



LICENSE APPLICATION WASTE

Follow instructions list on the Instruction Sheet.

WHEN COMPLETED MAIL TO: DEPARTMENT OF LICENSES AND INSPECTIONS

LICENSE ISSUANCE UNIT • CONCOURSE LEVEL
MSB - 1401 JOHN F. KENNEDY BOULEVARD
PHILADELPHIA, PA 19102

USE A SINGLE CHECK OR MONEY ORDER FOR ALL FEES PAYABLE TO "CITY OF PHILADELPHIA"

1. NAME OF LICENSEE	2. PERSON RESPONSIBLE (IF NOT LICENSEE)
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3. LOCATION OF LICENSED ACTIVITY (INCLUDE ZIP CODE)	ZIP CODE
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4. DAYTIME TELEPHONE NUMBER	EVENING TELEPHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
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5. BILLING ADDRESS (INCLUDE CITY, STATE, AND ZIP CODE)	CITY	STATE	ZIP CODE
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6. PHILADELPHIA BUSINESS TAX NUMBER	7. PHILADELPHIA BUSINESS PRIVILEGE LICENSE NUMBER
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8. LICENSEE FEDERAL EIN OR SOCIAL SECURITY NUMBER	9. DATE ACTIVITY STARTED MONTH DAY YEAR / /
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10. VEHICLE(S) DESCRIPTION (ATTACH ADDITIONAL SHEET IF NECESSARY)

11. LICENSE TYPE	FEE	REVENUE CODE	EXPIRATION DATE	LICENSE NUMBER
<input type="checkbox"/> WASTE COLLECTOR	\$ 500.00	3275	12/31/	
<input type="checkbox"/> RECYCLING MATERIAL COLLECTOR	\$ 500.00	3272	12/31/	
<input type="checkbox"/> GARBAGE COLLECTOR, PRIVATE	\$ 500.00	3273	12/31/	
<input type="checkbox"/> JUNK SHOP	\$250.00	3229	12/31/	
<input type="checkbox"/> COLLECTION VEHICLE, PRIVATE* (_____ VEH. @ \$60.00 EACH)	\$0.00	3227	12/31/	
<input type="checkbox"/> COLLECTION VEHICLE, PUBLIC* (_____ VEH. @\$60.00 EACH)	\$0.00	3228	12/31/	
<input type="checkbox"/> WEIGHING AND MEASURING DEVICE				
<input type="checkbox"/> SCALE 0-50 LBS * (_____ @ \$25 EACH)	\$0.00	3822	9/30/	
<input type="checkbox"/> SCALE 51-3000 LBS * (_____ @\$125 EACH)	\$0.00	3823	9/30/	
<input type="checkbox"/>				
<input type="checkbox"/>				

TOTAL FEES.....\$ _____ RECEIPT NUMBER _____

<input type="checkbox"/> PHOTOGRAPHS ATTACHED	<input type="checkbox"/> CERTIFICATE OF INSURANCE
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← PLEASE BE SURE TO READ OTHER SIDE AND COMPLETE WHERE NECESSARY →

12. CORPORATIONS AND PARTNERSHIPS (LIST THREE PRINCIPALS OR PARTNERS)

NAME OF PRINCIPAL OR PARTNER	TITLE	HOME ADDRESS (INCLUDE CITY, STATE, ZIP CODE)

13. APPLICANT CERTIFICATION

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein I am subject to possible revocation of any licenses issued as a result of my false application, and such other penalties as may be prescribed by law.

Applicant's Signature _____ *Date* _____

OFFICE USE ONLY	PREREQUISITES (LIST THOSE CHECKED DURING PROCESSING)					
	REMARKS:					
	<input type="checkbox"/> APPROVED <input type="checkbox"/> REFUSED	<table border="1"> <tr> <td>REVIEWED BY</td> <td>NUMBER</td> </tr> <tr> <td>DATE</td> <td>AUDIT</td> </tr> </table>	REVIEWED BY	NUMBER	DATE	AUDIT
	REVIEWED BY	NUMBER				
DATE	AUDIT					
STREETS _____	ZONING _____					

INSTRUCTIONS FOR COMPLETION OF LICENSE APPLICATION FORM

When completed, Mail to:

Dept. of Licenses and Inspections
License Issuance Section
Concourse Level MSB, 1401 JFK Blvd.
Philadelphia, PA 19102

Use a single check or money order for all fees payable to: **City of Philadelphia**

**FOR ADDITIONAL HELP, or FOR ANSWERS TO ANY PHILADELPHIA LICENSE QUESTION
CALL 311 or 215-686-8686**

1. NAME OF LICENSEE — Fill in the name of person, corporation or partnership to whom the license should be issued. Full names must be used. Initials and a last name will not be accepted.

2. PERSON RESPONSIBLE — Fill in the name of a real person who is responsible for and fully knowledgeable of the details of the licensed activity. If licensee is a corporation or partnership, this must be completed.

3. LOCATION OF LICENSED ACTIVITY — Fill in the street address of licensee or of premises in which business activity is conducted from. Please include postal zip code.

4. TELEPHONE NUMBER — Fill in the daytime (9:00 AM - 5:00 PM) telephone number of the person responsible for or knowledgeable of activity. **TELEPHONE NUMBER MUST BE FILLED IN OR THE APPLICATION WILL NOT BE PROCESSED. Evening telephone - self explanatory; E-mail address - self explanatory; Fax number - self explanatory.**

5. BILLING ADDRESS — Fill in the address to which bills for renewal of license and other official City communications on solid waste policy should be sent. Be sure to include the City, State and Zip Code (notification of changes of address are the responsibility of the licensee). **No P.O. Box address accepted.**

6. PHILADELPHIA BUSINESS TAX ACCOUNT NUMBER — This is a number assigned by the Philadelphia Revenue Department to identify tax accounts. If you have other licenses from the City, one tax number serves for all. Please fill in your number. If you have had a number assigned but cannot find it, write "unknown" and we will look it up. If you have never had a number assigned, leave blank and please fill out a Revenue Department Application for Philadelphia Business Tax Account Number (83-T-5) which can be found at www.phila.gov/revenue or by calling 215-686-6600. Any tax account previously opened for you which is unsettled or delinquent will cause delay and may preclude the issuance of new licenses.

7. Philadelphia Business Privilege License (3702): Required for every person desiring to engage in business within the City of Philadelphia whether or not such person maintains a place of business in the City. This is a one-time fee license (300.00) and can be used for all your business ventures if using the same entity name and tax account number. Fill in the license number if you already have one. If you do not already have this license, you can apply by filling out form 81-685A, which can be downloaded from the web www.phila.gov/li/faq/forms.html. You then can send a check or money order made payable to the City of Philadelphia to the return address on the form. You also have the option to pay by credit card at the web site www.phila.gov/revenue and first applying for the business tax account number and if successful on the first attempt you will be prompted to pay for the Business Privilege License. The option to apply for the Business Privilege License with credit card is only available on revenue's site.

1) Philadelphia Business Tax Number. If you have never had a number assigned, go to www.phila.gov/revenue and first apply for one.

8. LICENSEE FEDERAL TAX IDENTIFICATION NUMBER — Fill in your federal tax number. For individuals it is the same as your Social Security Number. For other taxable or tax exempt entities, it is a number assigned by the Internal Revenue Service (IRS) for reporting purposes. **YOUR FEDERAL TAX IDENTIFICATION NUMBER MUST BE FILLED IN OR THE APPLICATION WILL NOT BE PROCESSED.**

9. DATE ACTIVITY STARTED — List the date you began to do waste industry business in Philadelphia.

10. VEHICLE(S) DESCRIPTION (for vehicle license applications only) — Complete with make, model and serial number of the vehicle. If vehicle is fully enclosed, so state. If open, but with tarpaulin or other cover or means of containment, so state.

11. LICENSE TYPE — Place an "x" in the box in front of the name of each license applied for. Applications for licenses regulated by Streets Department, will be forwarded to Streets for approval. No license to engage in the business or practice of collecting or transporting waste and/or recyclables shall be issued unless the required approvals are received.

A) Waste Collector License (3275)

Required of any person or company in the business of collecting or transporting Municipal or Residual Waste in the City of Philadelphia. All vehicles used for such purposes must also be licensed (see F and G, below; vehicle descriptions are to be listed in item #10, above). License identification for vehicles shall be affixed to the left side of the licensed vehicle, on the outside of the cab door.

Terms and Conditions

- 1) Applicant must agree to full compliance with the *City of Philadelphia Commercial Regulations for Private Collection of Recyclables and Non-Recyclable Materials*;
- 2) Applicant must agree to the provisions of the Philadelphia Traffic Code, Title 12;
- 3) Applicant must supply adequate assurances and guarantees that recyclable materials separated at curbside or other pick-up location as required in the *City of Philadelphia Commercial Regulations for Private Collection of Recyclables and Non-Recyclable Materials* and Section 10-717 of the Philadelphia Code will be disposed of in a manner that results in their recycling;
- 4) Applicant must maintain a current list of all Regulated Premises served by the applicant; such list shall be submitted to the Philadelphia Recycling Office in coded form pursuant to the referenced regulations and shall be available for inspection by the Department of Licenses and Inspections or the Streets Department upon request during normal working hours;
- 5) Applicant agrees to report to the City on all solid waste and recycling activities as defined by the above referenced regulations on City-provided forms twice a year on or before January 31 and July 31 for the previous six month period of time. Forms for reporting purposes will be mailed by the Philadelphia Recycling Office.

B) Recycling Material Collectors License (3272)

Required of anyone who takes and carries away source separated post-consumer recyclable materials placed in designated areas for collection and transportation to processors or end-users. Not applicable to persons who are licensed as garbage collectors, private or public waste collectors. All vehicle requirements and materials preparation requirements as defined in the *City of Philadelphia Commercial Regulations for Private Collection for Recyclables and Non-Recyclable Materials* must be complied with. Applicants are also expected to report on quantities of recyclables collected and transported twice a year (see A.5, above). Applicants do not require vehicle licenses if they are responsible only for the collection and transportation of post-consumer recyclables.

PROHIBITED CONDUCT

Recycled materials shall be collected in such a manner that it does not create a nuisance or adversely affect Public Health or create any unnecessary noise.

C) Garbage Collector, Private License (3273)

Required of anyone in the business of collecting and transporting garbage (food waste). Your application will be forwarded to Streets Department where an area or route will be assigned in accordance with a uniform plan for residential food waste collection, and a route card issued designating the route you are to cover. A separate license and route card is required for each vehicle. The license identification sticker you will receive with your license must be affixed to collection vehicle.

- 1) Applicant must agree to full compliance with the City of Philadelphia *Commercial Regulations for Private Collection of Recyclables and Non-Recyclable Materials*;
- 2) Applicant must agree to the provisions of the Philadelphia Traffic Code, Title 12;

3) Applicant must maintain a current list of all Regulated Premises as defined by the *City of Philadelphia Commercial Regulations for Private Collection of Recyclables and Non-Recyclable Materials* served by the applicant; such list shall be submitted to the Philadelphia Recycling Office in coded form pursuant to the referenced regulations and shall be available for inspection by the Department of Licenses and Inspections or the Streets Department upon request during normal working hours;

D) Junk Shop License (3229)

Required of anyone operating or maintaining any area wherein or whereon junk (including but not limited to rags, paper, waste, etc.) is handled, stored, bought, sold, sorted, picked, or otherwise processed.

Zoning

New licenses, and licenses for buildings and structures that have been altered must undergo a zoning check prior to issuing a license.

Certificate of Occupancy

A Certificate of Occupancy (CO) is required for new buildings and for existing buildings and structures where "change in use", as **DEFINED BY THE BUILDING CODE**, has occurred. Certificate of Occupancy (CO) certifies compliance with Building Code requirements for the use of proposed use of a building or structure. If you need information on acquiring a CO, call the Building Section in Licenses and Inspections at: **311 or (215) 686-8686**

LOCATIONS THAT ARE CURRENTLY LICENSED FOR THE SAME USE, NEED NO FURTHER ZONING CHECK OR CERTIFICATE OF OCCUPANCY.

NOTE: Recycling Plants may require a Junk Shop License. A junk shop which was converted to a recycling plant will require zoning and a new use permit. Please contact the Zoning Unit, located in Public Service Concourse in the Municipal Services Building or call 311 or (215) 686-8686 regarding zoning questions.

E) Odorless Excavator License (3274)

Required of anyone cleaning or repairing cesspools and/or privy wells.

1) File \$250 bond. After application is accepted by Licenses and Inspections, you will receive information from the Law Department regarding the bonding process.

F) Rubbish Vehicle, Public, License (3228)

Required of anyone collecting or transporting waste collected from others for a fee. Each vehicle must be licensed separately. Only rubbish collected in Philadelphia may be dumped in Philadelphia.

1) Applicant must provide, at time of application, a certificate of title or leasing certificate for the truck for which license is sort: a motor vehicle registration for the current year for the truck; a description of vehicle type and certification of knowledge of and compliance with regulations of the Streets Department establishing private waste collection vehicle standards; the name and location of all disposal facilities to which Municipal and/or Residual Waste is to be taken; certification of knowledge of and compliance with applicable reporting requirements of haulers of Municipal and/or Residual Waste pursuant regulations adopted by the Streets Department; and an insurance policy for public liability and property damage for the current year, in amount not less than \$100,000 for property damage and \$300,000 for public liability, with an insurance company approved by the State Insurance Department. A ten (10) day clause, as appears below, must appear on the certificate:

TEN DAY CLAUSE

"The insurer agrees to give notice to the City of Philadelphia, License Issuance Section, Municipal Services Building, Public Service Concourse, 1401 JFK Blvd., Philadelphia, Pa 19102, ten (10) days prior to any cancellation or expiration change in the aforesaid policy".

2) The collector's name and address as well as the tare or lightweight of the truck shall be painted on the truck just below the license plate on the left side and just below the painted license number on the right side, with letters and numbers at least three inches high, in color contrasting with that of the body of the truck.

3) Except where noted as an exception in Section II.5.2 of the *City of Philadelphia Commercial Regulations for Private Collection of Recyclables and Non-Recyclable Materials*, rubbish vehicles licensed to transport waste from others for a fee shall be:

- a) totally and permanently enclosed and of welded steel construction;
 - b) provided with a means of loading only at the top, side, or rear end depending upon the design of the totally and permanently enclosed body;
 - c) so constructed that once waste has been loaded, it cannot be reworked, sorted, handled, or removed from the body other than by dumping the load or partial load;
 - d) so constructed that no waste can be carried at any place upon said vehicle other than in the enclosed body;
 - e) so equipped that all loading or unloading openings on the bodies have adequate, tightly fitted doors or covers with latches or clamps to keep them closed and rubber or other suitable gaskets to render them leakproof, spillproof and dustproof.
- 4) A licensee must notify the Department of Licenses and Inspections within ten (10) days of any transfer or assignment in possession or ownership of such vehicle, and change of insurance company providing insurance for such vehicle, and any changes made in the names and locations of disposal facilities used by such vehicle; the owner or operator of each licensed vehicle must maintain all disposal contracts and tipping receipts for two years and make such documents available for inspection by the Department of Licenses and Inspections or the Department of Streets upon request during normal working hours.
- 5) Vehicle shall be presented for inspection, after application is accepted by Licenses and Inspections, on Wednesday between 3 PM and 4:30 PM at NEC 7th & Pattison Avenue. Licenses will be issued from inspection site.

G) Rubbish Vehicle, Private, (3227)

Required of anyone collecting and transporting his own solid or residual wastes in trucks which he owns, leases and/or operates. Each vehicle must be licensed separately. Only waste collected in Philadelphia may be dumped in Philadelphia.

Requirements are the same as F.1 - F.5, above.

H) Business Privilege License (3702)

Required for any company or individual operating for profit that has business activities in the City of Philadelphia. A license is required for each location.

- 1) Philadelphia business Tax Number required. If you have never had a number assigned, call the Revenue Department Application for Philadelphia Business Tax Account Number (83-T-5) at 686-6600 and ask for application requesting a number and enclose.

NOTE: The **EXPIRATION DATE and LICENSE NUMBER** will be completed by the Department. To arrive at **TOTAL FEES**, add up the fees for all of the licenses being applied for today and enter total. **RECEIPT NUMBER** will be filled in by Department. Ordinarily no receipt will be sent to applicant. Your canceled check is your receipt, or the agent who sells money orders can supply a receipt for the purchase of the money order. Please do not mail cash. Cash payments cannot be accepted.

Check box if you have attached photographs or a certificate of Insurance.

12. CORPORATIONS AND PARTNERSHIPS - Corporate applicants must identify the president, secretary and treasurer. Complete with the name, title, and home address. If one individual serves as multiple or sole officer, so state. If partnership, include social security number of each partner. Skip if applicant is not corporation or partnership.

13. APPLICANT CERTIFICATION, SIGNATURE, DATE - Please read the certification, sign and date the application.

COMMERCIAL RECYCLING-FACT SHEET

Commercial Recycling Regulations were passed on July 14, 1994 to change solid waste habits in the commercial sector and to create a recycling mentality. The regulations were developed over the course of some six years with tremendous input and cooperation from numerous business organizations and representatives, including haulers and collectors. They not only had to reflect a consensus that was workable for businesses as well as regulators and administrators. They also had to reflect the requirements put forth in the State law, Act 101.

The Commercial Regulations require each individual business to:

- Develop a solid waste and recycling plan with estimated tonnages of designated recyclables and identification of their haulers who in turn must be properly licensed by the City. Recyclables, food waste, construction and demolition debris are some of the material groups that must be kept separate from the remaining waste;
- Inform employees and/or tenants of the recycling program;
- Implement this plan.

The Commercial Regulations require each solid waste/recycling collector and hauler to:

- Obtain all necessary collection licenses for their business and for their collection vehicles;
- Report annually to the city as part of the hauler license the details of their solid waste and recycling collections in the commercial sector.

The Commercial Regulations regulate education and enforcement by:

- Empowering Sanitation Enforcement Personnel (SWEEP) to inspect business and determine the degree of compliance with the Commercial Regulations and the need, if any, to issue violation notices.

If you own a business in Philadelphia you can get a recycling related ticket for \$25 for these reasons:

- You have not filed a Commercial Solid Waste and Recycling Plan with the City;
- You have not distributed this plan to your employees and/or tenants;
- You have not posted this plan in a conspicuous location in your business;
- You use an unlicensed hauler for your trash and/or recyclables and/or food waste;
- Your actual recycling program is insufficient. There are too many recyclables in your trash.