



Hazardous Materials Director Permit Program Application Instructions

PLEASE READ CAREFULLY

If your business uses, stores, handles, or generates Hazardous Materials or CalARP Regulated Substances, as defined in Ordinance No. 21-2120 (collectively sometimes referred to below as “Regulated Substances”), you must apply for a Director Permit pursuant to Ordinance No. 21-2120 within 60 days of Ordinance effectiveness (Ordinance effective June 16, 2022, 60 days ends August 15, 2022). If the application is filled out completely (sections 1 through 4), the City must approve the permit if you have a valid business license.

If your business does not use, store, handle, or generate Hazardous Materials or CalARP Regulated Substances, you must file the application with only sections 1, 3, and 4 filled out.

- The fee for application and / or permit issuance is \$50.00. The fee must be mailed to the city or hand delivered to: City of Carson, 701 E. Carson Street, 90745, Attn: Planning Department, Hazardous Materials Program. Regardless of mailing the check or delivering in person the check must include your business name and address, your phone number, and the following account number: 101-99-999-999-4211. If paying by credit card in City Hall, please report to the Planning Division and provide your business name and address, your phone number, and the following account number: 101-99-999-999-4211 at the time of payment. Unfortunately, online payments are not available currently, we apologize for the inconvenience.
- You can complete the application online, save as a PDF and submit via email to: HazardousMaterialsOrd@carsonca.gov
- As part of the application, you must include and certify, all Hazardous Materials or CalARP Regulated Substances (as defined in Ordinance No. 21-2120) the business is generating, storing, handling, or using.
- If at any time any information specified in the certification becomes outdated or is no longer accurate, you must submit, within thirty (30) days after learning that the information is no longer accurate, an addendum to the application which includes and certifies the corrected/updated information.
- As part of filing the application, you must agree to allow the City Inspector to annually inspect your business for compliance with the City of Carson Municipal Code including Section 9182.46 and the Director-Permit. The City’s inspection fee (which has yet to established by the City Council) is expected to be a similar fee to the CUPA inspection fee.
- Also, as part of the application, you must agree to allow the City’s Inspector to report any outstanding violations of California Unified Program regulations and the status of efforts or measures taken to correct these violations. If you are unsure what the Unified Program is, see <https://calepa.ca.gov/cupa/about/>. Los Angeles County Fire Health Hazardous Materials Division, not the City, is the certified Unified Program Agency (CUPA) within the City, and the City does not itself administer or enforce the Unified Program. However, the City requires disclosure of outstanding violations for issuance of the Director Permit per Ordinance No. 21-2120.

OTHER INFORMATION:

The City may request any other information relevant to the City’s review of the Director Permit application.

**Community Development Department
Planning Division**

701 E. Carson Street
Carson, CA 90749
(310) 952-1761

Director Permit (DP) Application

DP #: _____ Site Address: _____
(Staff Use) (Staff Use)

1. APPLICANT INFO

Applicant (Business/Occupant) Name _____ Contact Person _____
Email (required) _____
Business Address _____
City _____ State _____ Zip _____
Phone (8 am – 5 pm) _____ Cell _____
24-HR Emergency Contact Person _____
24- HR Emergency Phone No. _____
Type of Facility: (Manufacturing, Shipping, Warehouse, or Other, please specify.) _____

2. REGULATED SUBSTANCES

**REGULATED SUBSTANCE LIST – Please list any Regulated Substances you generate, maintain, etc.
(also include Regulated Substances you will or may have at any given time, specifying anticipated maximum quantities)**

Chemical Name _____	Concentration/ Quantity _____
Chemical Name _____	Concentration/ Quantity _____
Chemical Name _____	Concentration/ Quantity _____
Chemical Name _____	Concentration/ Quantity _____
Chemical Name _____	Concentration/ Quantity _____

If you have more chemicals to list, please use additional regulated substances Sheet found in Supplemental Documents and submit with application.

REPORT OF OUTSTANDING VIOLATIONS OF CALIFORNIA UNIFIED PROGRAM REGULATIONS

3. Unified Program Violation Report

Please list any outstanding violations of State Unified Program Regulations (also include status of efforts or measures taken to correct same).

Outstanding Violation _____ Status of Correction _____

Outstanding Violation _____ Status of Correction _____

Outstanding Violation _____ Status of Correction _____

Outstanding Violation _____ Status of Correction _____

If you have more violations to list or need more space, please use the space below or attach an additional sheet.

4. APPLICANT SIGNATURE

NOTE: An application may be filed only by the occupant as either (a) a business owner operating at the property, (b) a person over the age of 18 duly authorized by the business owner to represent them, or (c) the property owner (check applicable box below):

- I am the owner of the business occupying the property
- I am a person over the age of 18 duly authorized by the business owner's notarized signature below to file this application on behalf of the business owner.
- I am the owner of the property.

I/We, the undersigned, certify under penalty of perjury, under the laws of the State of California, that I/we am/ are the owner or authorized representative of the applicant (business/occupant) herein named, or the owner of the property, and that the statements and information contained in this application and its attachments are in all respects true and correct to the best of my/our knowledge, based upon reasonable inquiry.

Signature Name (Please print) Date

5. OWNER(S) CONSENT

CONSENT BY PROPERTY OWNER(S) (If applicant is other than property owner, property owner(s) must sign consent to file.)

I/We, the undersigned, am/are the owner(s) of the subject property and consent to the filing of this application by the applicant business owner/occupant, and hereby authorize City representative(s) to enter upon the property occupied by the above business owner/occupant for the purpose of examining and inspecting such property for the processing of the application(s) being filed or the ongoing administration of the Director Permit as applied for and agreed to in this application.

Signature **Name (Please print)** **Date**

Signature **Name (Please print)** **Date**

