

Town of Windsor Industrial Waste Program Wastewater Discharge Permit for Businesses General Business Information Sheet

What types of businesses require a Wastewater Discharge Permit?

Auto shops, food service establishments, industrial manufacturers, dentists, and others. For a more complete list, refer to *Business Type* list.

What is a Wastewater Discharge Permit and why is it required?

Businesses that have the potential to discharge pollutants that may be harmful to the Town's sewer system and facilities are required to acquire a permit in order to discharge wastewater to the Town's system. This requirement is stipulated in the Town's Municipal Code Section 12-4-302.

When does my new business need to have a valid permit?

Any user who is required to obtain a Wastewater Discharge Permit and who proposes to begin or recommence discharging wastewater shall obtain a permit prior to the beginning or recommencing of such discharge. An application for this Wastewater Discharge Permit shall be filed a minimum of sixty (60) days prior to the date upon which any discharge will begin or recommence. All new industrial users shall arrange for the Town Inspector to conduct a walk-through site inspection of the user's facilities during the sixty (60) day period prior to connecting or contributing wastewater to the Town.

What will Inspectors be looking for?

The Town of Windsor has teamed with the City of Santa Rosa to conduct inspections at your place of business. Under this arrangement, Santa Rosa inspectors (on behalf of the Town) will verify that your facility is or is not required to acquire a permit based on their review of your processes and operations that may show minimal or no discharge of wastewater that is of a certain quality or quantity that may be harmful to the Town's sewer system and facilities.

Are other businesses in the area required to obtain a Wastewater Discharge Permit?

Businesses are required to obtain a wastewater discharge permit from municipalities in the area including Cotati, Rohnert Park, Sebastopol, Sonoma, and Sonoma County.

How do I obtain a Wastewater Discharge Permit?

Contact Mike Cave, Water Systems Supervisor, to set up an appointment to assist you in the permit application process. Inspections will take place during non-peak business hours. Mike will put you in direct contact with the Inspector to schedule a date and time that is convenient.

If the owner or legal authorized representative is present during the initial meeting, the application and permit may be completed in the same visit. If not; when the application is completed and signed by the owner or legal representative, simply Fax to 707-838-3137 or mail to:

Mike Cave, Industrial Waste Program
Town of Windsor
8400 Windsor Road
Windsor, CA 95492

Are there any fees involved?

There is no fee for obtaining a wastewater discharge permit.

Revision Date: March 25, 2014

List of Business Types that should contact the Town of Windsor:

- Automobile Repair and Autobody
- Car Wash Facilities
- Cement Manufacturers
- Dentists
- Electroplating, plating, anodizing, etc.
- Food Service Facilities (Restaurants, bakeries, any cafeteria, community centers, day care, grocery stores, meat markets, schools, social organization kitchens)
- Food Processing Facilities of any kind (cheese, fish, fruit, meat, poultry, vegetables)
- Granite or Marble Counter Fabrication
- Hospitals
- Laboratory Facilities: medical, environmental, high school, specialty
- Laundry Cleaning Facilities of any kind.
- Machine Shops, Metal fabricators
- Manufacturers of art, computer chips, electronics, pharmaceuticals, signage, soap, thin film technology
- Nursing Homes
- Printers
- Processes using acid etching, blackening, parts tumbling
- Veterinary
- Wineries and breweries

The following are some examples of typical requirements for certain Business Types:

Groundwater and one-time discharge

- Treatment required (carbon)
- Sewer discharge volume/application fees
- Discharge meter
- Permit application/issue
- Inspection

Food Service

- Treatment required (grease trap or interceptor sizing and location)
- Trash enclosure covered
- Permit application/issue
- Inspection

Carwash

- Treatment required (oil water separator/sump)
- Recycled water
- Permit application/issue
- Inspection

Food Processor/Manufacturing/Winery/Brewery

- Treatment required (interceptor/other treatment as needed to meet discharge limits)
- Sewer discharge high strength fees (surcharge)
- Discharge limits
- Discharge meter
- Permit application/issue
- Inspection