



City of Poway

Business Certificate Application – Guidance Handout

13325 Civic Center Drive - Poway, CA 92064

P.O. Box 789 - Poway, CA 92074-0789

858-668-4401

www.poway.org/business

NOTICE: NEW CHANGES TO THE BUSINESS CERTIFICATE APPLICATION/RENEWAL FORM

The City of Poway's (City) business certificate application/renewal form has been updated in accordance with California Senate Bill No. 205. The primary Standard Industrial Classification (SIC) code, identifying the primary activity of your business, must now be provided with all business certificate applications and renewals, and your subjectivity to the State's Industrial General Permit (IGP) must be evaluated as part of this process. Please follow the steps below to complete the new portion of the application, and determine if additional steps are necessary.

Step 1) Fill out Section A on the Business Certificate Application/Renewal Form

Check one box under Section A on the Business Certificate Application/Renewal Form.

- **If you checked the box “Physical business IS located in the City of Poway” then you are required to fill out Sections B and C on page 1 of the Business Certificate Application/Renewal form.** Proceed to Step 2.
- **If you checked the box “Physical business IS NOT located in the City of Poway” then do not fill out Sections B and C on page 1 of the Business Certificate Application/Renewal form.** Skip Steps 2 through 4 below.

Step 2) Find Your SIC Code

The most common SIC codes in the City are listed below:

- 0742 (Veterinary Services for Animal Specialties)
- 1521 (General Building Contractor-Single-Family Houses)
- 1711 (Plumbing, Heating, and Air-Conditioning Contractor)
- 1799 (Special Trade Contractor)
- 4225 (General Warehousing and Storage)
- 5411 (Grocery Stores)
- 5511 (Motor Vehicle Dealers-New/Used)
- 5541 (Gasoline Service Station)
- 5812 (Restaurant)
- 7231 (Beauty Shop)
- 7241 (Barber Shop)
- 7538 (Automobile Repairing and Service)
- 8011 (Office/Clinic of Doctor of Medicine)
- 8021 (Office/Clinic of Dentists)

If your business type is not listed above, visit <https://www.osha.gov/pls/imis/sicsearch.html> to search the Occupational Safety and Health Administration's system by keyword. Select the most appropriate code based on your primary business activities, and enter this on your application form under Section B “Four-digit primary SIC Code.” Up to three SIC codes may be included on the form.

Step 3) Review Attachment A to Determine IGP Subjectivity

- Review Attachment A of the IGP (see copy enclosed on page 3)
 - **If your business IS conducting any activities described in Attachment A:** Proceed to Step 4.
 - **If your business IS NOT conducting the activities described in Attachment A:** Check the box on your application indicating “My business is not conducting any of the activities described in Attachment A of the Industrial General Permit and is therefore not required to obtain permit coverage”

under Section C “Industrial General Permit Subjectivity” on the business certificate application/renewal form.

If you have questions on this step, please contact State Water Resources Control Board staff at 1-866-563-3107 or via stormwater@waterboards.ca.gov.

Step 4) Provide Proof of IGP Coverage

Businesses With Existing IGP Coverage

1. If your business has active coverage under the IGP at this physical location, select “My business is subject to the Industrial General Permit. I am providing one of the following as verification of my status:” under Section C “Industrial General Permit Subjectivity” on the business certificate application/renewal form.
2. Provide **one** of the following identification numbers in Section C on the business certificate application/renewal form. These numbers can be located on your permit documents, or through your account via the SMARTS website at <https://smarts.waterboards.ca.gov>
 - Waste Discharger Identification (WDID) Number (Begins with “9 3710...”)
 - No Exposure Certification (NEC) Identification Number (Begins with “9 37NEC...”)
 - Notice of Non-Applicability (NONA) Identification Number (Begins with “9 37NNA...”)

Businesses Without Existing IGP Coverage

1. Contact State Water Resources Control Board staff to confirm that IGP permit coverage is required. **Only the State Water Resources Control Board staff can make the final determination that your business is or is not subject to the IGP.** They can be reached at 1-866-563-3107 or via email at stormwater@waterboards.ca.gov.
2. **File for IGP coverage:** Initiate this process via the SMARTS website at <https://smarts.waterboards.ca.gov>.
3. Select “My business is subject to the Industrial General Permit. I am providing one of the following as verification of my status:” under Section C “Industrial General Permit Subjectivity” on the business certificate application/renewal form.
4. Enter the WDID application Identification Number under Section C to indicate your business is in the process of applying for IGP coverage on the business certificate/renewal form.

Additional Resources

For step by step instructions on how to obtain IGP coverage, visit:

https://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/toolbox/to_do_list.pdf (English)

https://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/toolbox/spanishto_do_list_igp432015.pdf (Spanish)

For answers to Frequently Asked Questions, visit:

https://www.waterboards.ca.gov/water_issues/programs/stormwater/indusfaq.html

For Additional Guidance Materials at the IGP Toolbox, visit:

https://www.waterboards.ca.gov/water_issues/programs/stormwater/toolbox.html

No-Exposure Certification (NEC) Brochure:

https://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/toolbox/nec_brochure.pdf (English)

https://www.waterboards.ca.gov/water_issues/programs/stormwater/docs/toolbox/spanish_brochure412015.pdf (Spanish)

ATTACHMENT A

FACILITIES COVERED BY NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) GENERAL PERMIT FOR STORM WATER DISCHARGES ASSOCIATED WITH INDUSTRIAL ACTIVITIES (GENERAL PERMIT)

1. Facilities Subject To Storm Water Effluent Limitations Guidelines, New Source Performance Standards, or Toxic Pollutant Effluent Standards Found in 40 Code of Federal Regulations, Chapter I, Subchapter N (Subchapter N):

Cement Manufacturing (40 C.F.R. Part 411); Feedlots (40 C.F.R. Part 412); Fertilizer Manufacturing (40 C.F.R. Part 418); Petroleum Refining (40 C.F.R. Part 419), Phosphate Manufacturing (40 C.F.R. Part 422), Steam Electric (40 C.F.R. Part 423), Coal Mining (40 C.F.R. Part 434), Mineral Mining and Processing (40 C.F.R. Part 436), Ore Mining and Dressing (40 C.F.R. Part 440), Asphalt Emulsion (40 C.F.R. Part 443), Landfills (40 C.F.R. Part 445), and Airport Deicing (40 C.F.R. Part 449).
2. Manufacturing Facilities:

Facilities with Standard Industrial Classifications (SICs) 20XX through 39XX, 4221 through 4225. (This category combines categories 2 and 10 of the previous general permit.)
3. Oil and Gas/Mining Facilities:

Facilities classified as SICs 10XX through 14XX, including active or inactive mining operations (except for areas of coal mining operations no longer meeting the definition of a reclamation area under 40 Code of Federal Regulations. 434.11(1) because the performance bond issued to the facility by the appropriate Surface Mining Control and Reclamation Acts authority has been released, or except for areas of non-coal mining operations which have been released from applicable State or Federal reclamation requirements after December 17, 1990) and oil and gas exploration, production, processing, or treatment operations, or transmission facilities that discharge storm water contaminated by contact with or that has come into contact with any overburden, raw material, intermediate products, finished products, by-products, or waste products located on the site of such operations. Inactive mining operations are mining sites that are not being actively mined, but which have an identifiable owner/operator. Inactive mining sites do not include sites where mining claims are being maintained prior to disturbances associated with the extraction, beneficiation, or processing of mined material; or sites where minimal activities are undertaken for the sole purpose of maintaining a mining claim.
4. Hazardous Waste Treatment, Storage, or Disposal Facilities:

Hazardous waste treatment, storage, or disposal facilities, including any facility operating under interim status or a general permit under Subtitle C of the Federal Resource, Conservation, and Recovery Act.
5. Landfills, Land Application Sites, and Open Dumps:

Landfills, land application sites, and open dumps that receive or have received industrial waste from any facility within any other category of this Attachment; including facilities subject to regulation under Subtitle D of the Federal Resource, Conservation, and Recovery Act, and facilities that have accepted wastes from construction activities (construction activities include any clearing, grading, or excavation that results in disturbance).
6. Recycling Facilities:

Facilities involved in the recycling of materials, including metal scrapyards, battery reclaimers, salvage yards, and automobile junkyards, including but limited to those classified as Standard Industrial Classification 5015 and 5093.
7. Steam Electric Power Generating Facilities:

Any facility that generates steam for electric power through the combustion of coal, oil, wood, etc.
8. Transportation Facilities:

Facilities with SICs 40XX through 45XX (except 4221-25) and 5171 with vehicle maintenance shops, equipment cleaning operations, or airport deicing operations. Only those portions of the facility involved in vehicle maintenance (including vehicle rehabilitation, mechanical repairs, painting, fueling, and lubrication) or other operations identified under this Permit as associated with industrial activity.
9. Sewage or Wastewater Treatment Works:

Facilities used in the storage, treatment, recycling, and reclamation of municipal or domestic sewage, including land dedicated to the disposal of sewage sludge, that are located within the confines of the facility, with a design flow of one million gallons per day or more, or required to have an approved pretreatment program under 40 Code of Federal Regulations part 403. Not included are farm lands, domestic gardens, or lands used for sludge management where sludge is beneficially reused and are not physically located in the confines of the facility, or areas that are in compliance with Section 405 of the Clean Water Act.