

DEFINITIONS AND EXAMPLES

FOOD SERVICE ESTABLISHMENT (FSE)

Any facility engaged in preparing food for consumption by the public such as a restaurant, commercial kitchen, caterer, hotel, school, hospital, prison, correctional facility or care institution. This includes bakeries, donut shops, public and private schools, coffee shops, pizza parlors, nightclubs, fast food restaurants, cafeterias, eateries, fire stations, car washes with cafeterias, etc.

CHANGE OF USE

Any construction or remodeling that changes an existing non-FSE facility into an FSE facility.

Example: Print shop is changed into a restaurant; a hair & nail shop converts into a donut shop, etc.

CITY OF LOS ANGELES BUSINESS TAX REGISTRATION CERTIFICATE NUMBER (BTRC)

Account number from your business's City of Los Angeles Tax Registration Certificate issued by the Los Angeles City Office of Finance.

Example:

0 0 0 0 8 3 4 6 7 9 - 0 0 0 1 - 7

Note: Every person who engages in business within the City of Los Angeles is required to obtain the necessary BTRC and pay the business tax or obtain an exemption.

For more information, or to apply for BTRC call (213) 473-5901 or visit one of the Office of Finance Branch offices.

FSE COMPANY NAME (DBA)

DBA (Doing Business As) is a name of business used by person or entity instead of his/her own name. It is a called business name (fictitious name) used to describe business on signs, banners, flyers, menus, advertising, etc.

FSE LEGAL BUSINESS NAME

Legal Business Name is a name of the person or entity, which conducts business operation. It can be name of single person, names of partners or name of corporation that owes the business. BTRC is issued to the Legal Business Name.

OWNERSHIP TYPE(S)

Note: Business officer title of "Owner" only applies to Sole Proprietorship. For Partnership & Corporation Business officer titles include: partner, president, vice president, CEO, CFO, secretary, treasurer, managing member, member, etc. See examples on page 4, Section 3 Paragraph 3 D.

Sole Proprietorship:

A company owned by one individual and no partners that is not incorporated with the Secretary of State. Usually, such a business operates by obtaining a local business license and often uses a fictitious name (DBA). In this form of business, general liability rests with the owner.

General Partnership:

A company owned by two or more partners that is not incorporated with the Secretary of State. Usually, such a business is governed by a partnership agreement naming the partner establishing their relationships to one another. In this business the partners equally share all liability of the business regardless of the percentage of ownership.

Corporation:

A company formed by one or more individuals and incorporated through the Secretary of State. This type of business is usually governed by articles of incorporation, which require the company to be controlled by the plurality of shareholders. The shareholders elect a board of directors, which is responsible for the operations of the company. A corporation is a legal "person". This means that the entity can and does assume liability as an individual.

One Person California Corporation:

In California a One Person Corporation may have only one shareholder and one director. As a result, one person must hold multiple titles (president, vice-president, CEO, CFO, treasurer, secretary, etc).

Limited Liability Corporation (LLC):

This is a corporation, which is taxed like a partnership but without many of the S Corporation restrictions. The limited liability corporation can be used for closely held businesses but not for companies that want to be publicly traded.

INSTRUCTIONS FOR INDUSTRIAL WASTEWATER PERMIT APPLICATION
For additional assistance please call (323) 342-6118

SECTION 2 - REASON FOR APPLYING

- 2 A-D. Indicate reason for applying for an Industrial Wastewater Permit.
Provide the current or former Industrial Wastewater Permit Number if the application is being filed due to change in ownership.

SECTION 3 - COMPANY INFORMATION

- 3 A. Location address describes the business location that is to be permitted to discharge wastewater to the City sewer. Provide Unit #, Suite #, or Booth # when applicable.
- 3 D. Business Ownership Type & Business Officers' Names & Titles
Note: The title of "Owner" only applies to Sole Proprietorship. For other business ownership types, this application requires two (2) business officers/partners names and titles. Officer titles are: partner, president, chief executive officer (CEO), chief financial officer (CFO), treasurer, secretary, member, managing member.

Sole Proprietorship: Example: Legal Business Name: John Doze (i.e. Business owner's name)
Officer 1: John Doze Title: Owner (if only one)
Officer 2: Janet Doze Title: Co-Owner, if husband and wife

Partnership: Example: Legal Business Name: Marla Markles & Cleo Patera
(i.e. names of at least two (2) partners required)
Officer 1: Marla Markles Title: Partner
Officer 2: Cleo Patera Title: Partner

Corporation: Example: Legal Business Name: Steaks, Inc. (i.e. name of Corporation)
Officer 1: Audra T. Kiper Title: President
Officer 2: George Perkins Title: Chief Financial Officer

One Person California Corporation:

Example: Legal Business Name: Brownies, Inc. (i.e. name of Corporation)
Officer 1: Jose Martinez Title 1: President
Officer 1: Jose Martinez Title 2: Secretary (or Treasurer, or...)

Note: One Officer name and two titles required as shown above.

Limited Liability Corporation (LLC):

Example: Legal Business Name: Jake's Flavors, LLC (i.e. name of Corporation)
Officer1: Alicia Reynolds Title: President (or Managing Member)
Officer2: Tricia Harris Title: Secretary (or Member)

The City of Los Angeles representatives may require supporting documents such as the following:

- Copy of the Articles of Incorporation accepted and stamped by the Secretary of State
- Fictitious name statement -Agent for service of process
- List of Officers and Directors -Partnership agreement listing general partners

- 3 E. City of Los Angeles Business Tax Registration Number (see example on page 2).
3 F. Billing address for billing purposes.
3 G. Mailing address used for mailing general information and correspondence.
3 H. Landlord, Property Owner or Property Manager information used for additional contacts.

SECTION 4 – FOOD SERVICE ESTABLISHMENT DESCRIPTION

- 4 A-E Describe the type of business and service activities conducted.
4 F. Provide the Department of Health Services Permit Number.

SECTION 5 – CONSTRUCTION CONTACT INFORMATION

This information is necessary to maintain contact during construction activities.

SECTION 6 – SIGNATORY REQUIREMENT

FSE authorized representative is a business officer legally responsible for operation of the company discharging wastewater or a company employee (FSE manager, accountant) authorized in writing to sign documents for the business officer. Business officer titles include: owner, partner, managing partner, president, vice-president, secretary, treasurer, CEO, and CFO. The following do not qualify as FSE authorized representatives: Contractors, designers and architects.