

Did You Know...? Did You Know...? Did You Know...?



# PERMITTING TIPS

## Eager To Help

Sacramento County is eager to help businesses understand permitting requirements and remain competitive. Below are some helpful tips for businesses interested in relocating to Sacramento County, moving to another Sacramento County location, or considering a change in operations at their current facility.

- ☞ Determine if your parcel is properly zoned for your business activity by contacting the **Sacramento County Planning and Community Development Department**. If you move your operation to a site that is not zoned for your activity, you may not be allowed to operate there or you may need to obtain a conditional use permit.
- ☞ Before you sign a lease or property transfer agreement, you should determine whether your facility meets Building and Fire Codes. Even if you meet all zoning requirements, significant structural changes (and costs!) could still be required. Contact

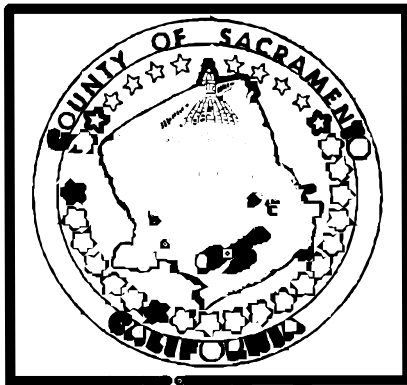
the **Building Inspection Division** and your **local Fire District** early in the permitting process....and frequently.

- ☞ Determine whether your business activity requires a Business License by contacting the **Sacramento County Department of Finance, Business License Section**.
- ☞ A Building Permit and a Fire Permit (red card) are required if you make any physical changes to your structure and for any change in use or change in occupancy of the structure. You must obtain these permits before you build or alter a structure or its plumbing, mechanical, electrical, or fire suppression/alarm systems.

## Permit Triggers

In addition to the general permitting requirements described above, your business activity may also trigger environmental permits. For example:

In the event that facility operations emit or control air pollutants (e.g., coating or dust-generation, spray booth, baghouse, internal combustion engines), a permit from the **Sacramento Metropolitan Air Quality Management District (SMAQMD)** may be required. If required, this permit must be obtained before beginning construction of any project, installing equipment, and preferably before purchasing any equipment. It should be noted that even if your business operations do not require a permit, they may still be regulated by **SMAQMD** prohibitory rules (e.g., coating operations, adhesive applications).



Businesses that generate hazardous waste *in any quantity* must handle that waste in accordance with local, state, and federal regulations including the notification of hazardous waste activities to the **Sacramento County Environmental Management Department - Hazardous Materials Division (HMD)**. Hazardous wastes generated from businesses include used oil, used solvents/cleaners, wastewater treatment filter cake, waste dry cleaning materials, spent plating solutions, waste pesticides, and metal dust/shavings. Since many

other hazardous wastes exist, please contact **HMD** for assistance. In addition, facilities that treat hazardous waste (e.g., neutralization, evaporation, phase separation, oil/water separator) may be required to obtain a hazardous waste treatment permit and must comply with applicable hazardous waste treatment requirements.

Businesses that use and/or store hazardous materials in specified quantities are required to obtain a Consolidated Hazardous Materials Permit from **HMD**. Typical hazardous materials include oil, fuel, solvents/cleaners, acids, compressed gases, pesticides, silver cyanide, metal plating solutions, paint thinner, and paints. For assistance determining whether your materials are hazardous, please contact HMD.

The **Sacramento County Department of Water Quality - Industrial Waste Section** requires every business that discharges wastewater to the sanitary sewer system to either complete a Sewer Use Questionnaire (SUQ) OR obtain a Wastewater Discharge Permit. There are currently no fees associated with submitting the SUQ.

Every business in the developed portions of Sacramento County, the cities of Sacramento, Citrus Heights, Elk Grove, and Folsom must pay sewer impact fees before using the sewer system. These fees can be significant -frequently thousands of dollars -and apply to new businesses as well as those that expand or change operations. For additional information, contact the **Sacramento**

*Understanding all of the regulations affecting your business can be daunting. BERCC is here to help.*



# All of BERCC's services are free and confidential

**Regional County Sanitation District (SRCSD)** before you: sign a lease; purchase property; expand, renovate or change your existing business; or finalize your business plan.

☞ Storm drains are not connected to the wastewater treatment plant and flow directly to area rivers and creeks. For this reason, only rainwater may enter a storm drain. Businesses should have on-site storm water controls to eliminate contaminated storm water run-off from leaving their site. Some businesses may be required to obtain coverage under a storm water permit. For information on applicable storm water requirements, contact **BERC** or the **Sacramento County Department of Water Resources (DWR)**.

☞ For those facilities that discharge wastewater to surface water or land, a National Discharge Pollutant Elimination System (NPDES) permit, obtained from the State **Regional Water Quality Control Board (RWQCB)**, may be required.

☞ **Sacramento County Department of Waste Management and Recycling (DWMR)** accepts hazardous waste from local small quantity hazardous waste generators. This service is offered to businesses as a way to save money in hazardous waste disposal costs. Typically, the types of wastes accepted

include: acids, spent solvents/cleaners, metal containing wastes, paints, antifreeze, motor oil, pesticides, car batteries, and aerosol cans. In addition, DWMR requests that you call to make an appointment to drop off your hazardous waste as well as determine whether your hazardous wastes will be accepted.

## The Business Environmental Resource Center

Understanding all of the regulations affecting your business can be daunting. That's why **Sacramento County's Business Environmental Resource Center (BERC)** was created. Since 1993, **BERC** has been assisting businesses in understanding the federal, state, and local environmental regulations and permit requirements that affect them. All of **BERC's** services are **free and confidential**. Assistance is typically provided for air quality, hazardous material and waste, wastewater, storm water and solid waste requirements; however, **BERC** can also provide general help and agency contacts for questions regarding zoning, planning, building inspection, and fire code requirements. In addition, **BERC** acts as an ombudsman by helping businesses and agencies find equitable solutions to regulatory challenges.

## Economic Development

**BERC** is part of the Sacramento County's Department of Economic Development. The focus of the department is: marketing and attraction of businesses into Sacramento County; regulatory coordination for existing or potential Sacramento County businesses; business development and retention within Sacramento County; and employment development.

# Numbers to Know...



Sacramento County Planning and Community Development Department (Zoning) (916) 874-6221



Sacramento County Building Inspection Division  
 Branch 1 (Downtown Sacramento) (916) 874-6433  
 Branch 2 (Bradshaw) (916) 875-5296  
 Branch 3 (Elk Grove) (916) 686-1239



Sacramento County Building Inspection Division (Permit Counters)  
 Branch 1 (Downtown Sacramento) (916) 874-6928  
 Branch 2 (Bradshaw) (916) 875-5793  
 Branch 3 (Elk Grove) (916) 686-1239



Sacramento County Fire Districts



Sacramento Metropolitan (916) 566-4000  
 Courtland (916) 775-1210  
 Delta Fire Protection District (Rio Vista) (707) 374-2233  
 Elk Grove (916) 685-9502  
 Folsom City (916) 355-7250  
 Galt (209) 745-1001  
 Herald (209) 748-2322  
 Isleton (916) 777-7776  
 Walnut Grove (916) 776-1113  
 Sacramento City (916) 264-5266  
 Wilton (916) 687-6920



Sacramento County Department of Finance (Business License) (916) 874-6644



Sacramento Metropolitan Air Quality Management District (Air Issues) (916) 874-4800



Sacramento County Environmental Management Department - Hazardous Materials Division (Hazardous Materials and Waste, Underground Storage Tanks) (916) 875-8550



Sacramento County Environmental Management Department Environmental Health (Restaurants, Food Service Pools) (916) 875-8440



Sacramento County Department of Water Quality - Industrial Waste Section (Wastewater to Sanitary Sewer) (916) 875-6470



Sacramento Regional County Sanitation District - Customer Service (Sewer Impact Fees) (916) 875-6679



Sacramento County Department of Water Resources (Stormwater) (916) 874-6851



Regional Water Quality Control Board - Central Valley Region (Wastewater to land, Surface Water) (916) 255-3000



Sacramento County Waste Management and Recycling Division (Solid Waste and Recycling) (916) 875-6789



Sacramento County Business Environmental Resource Center (BERC) (Free and Confidential Permit Assistance) (916) 364-4110  
<http://www.sacberc.org>



Sacramento County Department of Economic Development (916) 874-5220

**Sacramento Board of Supervisors**

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 Roger Dickinson

Second District  
 Illa Collin

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