



City of Oakland BUSINESS SOLID SELF-HAUL PERMIT Requirements and Application



Oakland Municipal Code (OMC) [8.28.100](#) requires businesses to subscribe to not-less-than weekly solid waste and organic material collection services from Waste Management of Alameda County (WMAC). OMC 8.28.100 provides that a business may obtain from the City of Oakland a self-haul permit as an alternative to subscribing to the required collection services provided by WMAC.

A Business who has obtained a Self-Haul Permit, in accordance with Oakland Municipal Code [\(OMC\) Section 8.28.115](#), must:

- Meet the requirements of [OMC Section 8.28.140](#) by making accessible to all commercial occupants, watertight receptacles with tight-fitting lids that follow State mandated colors with black/gray for trash, blue for recyclable materials, and green for organic materials in sufficient number and of sufficient capacity to hold all trash, recyclable materials, and organic materials that are created, produced, or accumulated on such premises between the time of successive removals of such materials, which shall be **no less than weekly**.
- Maintain an enclosure or other properly permitted structure on the premises to contain all trash, recycling, and organics collection receptacles and screen them from the street ([Planning Code 17.124.045](#)).
- Comply with OMC Section 8.11 and only dispose of at a permitted transfer station and maintain the property in such a way to prevent illegal dumping and manage all material that is illegally dumped on the property.
- Educate commercial tenants and/or employees on proper sorting of trash, recycling and organics annually at a minimum per Alameda County Mandatory Recycling Ordinance (MRO).
- Deliver the trash to a properly permitted solid waste transfer or disposal facility; deliver all organics to a properly permitted transfer facility, a material recovery facility, or a processing facility for processing; handle all hazardous wastes in accordance with the law; and handle recyclable materials in accordance with the MRO, and the provisions of [OMC Section 8.28.30](#) addressing Collection of Recyclable Materials. Delivery by any person other than the Self-Haul Permit holder for the designated property is strictly prohibited, except in the case of recyclable materials or certain bulky items.
- Maintain records indicating that trash, organic materials and recyclable materials created, produced, or accumulated on the premises were (1) removed at least once a week or more often as may be required to adequately serve the premises ([OMC Section 8.28.120](#)), and (2) disposed of and processed consistent with [OMC Section 8.28.115](#), or (for appropriate organic materials) was composted onsite. Uploading of records to the Green Halo Systems web-based platform, documenting delivery of solid waste, organics, and recycling to a permitted transfer facility will be required no less than every two weeks.
- Authorize City officials to inspect the premises at reasonable intervals to ensure Self-Haul Permit compliance.
- Pay an application fee and an annual fee, as established in the City's Master Fee Schedule, for recovery of the City's administrative costs associated with issuing the Self-Haul Permit and monitoring the permit holder's compliance with OMC requirements, including costs associated with periodic inspection of the premises.
- **A Self-Haul Permit is valid for a 12-month period from the date of issue and is not transferable.**



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THE BUSINESS SELF-HAUL PERMIT APPLICATION PROCESS

Under the Oakland Municipal Code (OMC) Section 8.28, every owner of any premises shall ensure that arrangements are made to properly dispose of the solid waste (including trash, organic materials and recyclable materials) created, produced, or accumulated on the premises through either maintaining a subscription for regular trash and organic materials collection service from the City's provider of trash and organic materials collection services (Waste Management of Alameda County - WMAC) or by the owner or occupant who has obtained a **Self-Haul Permit** from the City. In addition, it is unlawful for any person other than WMAC to collect or haul any trash or organics from premises within the City except for persons who receive an approved Self-Haul Permit, or the exceptions listed in OMC Section 8.28.060.

Per the Alameda County Mandatory Recycling Ordinance, all businesses must separate and recycle all glass bottles and jars, aluminum and tin cans, plastic bottles and jugs, and paper and cardboard that is free of food as well as separate food scraps and compostable paper for composting.

To apply for a Self-Haul Permit, complete and submit the BUSINESS SOLID WASTE SELF-HAUL PERMIT application form.

A **processing fee of \$ 910.82¹** must be submitted with each Self-Haul Permit application. Enclose a check payable to "City of Oakland" in the amount of \$751.68. An on-site inspection of your property is required. Should the City issue a Self-Haul Permit, it will be valid for 12 months from the date of issuance, subject to revocation by the City if the permit-holder does not comply with the terms of the permit. The cost of the **Self-Haul Permit annual renewal is \$ 607.21.**

¹ Fees current as of November 2023. All fees are subject to annual adjustment by the City. See the most current Master Fee Schedule at <https://www.oaklandca.gov/> for the most current fee amounts.



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BUSINESS SELF-HAUL PERMIT APPLICATION

APPLICANT CONTACT INFORMATION:

Applicant's Name: _____

Daytime Phone: _____ Email: _____

Preferred Contact Method: Phone Email

APPLICANT INFORMATION:

I am: Owner Occupant Owner Non-Occupant
 Occupant Non-Owner, my business has been at this address since _____.

PROPERTY OR BUSINESS OWNER INFORMATION:

Business Primary Address: _____ Zip: _____

Additional street address(es) (in addition to primary): _____

Are there any residential units on the property? Yes No

Trash and organics generated by residential units, may not be self-hauled under a Business Self-Haul Permit. A Multi-Unit Residential Property Self Haul Permit must be obtained to be excused from subscribing to required WMAC collection services.

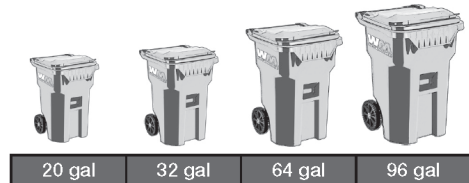
CURRENT SERVICE INFORMATION:

Do you currently subscribe to trash and or organic material collection services from WMAC? Yes No

WMAC account number: _____

(Please attach a copy of your most recent bill with your completed application.)

Current sizes and numbers of containers subscribed to by your business:



Carts (gallons)



Bins (cubic yards)

TRASH (Number of Carts or Bins): ___ 20 gal ___ 32 gal ___ 64 gal ___ 96 gal ___ (___) Cubic Yards

Service day(s): Mon Tues Wed Thurs Fri Sat



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ORGANICS (Number of Carts or Bins): ____20 gal ____32 gal ____64 gal ____96 gal ____ (____) Cubic Yards

Service day(s): Mon Tues Wed Thurs Fri Sat

RECYCLE (Number of Carts or Bins): ____20 gal ____32 gal ____64 gal ____96 gal ____ (____) Cubic Yards

Service day(s): Mon Tues Wed Thurs Fri Sat

How long have you been subscribed at this service level? _____

WASTE GENERATION INFORMATION (WHAT MATERIALS ARE GENERATED?):

Please estimate how much of each material is currently set out for disposal each week? (Estimate in total gallons or estimate the percentage each cart (for each material) is usually full)

TRASH: _____

ORGANICS: _____

RECYCLING: _____

Please indicate (to the best of your knowledge) what additional waste materials were produced or accumulated on the property in the past year (describe type and estimate quantity):

Bulky Items: _____

Hazardous Material: _____

Other (describe): _____

SELF-HAUL PLAN (WHAT ARE YOU PROPOSING TO DO?):

CONTAINERS:

What size, type and quantity of equipment will you provide and use for the **collection and storage of materials on the premises** between deliveries to a disposal facility?

TRASH: _____

ORGANICS: _____

RECYCLING: _____

CONTAMINATION AVOIDANCE AND EMPLOYEE AND CUSTOMER EDUCATION:

How will you ensure that employees and customers are informed about correct use of containers, so that (1) trash do not contain recyclables or organics, (2) organics do not contain trash, recycling, or other contaminants,



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and (3) recyclable materials do not contain trash, organics, non-recyclable materials, or other contaminants?

DISPOSAL (METHOD, DESTINATION, FREQUENCY):

What method of transportation will you use to self-haul material?

- Empty on-site containers into vehicle that will be tarped or otherwise legally enclosed.
- Load securely covered containers onto vehicle.
- Other (describe in detail). _____

Trash: Where do you intend to deliver trash for disposal? Provide names and addresses of facilities.

How often will you self-haul trash? _____

(NOTE: For health and safety reasons, [OMC 8.28.140](#) requires removal of trash and organics no less than weekly.)

Organics: Where do you intend to deliver organic materials for compost processing? Provide names and addresses of facilities.

How often will you self-haul organics? _____

(NOTE: For health and safety reasons, [OMC 8.28.140](#) requires removal of trash and organics no less than weekly.)

Do you intend to compost any organic materials on site? **YES** **NO**

If yes: What method of composting will you use onsite, and what type and quantity of equipment will you provide and use for the onsite composting?

How will you ensure organic materials subject to the Alameda County Mandatory Recycling Ordinance but which are not suitable for the home composting system (for example paper, meat products) described above are composted?



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Recycling: Where do you intend to deliver recyclable materials for processing? Provide names and addresses of facilities.

How often? _____



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APPLICATION AUTHORIZATION:

The City will process this Application upon receipt of fee payment. If review of the Application indicates permit eligibility, an Oakland Public Works inspector will contact you to make an appointment to review your plan and inspect your property to confirm proper handling of materials.

By signing this form, I, _____, hereby declare that the answers above are true
(name)
to the best of my knowledge, under penalty of perjury, that I am the Owner *or* Occupant *or* Both
of _____, Oakland, CA, and that I:
(street address)

- request a Business Solid Waste Self-Haul Permit
- acknowledge my responsibility to notify all occupants of the terms and conditions of the permit upon issuance and educate occupants on proper waste sorting mandated per Alameda County Mandatory Recycling Ordinance
- authorize Oakland Public Works to perform an initial inspection of my property
- authorize Oakland Public Works to perform additional inspections of the property as needed
- acknowledge the terms and conditions of the permit when issued, including, but not limited to establishing an account with Green Halo Systems where I will upload disposal records at a minimum every two weeks to Green Halo Systems
- maintain the property in compliance with Oakland Municipal Code Section 8.24 health and safety requirements
- acknowledge that per Oakland Municipal Code Section 8.11 it is unlawful to dump material anywhere in the City that is not a permitted transfer station and that property owners are responsible for preventing and/or managing material that has been illegally dumped on their property.

SIGNATURE

DATE



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APPLICATION FEE:

A **processing fee of \$910.82** must be submitted with each Self-Haul Permit application. Enclose a check payable to “City of Oakland” in the amount of **\$910.82**. An on-site inspection of your property is required. Should the City issue a Solid Waste Self-Haul Permit, it will be valid for 12 months from the date of issuance, subject to revocation by the City if the permit-holder does not comply with the terms of the permit. The cost of the **Solid Waste Self-Haul Permit annual renewal is \$607.21**. All fees are subject to adjustment by the City Council.

Submit with payment to:

City of Oakland
Public Works Agency
Environmental Services Division – Self-Haul Permits
250 Frank H. Ogawa Plaza, Suite 5301
Oakland, CA 94612
Phone: (510) 238-SAVE (7283) Email: recycling@oaklandca.gov

<i>For internal use only.</i> Inspector:	Incident Number _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied
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