

**CITY OF PORTALES COMMERCIAL RESOURCE
/SERVICE PERMIT APPLICATION**

Section 3.1 of Utilities Administrative Policies (Resolution #16-17-20) Application is not a guarantee of resource/service:

In order to prevent waste and to conserve the supply of water and other resources, the City of Portales requires permits for new commercial and industrial entities.

The permit shall set the deposits, rates, limits, penalties, fees, fines and any other parameters deemed necessary by the City of Portales. Permits for all Industrial users and Commercial users averaging over 100,000 gallons a month shall be presented to the City Council for approval or denial; and no resource/ service usage shall be granted without an approved permit. Any permits issued may be modified, including reduction in use, based on resource/service availability through the City of Portales as determined by the Portales City Administration and further, any permit may be modified, suspended or revoked at any time deemed necessary by the City of Portales. In the event such modification should be administratively granted, the permit application as modified will be brought back before the City Council at the next regularly scheduled Council meeting for its consideration, approval, further modification or denial. A change in business name, ownership, additional locations or location or business/industry type shall require a permit application. Changes in resource/service requirements shall require an application for permit or permit amendment. Each applicant for a new resource/service usage permit or permit amendment shall provide a written application to include the following information:

OWNER NAME: _____ DATE: _____

CONTACT PHONE: _____ EMAIL: _____

NAME OF BUSINESS/INDUSTRY: _____

BILLING ADDRESS: _____

PHYSICAL ADDRESS: _____

BUSINESS TYPE/ INDUSTRY PROCESS: _____

CHECK IF COPY OF BUSINESS REGISTRATION IS INCLUDED WITH APPLICATION.

Section 3.1 (M) A two hundred fifty dollar (\$250) fee shall be required to process the permit application. This fee may be applied to the deposit amount, but is not refundable. Additional deposit amount may be required.

Section 3.1 (O) Commercial accounts shall renew their permit every 3 years.

Section 3.1 (P) Regular permit review will be conducted by City staff.

For Staff Use Only:

Application No. _____

Process Fee: **YES** **NO**

Permit Application Receipt No. _____

WMD Deposit Amount: _____

WMD Receipt No. _____

(Official Signature for approval or denial)
Approved _____
Denied _____

Date

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(ANSWER ALL THAT APPLY)

RESOURCES/SERVICES REQUESTED:

POTABLE (DRINKING) WATER NEEDED: YES NO

TO PROCESS AND/OR FOR "DOMESTIC" USE

AVERAGE DEMAND BY MONTH: _____

PEAK DEMAND BY MONTH: _____

AVERAGE DAILY DEMAND: _____

PEAK DAILY DEMAND: _____

FIRE PROTECTION : _____

WATER LOSS PLAN: _____

WATER CONSERVATION PLAN: _____

WASTEWATER:

TYPE AND PROFILE OF WASTE STREAM: _____

T.S.S. _____

B.O.D.S _____

PHOSPHOROUS _____

Ph _____

TEMPERATURE _____

FATS/OILS/GREASE _____

ORGANIC CONTAMINANTS _____

INORGANIC CONTAMINANTS _____

METALS _____

TOXINS _____

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PETROLEUM BASED WASTES YES NO

PHARMACEUTICALS YES NO

ESTIMATED MONTHLY AVERAGE FLOW _____

ESTIMATED PEAK MONTHLY FLOW _____

ESTIMATED AVERAGE MONTHLY FLOW _____

ESTIMATED AVERAGE DAILY FLOW _____

OTHER REQUIRED INFORMATION (DETERMINED BY CITY STAFF) **ON A SEPARATE PAGE, IF NEEDED.**

INFILTRATION CONTROL PLAN _____

SOLID WASTE:

TYPE AND PROFILE OF WASTE STREAM _____

ESTIMATED AMOUNT OF SOLID WASTE GENERATED _____

NUMBER OF CONTAINERS 1 2 MORE

NUMBER OF PICK-UPS PER WEEK 1 2 3

LOCATION AND ACCESS TO CONTAINERS _____

VECTOR CONTROL PLAN _____

STREETS:

IMPACT TO CITY ROADWAYS AND ALLEYS _____

IMPACT TO TRAFFIC PATTERNS _____

TYPE AND NUMBER OF EQUIPMENT/VEHICLES EXPECTED TO UTILIZE CITY ROADS/ALLEYS

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INGRESS/EGRESS ROUTES FOR EQUIPMENT/VEHICLES AND DELIVERIES/SHIPMENTS

Signature of Applicant

Date