along with a Nonresidential Wastewater Survey. If the Federal Tax ID number changes, a new business license will be required.
- **Business Relocation (Inside City Limits):** If you relocate your business inside the city limits of Canby, you are required to update your current City business license by completing a new City of Canby business license application, obtain Departmental Approvals, and complete an Environmental Survey.
- **Business Relocation (Outside City Limits):** If you relocate your business outside the city limits of Canby, and are actively doing business in Canby, you are required to update your current City business license by completing a new City of Canby business license application. No Departmental Approvals are required.
- **If you need your business license in less than 15 business days, you may take your application to the Fire Department, Planning/Building, and Police Departments for approval to expedite this process. Once completed applications are received, licenses are issued by the next business day.**
- **You are responsible for taking a copy of your application to the Fire Department to obtain an approval and returning it to City Hall.**

Application Instructions:

1. Enter the name under which you do business.
2. Enter the physical business address.
3. Enter the mailing address, if different.
4. Enter the main business phone number, website address (if applicable) and email address.
5. Enter the owner's name, contact phone and address.
6. Enter the nature of your business.
7. Enter the NAICS code from the attached list.
8. Enter if you have employees, number of FTE (if applicable) or if you are self-employed.
9. Do you own or lease your building/space and if so, what is the square footage of space that is owned/leased.
10. Indicate whether your business is located within the Canby City Limits.
11. If your business is within the City Limits, indicate that you have completed the Environmental Survey and return with your application. Write N/A on anything that doesn't apply to you.
12. Indicate whether your business is a home-based business within the Canby City Limits and how many customers you have on a daily basis. **If home-based, return the Home Occupancy Regulation form.**
13. If you lease property for your business, list information for the property owner.
14. If you have an alarm system, please indicate what type. **If so, an alarm permit is required by the Police Department.**
15. List two emergency contacts, with phone numbers, in addition to the Owner/Manager's number.
16. Sign and date the application confirming the information provided on the application is true and complete to the best of your knowledge. Include the business federal tax ID number which is used for Transit Tax purposes.
17. If you are a contractor, your CCB number is required. Landscapers need to supply their LCB. Indicate the expiration date. Complete the Contractor's/Landscaper's Board Statement of Registration and City of Canby Contractors and Subcontractors Regulations.
18. **Note to Contractors and Subcontractors:** Pursuant to Canby Municipal Code Chapter 5.04, section 5.04.150 Contractors and Subcontractors responsibility states that it shall be the responsibility of all general contractors, utility companies and subcontractors working in the city to obtain a business license. It shall further be the responsibility of all general contractors and utility companies working in the city to provide a list of all names and addresses of subcontractors under their direction. Failure of any subcontractor to obtain a license may result in a stop work order on any project within the City's jurisdiction.

If you believe you are exempt from paying a business license fee, proof of exemption must be provided with the returned application. For example, non-profit organizations should attach a copy of their IRS "Letter of Determination" or 501(c)(3).

City Hall

182 N Holly
PO Box 930
Canby, OR 97013
503.266.4021, ext. 101

Canby Area Transit (CAT)

123 NW 2nd Avenue
Canby, OR 97013
503.266.4022

Fire Department

221 S Pine
Canby, OR 97013
503.266.5851

Development Services Department

111 NW 2nd
PO Box 930
Canby, OR 97013
503.266.9404 (Building Department)
503.266.7001 (Planning Department)

Police Department

122 N Holly
PO Box 930
Canby, OR 97013
503.266.1104

182 N Holly
PO Box 930
Canby, OR 97013
(503) 266-4021
FAX (503) 266-7961



CITY OF CANBY BUSINESS LICENSE APPLICATION Annual Fee \$50.00

Date Paid: _____
Amount Paid: _____
Check # _____
Business License # _____

New Change of Ownership Business Relocation (Inside City Limits) Outside City Limits Update

Please Print or Type and Fill Out the Application Completely

Business Name _____ DBA- Doing Business As _____

Business Street Address (no PO Box) _____ City _____ State _____ Zip _____

Business Mailing Address (if different than above) _____ City _____ State _____ Zip _____

Business Phone _____ Cell Phone _____ FAX _____ Owner/Manager Contact Phone _____

Email address _____ Website address _____

Owner/Manager Name _____ Owner/Manager Home Address (no PO Boxes) _____

Please describe the type of service / goods you will provide, sell or manufacture: _____

Business Type (NAICS Code) _____ See list enclosed or <http://www.naics.com/search.htm> as needed.

Do you have employees? ____ If yes, number of FTE (full-time equivalent): ____ Are you self-employed? ____

Do you own or lease your building/space? Own ____ Lease ____ Total square footage of space owned/leased: ____

Is your business located inside the City limits? Yes ____ No ____

Have you completed the Environmental Survey? Yes ____ No ____ (not required if business is located outside City limits)

Please indicate type of ownership: Individual: ____ Partnership ____ Corporation: ____ Non-Profit: ____ LLC: ____

EMERGENCY CONTACTS: FOR POLICE AND FIRE RECORDS

Name _____ Phone _____

Name _____ Phone _____

The following additional information is required if this is a new business located within Canby City limits:

Is the business a Home Occupancy? Yes ____ No ____ If yes, how many customers daily on average: _____

If the building is leased commercial or industrial property, give name, address and phone number of the property owner: _____

Type of Alarm System: None ____ Burglary ____ Holdup ____ Fire ____ Combo Fire/Burglary ____

Other ____ Central Alarm Station Name and Phone Number _____

The information provided on this form is true and complete to the best of my knowledge. I agree to comply with all ordinances of the City of Canby, any applicable building, and zoning, and signage, fire and police requirements and with federal, state and municipal law:

Applicant's Signature

Federal Tax ID Number

Title

Date

DEPARTMENTAL APPROVALS REQUIRED FOR BUSINESSES LOCATED INSIDE CANBY CITY LIMITS

City Planner Date _____ Initials _____ Approved _____

Comments: _____

Building Official Date _____ Initials _____ Approved _____

Comments: _____

Police Department Date _____ Initials _____ Approved _____

Comments: _____

Fire Department Date _____ Initials _____ Approved _____

Comments: _____

****Fire Inspection required when a new business or re-located business occupies a new space or building. Final inspection can only be made once the business is in a "ready to open" condition. A business license cannot be issued until all Departmental approvals and final inspections have been completed.**

FILL OUT THIS SECTION IF YOU ARE A CONTRACTOR OR LANDSCAPER

**CONTRACTOR'S/LANDSCAPER'S BOARD
STATEMENT OF REGISTRATION**

I hereby subscribe that my business: _____
(Name of Business)

is registered with the STATE OF OREGON Contractor's/Landscaper's Board as provided under ORS 701, and further state that said license is in full force and effect.

Contractor's/Landscaper's State License Number

Expiration Date

Signature

For office use only:
CCB/LCB license confirmation Initials _____ Date _____

**CITY OF CANBY
CONTRACTORS AND SUBCONTRACTORS REGULATIONS**

Pursuant to Canby Municipal Code Chapter 5.04.150: *"It shall be the responsibility of all general contractors, utility companies and subcontractors working in the city to obtain a business license. It shall further be the responsibility of all general contractors and utility companies working in the city to provide a list of all names and addresses of subcontractors under their direction. Failure of any subcontractor to obtain a license may result in a stop work order on any projects within the city's jurisdiction."*

I, _____, being an applicant for a business license in the City of Canby, Oregon, do hereby state that I have read and do understand the regulations governing Contractor and Subcontractor businesses. Further, I hereby swear to conduct my business at all times within the rules and regulations as set forth in Canby Municipal Code 5.04.150. I understand that the City may revoke my business license at anytime if I fail to comply with all applicable ordinances.

Please forward your list of subcontractors to City of Canby, Attn: Administration, 182 N Holly, PO Box 930, Canby, OR 97013.

Business Name Business Address City State Zip

Signature:

Date:

STARTING A BUSINESS?

Visit the Secretary of State's Corporation Division Business Information Center on the Internet!
<http://www.filinginoregon.com>

The Business Information Center publishes a guide that provides basic information and a general checklist to guide you through the process of starting a business in Oregon.

**CITY OF CANBY
HOME OCCUPATION REGULATION
CANBY MUNICIPAL CODE 16.04.240 HOME OCCUPATION**

“Home Occupation” means a lawful activity commonly carried on within a dwelling by members of the family occupying the dwelling with no employees or other persons being engaged provided that:

- A. The residential character of the building is maintained;
- B. The activity occupies less than one-quarter of the ground floor area of the building;
- C. The activity is conducted in such a manner as not to give an outward appearance nor manifest any characteristic of a business in the ordinary meaning of the term nor infringe upon the rights of neighboring residents to enjoy the peaceful occupancy of their homes. Business visitors to the premises shall not exceed eight (8) per day and delivery trucks shall not exceed one (1) per day;
- D. The occupation shall not be carried on in an accessory building of the residence where the building is larger than six hundred (600) square feet;
- E. No signs are permitted except for a single un-illuminated nameplate not to exceed two (2) square feet in area (on the exterior of the building or window).
- F. All home occupations require a City Business License if the home is located within City limits.

CANBY MUNICIPAL CODE 16.16.020 CONDITIONAL USES

Home occupations which otherwise meet the strict definition of Section 16.04.020, but which involve the manufacture of products, nonresidential storage of goods, or any activity which is likely to increase traffic, may be allowed with a Conditional Use Permit.

- 1. A Conditional Use Permit Application fee is \$2,040.00
- 2. All Conditional Use Applications must go before the City of Canby Planning Commission

HOME OCCUPATION BUSINESS LICENSE AFFIDAVIT

I, _____, being an applicant for a business license in the City of Canby, OR, do hereby state and formally declare that I have read and do understand the regulations governing home occupation businesses. Further, I hereby swear to conduct my business at all times within the rules and regulations as set forth in Ordinance 16.04.240 of the Canby Municipal Code. I understand that the City may revoke my business license at anytime if I fail to comply with all applicable ordinances.

Business Name: _____

Signature: _____

Address: _____

Date: _____

NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE LIST

Please select the number that most closely identifies your type of business from the following condensed list.
Write the number in the space provided on the business license application.

AGRICULTURE, FORESTRY & FISHING

- 5416 Agriculture Services
- 5419 Veterinary Services
- 8129 Animal Services except Veterinary
- 5617 Landscape & Horticultural Services
- 1153 Forestry

MINING

- 2123 Sand & Gravel

CONSTRUCTION

- 2362 General Building Contractors
- 2361 Residential Building Construction
- 2362 Nonresidential Building Construction
- 2373 Highway & Street Construction
- 236 Heavy Construction
- 2382 Plumbing, Heating, & Air Conditioning
- 2383 Painting and Paper Hanging
- 2382 Electrical Work
- 2381 Masonry, Stonework & Plastering
- 2383 Carpentering & Flooring
- 2381 Roofing & Sheet Metal Work
- 2381 Concrete Work
- 2371 Water Well Drilling
- 23 Misc Special Trade Contractors

MANUFACTURING

- 3116 Meat Products
- 4244 Dairy Products
- 3114 Canned & Preserved Fruits & Vegetables
- 3112 Grain Mill Products
- 3118 Bakery Products
- 3113 Sugar & Confectionery Products
- 3332 Fats & Oil
- 3121 Beverages
- 2382 Food Preparations & Products
- 3122 Tobacco Manufacturers
- 3132 Textile Mill Products
- 3152 Apparel & Other Finished Products
- 3219 Lumber & Wood Products
- 3372 Furniture & Fixtures
- 3221 Paper & Allied Products
- 3231 Printing & Publishing
- 3251 Industrial Inorganic Chemicals
- 3261 Plastics Materials & Synthetics
- 3254 Drugs
- 3256 Soap, Detergents & Cleaning Preparations
- 3255 Paints, Varnishes & Allied Products
- 4246 Industrial Organic Chemicals
- 4249 Agricultural Chemicals
- 3253 Misc. Chemical Products
- 3241 Petroleum Refining
- 3241 Paving & Roofing Materials
- 4246 Products of Petroleum & Coal
- 3262 Rubber & Misc. Plastic Products
- 3161 Leather Tanning & Finishing & Leather Products
- 3279 Stone, Clay, Glass & Concrete Products
- 3314 Primary Metal Industries
- 3323 Fabricated Metal Products
- 3332 Machinery, Except Electrical
- 3345 Electrical & Electronic Machinery, Equipment & Supplies
- 3363 Motor Vehicles & Equipment
- 3364 Aircraft & Parts
- 3366 Ship & Boat Building & Repairing
- 3339 Railroad Equipment
- 3369 Motorcycles, Bicycles & Parts
- 3363 Misc. Transportation Equipment
- 3345 Measuring, Analyzing & Controlling Instruments
- 3399 Jewelry, Silverware & Plated Ware
- 3399 Musical Instruments
- 3399 Toy & Amusement, Sporting & Athletic Goods
- 3399 Pens, Pencils & Other Office & Artists Materials
- 3399 Costume Jewelry, Novelties, Buttons & Notions
- 33 Misc. Manufacturers

TRANSPORTATION, COMMUNICATIONS, ELECTRIC, GAS & SANITARY SERVICES

- 4821 Railroad Transportation
- 4831 Local & Suburban Passenger Transportation
- 4853 Taxicabs
- 4831 Intercity & Rural Highway Passenger Transportation
- 4812 Passenger Transportation Charter Service
- 4884 Terminal & Service Facilities for Motor Vehicle Passenger Transportation
- 4842 Trucking, Local & Long Distance
- 4931 Public Warehousing
- 4883 Terminal Maintenance for Motor Freight Transport
- 4832 Water Transportation
- 4811 Transportation by Air
- 4889 Pipelines, Except Natural Gas
- 48 Misc. Transportation Services
- 5171 Telephone Communication (Wire or Radio)
- 4236 Telegraph Communication (Wire or Radio)
- 5151 Radio & Television Broadcasting
- 5172 Misc. Communication Services (NEC)
- 8113 Electric Services
- 2212 Gas Production & Distribution
- 2212 Combination Electric & Gas & Other Utility Services
- 2213 Water Supply
- 2213 Sanitary Services
- 2213 Irrigation Systems

WHOLESALE TRADE

- 4231 Motor Vehicles, Automotive Parts & Supplies
- 4232 Furniture & Home Furnishings
- 4233 Lumber & Other Construction Materials
- 4239 Sporting Recreational, Photographic, Hobby Goods, Toys & Supplies
- 4235 Metals & Minerals, Except Petroleum
- 4236 Electrical Goods
- 4237 Hardware, Plumbing & Heating Equipment & Supplies
- 4238 Machinery, Equipment & Supplies
- 4251 Misc. Durable Goods
- 4241 Paper & Paper Products
- 4242 Drugs, Proprietary & Sundries
- 4243 Apparel, Piece Goods & Notions
- 4244 Groceries & Related Products
- 4245 Farm-Product Raw Materials
- 4249 Chemicals & Allied Products
- 4238 Petroleum & Petroleum Products
- 4248 Beer, Wine & Distilled Alcoholic Beverages
- 4251 Misc. Nondurable Goods

RETAIL TRADE

- 4441 Building Materials Dealers (Including Lumber, Hardware & Mobile Home Dealers)
- 4442 Retail Nurseries & Garden Stores
- 4529 General Merchandise Stores
- 4451 Food Stores Including Candy Stores
- 4411 Motor Vehicle Dealers (New and/or Used)
- 4413 Auto & Home Supply Stores
- 4471 Gasoline Service Stations
- 4412 Boat Dealers
- 4412 Recreation & Utility Trailer Dealers
- 4412 Motorcycle Dealers
- 4412 Misc. Automotive Dealers
- 4481 Apparel & Accessory Stores
- 4421 Furniture & Home Furnishing Stores
- 7221 Eating and Drinking Places
- 4461 Drug Stores & Proprietary Stores
- 4453 Liquor Stores
- 4533 Used Merchandise Stores
- 4511 Retail Goods Stores Such As Sporting Goods, Bicycles, Books, Stationary, Jewelry & Hobby Stores
- 44 Nonstore Retailers
- 4541 Catalog & Mail Order Houses
- 4543 Fuel & Ice Dealers
- 3152 Misc. Retail Stores (NEC)

FINANCE, INSURANCE & REAL ESTATE

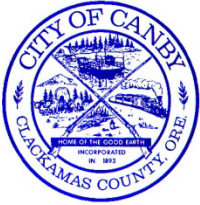
- 5221 Banking
- 5614 Credit Agencies Other Than Banks
- 5231 Security & Commodity Brokers, Dealers Exchanges & Services
- 5241 Insurance Including Insurance Carriers of All Types
- 5241 Insurance Carriers
- 5242 Insurance Agents, Brokers & Service
- 5312 Real Estate Including Cemeteries

- 5313 Nonresidential Building Operators
- 5311 Residential Mobile Home Site Operators
- 5313 Apartment Building Operators
- 5312 Real Estate Agent Managers
- 53 Any Combination of Real Estate, Insurance, Loans & Law Offices
- 5511 Holding Offices Which Hold Or Own Securities For The Purpose of Exercising Some Degree Of Control Over Companies
- 5239 Investment Offices
- 5239 Trust Consisting of Establishments Primarily Engaged In The Management of the Funds Of Individual Trust & Foundations
- 5239 Misc. Investors

SERVICES

- 7211 Hotels, Rooming Houses, Camps & Other Lodging Places
- 8123 Laundry, Cleaning & Garment Services
- 5419 Photographic Studios (Portrait)
- 8121 Beauty Shops & Barber Shops
- 8114 Shoe Repair, Shoe Shine & Hat Cleaning Shops
- 8122 Funeral Service & Crematories
- 8129 Personal Services
- 5418 Advertising
- 5614 Credit Reporting, Mercantile Reporting, Adjustment & Collection Agencies
- 5419 Mailing, Reproduction, Commercial Art, Photography & Stenographic Services
- 5617 Services to Dwelling & Others Buildings
- 5324 Misc. Equipment Rental and Leasing
- 5613 Personnel Supply Services
- 5182 Computer & Data Processing Services
- 5414 Interior Design and Decorating Services
- 5611 Misc. Business Services
- 5418 Management & Public Relations (Consulting)
- 5321 Automobile Rental & Leasing
- 8129 Automobile Parking
- 8111 Auto Repair Shops
- 8111 Automotive Services, Except Repair
- 8111 Electrical Repair Shops
- 8114 Watch, Clock & Jewelry Repair
- 81 Reupholstery & Furniture Repair
- 81 Misc. Repair Shops
- 5121 Motion Picture Production & Distribution & Allied Services
- 5121 Motion Picture Theaters
- 6116 Dance Halls, Studios & Schools
- 7115 Theatrical Producers
- 7139 Bowling Alleys, Billiard & Pool Establishments
- 7112 Commercial Sports
- 7139 Misc. Amusement & Recreation Services
- 7139 Membership Sports & Recreation Clubs
- 6211 Offices of Licensed Physicians
- 6212 Offices of Licensed Dentists
- 6211 Offices of Licensed Osteopathic Physicians
- 6213 Offices of Other Health Practitioners
- 6231 Nursing & Personal Care Facilities
- 6221 Hospitals
- 6215 Medical & Dental Laboratories
- 6214 Outpatient Care Facilities
- 62 Misc. Health & Allied Services
- 5411 Legal Services
- 5191 Educational Services Such As Libraries, Schools, Including Nondegree Granting Schools, Except Dancing Schools
- 6241 Individual & Family Social Services
- 6243 Job Training & Related Social Services
- 6244 Child Day Care Services
- 6232 Residential Care
- 8134 Senior Citizens Association
- 6241 Misc. Social Services
- 7121 Museums Botanical & Zoological Gardens
- 8139 Business Associations
- 8139 Professional Associations
- 8139 Labor Organizations
- 8134 Civic & Social Associations
- 8139 Political Organizations
- 8131 Religious Organizations
- 8134 Farm Granges
- 5413 Engineering & Architectural Services
- 5132 Noncommercial Research Organizations
- 5412 Accounting, Auditing & Bookkeeping
- 62 Misc. Services
- 9221 Justice, Public Order & Safety

RCRA Hazardous Waste Notification



City of Canby
Industrial Pretreatment Department
PO Box 930-Canby, Oregon 97013
503-266-4024 ext. 136

**Please Keep This Document
for your use and reference.**

The City of Canby Industrial Pretreatment Department advises you that your facility may be subject to solid or hazardous waste management requirements pursuant to the Federal Resource Conservation and Recovery Act (RCRA) and the State of Oregon hazardous waste management regulations.

The Oregon Department of Environmental Quality (DEQ) is the pretreatment program Approval Authority for Oregon. The DEQ and federal regulations (cf., 40 CFR 403.8(f)(2)(iii)), require us to notify you of this RCRA reporting requirement. It is one of the requirements of our approved pretreatment program. Pretreatment program RCRA reporting requirements are incorporated into our Municipal Code in Chapter 13.16 and the City of Canby Sewer Use Ordinance 1292. The following is a brief description of this requirement:

Who Must Notify:

All non-domestic users of the City of Canby sewerage collection and treatment facilities that discharge listed or characteristic RCRA hazardous waste to the POTW (except as described below) must notify the City of Canby and other regulatory agencies. RCRA listed and characteristic wastes are described in 40 CFR Part 261.

Notification Must be Sent to:

- The City of Canby
- The EPA Regional Waste Management Division Director, and
- State of Oregon Hazardous Waste Authority

This notification must be submitted in writing for any discharge into the City of Canby POTW of any substance, which, if otherwise disposed of, would be a hazardous waste under 40 CFR Part 261.

Wastes Covered by the Notification:

- Any discharge to the POTW of > 15 kilograms (kg) (33 lb.) per calendar month of a RCRA hazardous waste, or a discharge of **any** quantity of an acutely hazardous waste identified in 40 CFR 261.30(d) and 261.33(e), must be reported as a **one-time** notification.
- A discharge to the POTW of ≤ 15 kg (33 lb.) per calendar month of a RCRA hazardous waste need **not** be reported, **except** for acutely hazardous waste identified in 40 CFR 261.30(d) and 261.33(e).
- A subsequent discharge of > 15 kg (33 lb.) per calendar month, or of any quantity of an acutely hazardous waste, must be reported as a **one-time** notification.
- Pollutants already reported under reporting requirements for categorical industrial users in base line monitoring, final and periodic compliance reports are not subject to this notification requirement.

Notification Must Include:

- Name of the hazardous waste as set forth in 40 CFR Part 261.
- EPA hazardous waste number.
- Type of discharge to the sewer (continuous, batch, or other).
- A certification that you have in place a program to reduce the volume and toxicity of hazardous wastes generated to the degree you have determined to be economically practical.

RCRA Hazardous Waste Notification

If you discharge more than 100 kilograms (220 lb.) of hazardous waste per calendar month to the POTW, the one-time notification shall also contain the following information to the extent such information is known or readily available:

- An identification of the hazardous constituents contained in the wastes.
- An estimation of the mass and concentration of such constituents in the waste stream discharged during the calendar month in which the one-time report is made.
- An estimation of the mass of constituents in the waste stream expected to be discharged during the twelve months following the notification.

When the Notification Must be Submitted

- If you commenced discharging such wastes before August 23, 1990, you were required to have submitted this notification by **no later than February 23, 1991**. If you fall into that category, and have not yet submitted the notification, do so right away.
- If you commence discharging after August 23, 1990, you must submit the notification no later than 180 days after the discharge of the listed or characteristic hazardous waste.
- In the event the USEPA identifies any additional characteristics of hazardous waste or listing of any additional substance as a hazardous waste pursuant to Section 3001 of Resource Conservation and Recovery Act of 1976 "Identification and Listing of Hazardous Wastes" (40 CFR § 261), you must notify the City of Canby, EPA and the State of Oregon of the discharge of such substance within 90 days of the effective date of such regulations.
- The notification need be submitted only once for each hazardous waste discharged, except when there will be a substantial change in the volume or character of the hazardous waste discharged (generally because of a planned change in your facility operations). In this case, you must notify the City in advance.

How to Count the Volume of Hazardous Waste Discharged

If a hazardous waste is mixed with a non-hazardous process or non-process waste stream and the entire mixture is then discharged to the sewer, the volume of the entire waste stream containing hazardous waste is considered hazardous according to the RCRA "mixture rule" in 40 CFR 261.3(a)(2)(iii). The effect of this rule is summarized as follows:

- **Characteristic Wastes:** These wastes are classified as hazardous because they exhibit one of the hazardous characteristics identified in 40 CFR 261.20 – 40 CFR 261.24 (i.e., they are ignitable, corrosive, reactive, or toxic). If these wastes are mixed with non-hazardous materials and the mixture is then discharged to the sewer, the notification must be submitted only if the **entire mixture actually discharged** is > 15 kg (33 lb.) per calendar month and if the entire mixture discharged still exhibits the characteristic(s).
- **Listed Wastes:** These are wastes that are classified as hazardous pursuant to being listed in 40 CFR 261.30 – 40 CFR 261.33. If these listed wastes are mixed with non-hazardous materials and then discharged to the sewer, the entire waste stream is considered hazardous and a notification must be submitted. Thus, only if the entire waste stream containing the hazardous waste amounted to ≤ 15 kg (33 lb.) per calendar month, would the above exemption apply.
- **Questionable Wastes:** If you have any doubt about whether a mixture discharged to the sewer is hazardous, or if you do not wish to perform any calculations which may be necessary under the mixture rule (cf., 40 CFR 261.3(a)(2)(iii)) you should submit the one-time notification.

If you have any questions, regarding RCRA requirements, calculations, questionable wastes, or technical information concerning this notification, please contact the following regulatory authority.

USEPA Region 10
Director
Office of Air, Waste & Toxics
USEPA Region 10 AWT-127
1200 6th Avenue
Seattle WA. 98102

Oregon DEQ
Manager
Hazardous Waste Program Development
Department of Environmental Quality
811 SW 6th Avenue
Portland, Oregon 97204-1390

City of Canby
Pretreatment
Darvin Tramel
City of Canby
503-266-4024 ext. 136

Environmental Survey

INSTRUCTIONS and DEFINITIONS

The City is required by federal regulations to survey its businesses and inform them of pretreatment standards and requirements.

The Wastewater Industrial Pretreatment Program

The City's pretreatment program is responsible for preventing harmful pollutants from entering the sanitary sewer system. The purpose of the notification package is to familiarize new and existing industrial users with the City of Canby's Pretreatment Program implementation procedures and its Sewer Use Ordinance, Number 1292.

Ordinance 1292, sets forth uniform requirements for users of Publicly Owned Treatment Works (POTW) for the City of Canby and enables the City to Comply with all applicable State and Federal laws including the Clean Water Act (Act 33 U.S.C. 1251 et seq.), the General Pretreatment Regulations (40 CFR Part 403) and Oregon Administrative Rules (OAR) Chapter 340. The objectives of this Ordinance are:

- To prevent the introduction of pollutants into the POTW that will interfere with the operation of the POTW;
- To prevent the introduction of pollutants into the POTW, which will pass through the POTW, inadequately treated, into receiving waters or otherwise be incompatible with the POTW;
- To ensure that the quality of the wastewater treatment plant sludge is maintained at a level which allows its use and disposal to be in compliance with applicable statutes and regulations;
- To protect POTW personnel who may be affected by wastewater and sludge in the course of their employment and to protect the general public; and
- To improve the opportunity to recycle and reclaim wastewater and sludge from the POTW;

Dischargers of non-domestic wastewater to the City's sanitary sewerage system need to know and meet applicable pretreatment standards and requirements. All non-domestic sewer dischargers in the City of Canby are mandated by federal, state and local requirements to meet the City of Canby's wastewater system pretreatment regulations and Sewer Use Ordinance 1292.

Sewer Use Ordinance 1292 shall apply to all users of the POTW. The Ordinance authorizes the issuance of wastewater discharge permits; authorizes monitoring, compliance, and enforcement activities; establishes administrative review procedures; requires users reporting; and provides for the setting of fees for the equitable distribution of costs resulting from the program. A copy of the City of Canby Sewer Use Ordinance will be given to interested parties by completing a request for information form at City Hall or you can print a copy from the City of Canby Web page. <http://www.ci.canby.or.us/Departments/waste/documents/ordinance1292.pdf>

COMPLETE ALL QUESTIONS: DO NOT LEAVE BLANKS

This Survey Is To Be Completed and Returned With Your Completed Business License Application

If you have any questions or comments regarding this survey, please contact the City of Canby staff at 503-266-4021. If you need additional space to provide an adequate response to any of the questions, please attach additional pages.

Please contact the following staff for specific questions:

Wastewater/Sewer questions:

Dave Conner – 503-266-4024 Ext. 248

Stormwater/Industrial Pretreatment questions:

Darvin Tramel – 503-266-4024 Ext. 136

INSTRUCTIONS AND DEFINITIONS (Continued)

Definitions:

Chemicals are “of or made from or using substances produced by or used in reactions involving atomic or molecular changes”. They may include detergents, bleach, cleaners/degreasers, alkaline cleaners, acid sanitizers, paint cleaners, auto/parts cleaners, boiler additives, drain cleaners (sulfuric acid), etc. Even common household cleaners may contain sodium hypochlorite or sodium hydroxide.

Domestic or Sanitary discharges (wastewater) are those that are derived from ordinary residential routines in our homes, such as the wastewaters discharged from our bathrooms, kitchens, or utility rooms and are free any special treatment or requirement before being discharged into the public sanitary sewer. “**Other**”, for example, could be wastewater generated from a manufacturing process or from steam cleaning vehicle engines, etc.

Hazardous Material includes substances that can be toxic (e.g. irritants, asphyxiates, systemic poisons, anesthetics and narcotics) or poisonous, corrosive, explosive, flammable, carcinogenic, biologically active or radioactive.

Hazardous Waste is a waste, or combination of wastes, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause or contribute to an increase in mortality or increase in serious, irreversible, or incapacitating reversible illness; or pose a substantial present or potential hazard to human health or environment when improperly treated, stored, transported or disposed of or otherwise managed; and normally not discharged into a sanitary sewer, subject to regulated disposal.

Industrial Wastes are solid, liquid, or gaseous waste resulting from any industrial, manufacturing, trade, or business process or from the development, recovery, or processing of natural resources.

Industrial Discharger: According the federal and local pretreatment regulations definitions, an “industrial” discharger is any sewer user who discharges any wastewater, to the public sewer, other than domestic wastewater.

NAICS No.: This number is referred to as the “North American Industrial Classification System” number (NAICS), can be found on your state quarterly tax report, on Form OQ. In the upper right portion of this form, next to the “Date Received” box, you’ll find the “North American Industry Classification System” number. This is your company’s NAICS number (formerly the SIC code). If you cannot determine your NAICS number, or if this is a new business, you can call the Employment Department. This agency can provide you with your company’s NAICS number. The toll free phone number in Salem is 1-800-262-3912, Ext. 71249 or visit www.naics.com. **Please include all NAICS numbers that apply to your business.**

Owner is the legal owner of record as shown on the assessment and taxation records of Multnomah County, or if there is a recorded land sales contract in force, the purchaser.

Signature: This form should be signed by a responsible corporate officer, a general partner, or by a duly authorized representative. See 40 CFR 403.12(1) for full definition.

Stormwater is surface runoff and drainage associated with rainstorm events and snowmelt. Most stormwater ends up in groundwater or rivers without any treatment.

Wash water is water that has been used to clean cars, buildings, engines, pavement, or other objects. Wash water carries pollutants such as soap, detergents, heat, grease, oil, dissolved metals, nutrients, microbes, soil and other particulates.

Wastewater is waste carried by water from residences, commercial buildings, industrial plants, and through the sanitary sewer system to a wastewater treatment facility.

KEEP This Portion For Reference



City of Canby
Industrial Pretreatment Department
PO Box 930-Canby, Oregon 97013
503-266-4024 Ext. 136

Environmental Survey

Answer ALL questions
Enter N/A if the question does not apply to your company.

Company Name: _____

Division Name: _____ Business Telephone: _____

Business Address (Site/Location address): _____

Business Mailing Address: _____

Representative Completing this Form:

Name: _____ Telephone: _____

Title: _____ Fax: _____

North American Industrial Classification System (NAICS No.) _____ Number of Employees: _____
Primary Secondary

Check category most appropriate: Manufacturer Retail Photography
 Eating Establishment Auto Shop/Repair Medical Facility Dentistry/Orthodontics Other

Brief Description of Business Activities both inside and outside your Building: Principal Activity, Product and/or Service.

Performed: Inside Bldg. (Please be specific) _____

Performed: Outside Bldg. (Please be specific) _____

1. Does your company use water for anything other than domestic use? Yes No

If Yes, explain what it is used for, where and how it is collected and disposed of: _____

If Yes, also, indicate types of wastewater created:

Industrial: Yes No Stormwater Runoff from Impervious Surfaces: Yes No
Combination--Domestic/Industrial: Yes No
Other: Yes No

Explain: _____

2. A. Does your company use or handle any chemicals? Yes No

B. Does your company generate any chemical waste? Yes No

C. Do you or will you have any type of chemical storage at your facility? Yes No

3. Do you or will you have any floor drains, catch basins, sumps, sinks or any other outlets to the sanitary sewer or storm system in your manufacturing/production or storage areas? Sanitary Sewer Storm System
Yes No Yes No

4. What are the characteristics of the discharged wastewater (if other than domestic)? N/A Domestic Only

Acid Metallic Color Dyes Soaps/Detergents Amalgam Separator
Alkaline Toxic Organics Oil/Grease Hot Water _____ degrees Medicine/Rx

5. What is the quantity of wastewater discharged to the sanitary sewer in gallons per day (gpd)?

Less than 10,000 gpd 10,000 to 25,000 gpd More than 25,000 gpd

6. Do you or will you discharge detergents, oils, grease, or fats or other pollutants to:
The Sanitary Sewer? Yes No

A. Please check pretreatment device used:

	<u>Sanitary Sewer</u>
Oil and water separator:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Grease trap or interceptor:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sand/sediment trap:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Swale or filter strip:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Amalgam Separator:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Silver Recovery:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Explain: _____

B. What is your normal frequency of cleaning/maintaining these devices: _____

C. Where do you dispose of trapped oil and grease or other pollutants? _____

7. If you answered YES to #1, and NO to #6 (either Sanitary or Storm sewer), where will the non-domestic wastewater go?

This space is for your use for any additional information or for any comments you may wish to note.

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, or those persons directly responsible for gathering the information, the information submitted 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 for knowing violations.

Signature

Title

Date

COMPLETE and RETURN to the City of Canby

REMITTANCE

Please include the form with your payment and remit to:

City of Canby
Transit Tax
P.O. Box 930
Canby, OR 97013

WHAT ARE THE PENALTIES AND INTEREST?

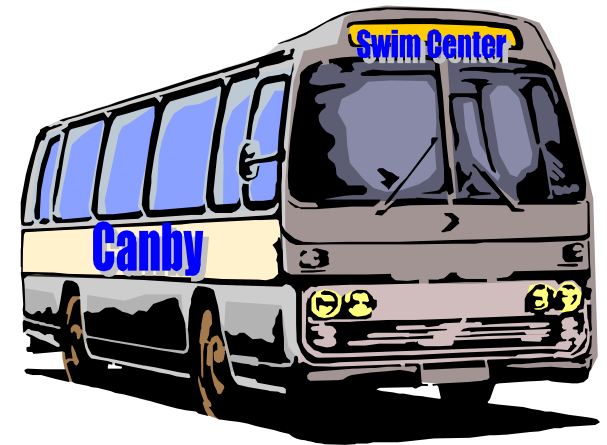
Late payment or nonpayment will result in a penalty of 10 percent of the tax due for the first 30 days past due. An additional penalty of 15 percent will be assessed on the tax due over 30 days. Fraudulent tax returns or intent to evade will result in an additional 25% penalty. Interest shall be assessed at the rate of 1.5 percent per month or a fraction thereof, on the amount of the tax due, exclusive of penalties, from the date on which the remittance first became delinquent until it is paid. Legal fees and costs associated with the collection of tax will be the liability of the taxpayer.

Questions?

Please call the Transit Department at 503-266-4022.

City of Canby
Transit Department
P.O. Box 930
Canby, OR 97013

**CITY OF CANBY
LOCAL TRANSIT DISTRICT
TAXES**

**TRANSIT TAX****INFORMATION
& INSTRUCTIONS**

GENERAL

The Transit Tax was established by City Ordinance 1081 in December 2001. Taxes are calculated on applicable wages and/or self-employment net income earned beginning on January 1, 2002. The transit tax is an “employer” tax and cannot be withheld from an employee’s earnings. The tax finances the locally operated transit system and cannot be used for any other purpose. City general fund monies will not be used to fund the transit system.

WHO BENEFITS FROM THE TAX?

The system provides transit services in Canby with links to other cities. Increased and improved public transportation benefits riders and the businesses where they work and shop. Those who are unable to drive, and those who like to have a transportation choice, benefit from having the option of a city transit service. People who choose to drive may see reduced traffic as ridership increases.

WHO MUST PAY THIS TAX?

Nearly every corporation, firm, association, or person doing business within Canby’s Urban Growth Boundary is subject to this tax. NOTE: Self-employment earnings are the **net earnings from self-employment** earned while working in Canby or within the Canby Urban Growth Boundary.

WHAT IS THE TAX RATE?

The tax rate is 0.6%. That is \$6 for every \$1000 of taxable wages and/or self-employment net income. (Multiplication Factor = .0060)

WHAT IS THE DEFINITION OF TAXABLE WAGES?

The definition used for taxable wages comes from ORS 267.380 and includes all wages except the following:

- Employer contributions to a qualified cash or deferred compensation plan are not subject unless the employer is making a matching 401(k) contribution.
- Cafeteria Plans

WHO IS EXEMPT FROM THIS TAX?

Institutions exempt from taxation under IRS section 501 (c)(3). A copy of the organization’s “exemption certificate” must be on file with the city. (NOTE: 501(c)(3) organizations operating profit-based activities such as a daycare or a bookstore are subject to the tax on the portion of the employees’ wages directly incurred from such activities). **Insurance agents** are exempt because of Oregon law limitations (ORS 731.840). **Ministers** or members of a religious order performing religious services as an employee are exempt. However, compensation received for performing religious services as an independent contractor is taxable through the individual’s net earnings from self-employment.

APPORTIONMENT OF TAX

Employers located outside the Canby Urban Growth Boundary are subject to the payroll and self-employment tax if any employee, commission merchant, or commission employee does business in the local transit area. Taxpayers do not pay both Canby Transit Tax and TriMet Tax on the same taxable wages. If work is done in both districts, then the taxable wages should be prorated and the applicable amounts paid to each district.

WHEN TO FILE?

Quarterly Payroll Filing: No later than the last day of the month following the calendar year quarter:

<u>Quarter ending:</u>	<u>Deadline to file is:</u>
March 31	April 30
June 30	July 31
September 30	October 31
December 31	January 31

Annual Self Employment Filing: No later than April 15th of the current year for the previous tax year.

WHERE DO I START?

Upon obtaining a Canby business license you will be assigned a transit tax account number. Tax report forms can be obtained from the Transit Office or may be accessed from our web site at www.ci.canby.or.us/transportation/transittax.htm . Please make copies as needed and return with your quarterly and/or annual payment.

Recycling requirements for businesses

All kinds of businesses throughout the region are doing their part for the environment by recycling at work. But, during an average year, businesses still send more than 100,000 tons of recyclable paper and containers to local landfills.

To encourage recycling in the region, Metro and local governments have adopted Business Recycling Requirements. To meet these requirements businesses are asked to:

- ✓ Recycle paper, cardboard and containers (aluminum cans, plastic bottles and glass.)
- ✓ Ensure there are containers for collection of these recyclables.
- ✓ Post signs at collection areas, indicating which materials should be recycled.

Recycle at Work staff can help your business take the right steps to meet these requirements.

FREE RESOURCES

from the Recycle at Work program:

- 1 Recycling Boxes**
To place under your desk and at central points within your workplace
- 2 Recycling Posters**
Full color, ready-to-print options
- 3 Free Onsite Assistance**
In-person visit from a Local Government Recycle at Work Specialist

www.recycleatwork.com • 503-557-6363



Recycle at Work
from Metro and Clackamas County

A message from the Recycle at Work team

We are ready to help your business with free, customized service to design a comprehensive recycling program.



We want to help you create less waste and recycle more

We provide the following services:

- ✓ Analyze your waste stream.
- ✓ Set up recycling service or work with your custodial staff.
- ✓ Form a "green team" to motivate co-workers
- ✓ Get tips on reducing waste and purchasing sustainable products
- ✓ Get training and educational materials for your employees.

503-557-6363

www.recycleatwork.com



Employee Recycling Guide

MIX AND MINGLE



PAPER and CARDBOARD

Newspapers, magazines, phone books, opened junk mail, office paper, cereal and shoe-type boxes, shredded paper (place in paper bag), milk, juice, soup cartons (rinsed & drained)

Do not include plastic bags, paper with food on it such as pizza boxes, wax, plastic, or foil-coated paper, paper with "wet strength" in it such as frozen food boxes, paper cups, paper plates, napkins, paper towels, tissue, etc.



CLEAN PLASTIC TUBS and BOTTLES

Plastic bottles and tubs (6 oz. and larger), buckets (no larger than 5 gallons), rigid nursery pots (4" across and larger, no dirt)

Do not include lids, plastic bags, styrofoam® packaging, peanuts, take-out containers, clear "clam-shell" containers, cups, plates, silverware, biodegradable plastics or any plastic bottle or tub smaller than 6 oz.



CLEAN METAL CANS and ALUMINUM FOIL

Clean metal cans, foil, pie plates, trays, empty aerosol cans. Place metal lids inside cans and crimp closed.

Do not include plastic caps. Do not flatten or puncture aerosol cans or remove nozzles.



SCRAP METAL

Include scrap metal that is smaller than 30 inches in any direction and weighs less than 30 pounds.

Do not include metal that has plastic or other non-metal materials attached.

RECYCLE GLASS SEPARATELY



GLASS JARS and BOTTLES

Rinse bottles and jars and recycle separately.

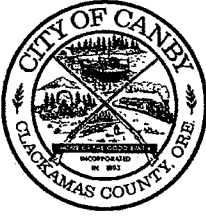
Do not include plates, glassware, cookware, ceramics, vases, light bulbs, mirrors, picture frame & window glass



Metro



Recycle at Work
from Metro and your local governments



NEW ONLINE RESOURCE TO PROMOTE YOUR CANBY BUSINESS

The City of Canby has launched a new initiative called **Shop Canby** to support local businesses. This online webpage helps businesses develop or expand their online presence and helps customers to find Canby businesses. This easy-to-use tool allows local businesses to highlight their products and services, update store hours, upload coupons, share photos and recruit new employees -- all from their own **free micro website**.

Shop Canby makes it simple for customers to find local products and services. The Shop Canby link is featured on the city and Chamber of Commerce websites. See the links below and look for the shop local logo.

- www.ci.canby.or.us
- www.canbybusiness.com
- www.canbyareachamber.org



Benefits Include:

- **Directory of all local businesses:** Allows customers to search for businesses by category or name of business.
- **Individual business micro webpage:** Provide customers with contact information, coupons, newsletters, job opportunities and more on your own business page.
- **Social Networking:** **Shop Canby** can add links to any *Twitter, Facebook, MySpace, or Linked-In* account your business has.
- **Hire Local:** **Shop Canby** makes it easy for businesses to post jobs, and for Canby residents to find employment options that are a good fit for them.
- **Citizens can subscribe to your business:** The citizen will have the ability to "follow" your business and receive exclusive information on upcoming events, e-newsletters, coupons and whatever else you would like to share.
- **Reviews and articles of your business:** Share recent articles or reviews that have been published about your business with citizens.

For More Information, Please Contact:

Renate Mengelberg, Canby Economic Development Director
503-266-7001 or mengelbergr@ci.canby.or.us



REGISTERING YOUR BUSINESS IN THE SHOP CANBY DIRECTORY

To request participation in the Shop Canby program:

1. Access the City's website: <http://www.canbybusiness.com>
2. Click on "Shop Local"
3. Click on "Register My Business"
4. Click on "Create an Account"
5. Enter your information and Click "Submit"
6. Type your business name in the Search bar
7. If your business is not listed, click on "Click here if your business is not listed".

Questions can be directed to:

Renate Mengelberg at mengelberg@ci.canby.or.us or 503-266-7001

JOINING AN INFORMATIONAL WEBINAR

To see the full potential of the Shop Canby marketing tool for your business, sign up for a brief webinar that will show you how to register and edit your business page. Choose from:

Special Canby-Only Business Webinars

- **Tuesday, January 17th at 4:00 PM** at The Place to Be Café
190 NW 2nd Avenue in downtown Canby
- **Tuesday, February 7th at 8:30 AM** at the City of Canby Development Services Office
111 NW 2nd Avenue in downtown Canby

If you cannot attend in person, you are encouraged to join us online. Steps include:

- a. Log in to the link below for the date that works for you.
 - On January 17th log in at <http://info.shopsqa.com/?meeting=9239658>
 - On February 7th log in at <http://info.shopsqa.com/?meeting=9500154>
- b. "Click to Join" for visual access.
- c. Telephone (312) 878-2660 and input Attendee Code 5534089 for audio access

General Public Webinar

- a. Log on to <http://info.shopsqa.com/?meeting=4644725>
- b. Click "Register" and fill out the required fields. Once you have registered for the webinar, an email will be sent to you providing your Attendee Code and Conference Line to dial into.