

See Reverse Side for Instructions

OKC-SWQ  
FORM  
CC - 1

October 25, 2023



**OKLAHOMA CITY STORM WATER QUALITY MANAGEMENT DIVISION  
PERMIT APPLICATION FOR  
COSMETIC CLEANING OPERATIONS**

**Chapter 57 of the Municipal Code relating to Storm Water Management requires a Permit for:**

Section 57-190      Cosmetic Cleaning

Any system, machine, or substance used to remove undesirable substances from any surface or facade creating free foreign matter.

**I. BUSINESS INFORMATION**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**II. OWNER/OPERATOR INFORMATION**

Applicant's Name: \_\_\_\_\_

Billing Email Address: \_\_\_\_\_

Applicant's Local Telephone Number: \_\_\_\_\_

**III. VEHICLE INFORMATION**

Description and vehicle registration number of each vehicle to be registered under this permit: (if applicable)

Trailer License Number: (if applicable) \_\_\_\_\_

**IV. DISPOSAL METHOD**

Filtration and containment process:

- Use of filtration system removing all contaminants before discharge to the Municipal Separate Storm Sewer System (MS4).
- All fluids (without explosive contaminants) recovered and disposed to sanitary sewer.

Industrial Pretreatment disposal location: \_\_\_\_\_

Industrial Pretreatment Permit #: \_\_\_\_\_

**V. CERTIFICATION**

All Applicants:

I certify under penalty of law that I have read and understand Sections 57-190 through 57-196 of the Oklahoma City Municipal Code for coverage under the Storm Water Discharge Supplemental Permit Classifications and Requirements.

Furthermore, this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I understand that continued coverage under the Storm Water Permit for Cosmetic Cleaning Operations is contingent upon maintaining eligibility.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_



## INSTRUCTIONS FOR OKC-SWQ FORM CC - 1 PERMIT APPLICATION FOR COSMETIC CLEANING OPERATIONS

### Who Must File a Permit Application for Industries Associated with Cosmetic Cleaning Operations

Any person who engages in commercial cosmetic cleaning is required to apply for a permit. Cosmetic cleaning is defined as any system, machine, or substance used to remove undesirable substances from any surface or façade creating free foreign matter.

Oklahoma City Municipal Code Section 57-190 adopts by reference Federal law at 40 CFR part 122 and also by reference in Oklahoma Administrative Code 252:606-5-5 prohibiting point source discharges of storm water associated with industrial activity to a water of the US without a Municipal Storm Water Discharge Permit. If you have questions or need additional information, please call our office at (405) 297-1774.

### How to Submit the Permit Application

Applications may be emailed to:

- [stormwater@okc.gov](mailto:stormwater@okc.gov). Online payment instructions will be emailed to you after submittal.

Printed permit applications, along with a \$55 permit fee made payable to the City Treasurer, may be submitted:

- Via USPS to:  
Public Works Department  
Storm Water Quality Management Division  
420 W. Main, Suite 360  
Oklahoma City, Oklahoma 73102
- Or in person to: Storm Water Quality Management at 420 W. Main St., Oklahoma City, 1st Floor.

### Completing the Form

Obtain and read a copy of City of Oklahoma City [Municipal Code Sections 57-190 through 57-196](#).

### Section I. Business Information

Enter the business's name, complete street address, including city, state, and ZIP code, for which you are making this application.

### Section II. Owner/Operator Information

Enter the legal name of the owner/operator of the business for which you are applying for a permit. Include the phone number and billing email address.

### Section III. Vehicle Information

Enter the description and vehicle registration number of each vehicle to be registered under the license.

Enter the license number of the trailer, if one will be used.

### Section IV. Disposal Method

Check the appropriate box for the filtration or containment process that will be used.

Any applicant who utilizes wash water recycling units must list all sanitary sewer discharge locations the applicant intends to use. List the Industrial Wastewater Pretreatment disposal location and Permit #, if applicable. Questions regarding Industrial Wastewater Pretreatment permits can be directed to [ww-pretreatment@okc.gov](mailto:ww-pretreatment@okc.gov) or 405-297-3810.

### Section V. Certification

Please print and sign your name showing that you have read the Certification Statement and understand that Federal Statutes provide for severe penalties for submitting false information on this application form.

### General Information

The Cosmetic Cleaning Permit Number must be displayed in a visible location on the vehicle or trailer registered under this permit. A minimum character height of three inches is required.

A permit holder shall ensure that all of its employees engaged in mobile commercial cosmetic cleaning are knowledgeable of the discharge prohibitions to the Municipal Separate Storm Sewer System and shall require all its employees to use best management practices when engaging in mobile commercial cosmetic cleaning.

A permit shall be valid for one year from the date of its issuance, unless suspended or revoked.

### Permit Renewal

Should your cosmetic cleaning operations continue beyond one year, you must update and resubmit this form, along with a \$55 permit renewal fee, before permit expiration. Refer to the filing and payment methods listed under How to Submit the Permit Application. Late fees may be incurred if the permit is not renewed before expiration.

**ENSURE YOU ACQUIRE A COPY OF THIS PERMIT AND CAREFULLY READ ALL THE TERMS AND CONDITIONS.**