



Small Business and/or Extreme Hardship Permit Fee Reduction Application

This application covers FY2017 (July 1, 2016 - June 30, 2017) for calendar year 2015.

Permittee:	
Contact Name and Address:	Permit No:
	Phone No:
	Alt Phone No:
	Fax No:
	Email Address:

1. Type of fee reduction you are requesting.

- Small Business
- Extreme Hardship

2. Type of ownership.

- Corporation
- Limited Liability Company
- Partnership
- Sole Proprietorship
- Nonprofit Organization No: _____
- Other: _____

3. Is your business owned and operated independently from all other businesses (not a subsidiary of a parent company)? **To qualify for fee reduction, business must be operated independently and have its own UBI number.**

- Yes No

4. What was your gross revenue from the total sales of the goods and services produced using the processes regulated by the wastewater discharge permit in **calendar year 2015**?

Sales: _____

Attach documentation of the amount of gross revenue from the total sales of the goods and services produced using the processes regulated by the wastewater discharge permit in calendar year 2015.

If the sales are subject to taxation under the Washington state business and occupation tax, retail sales tax, or public utility tax, please provide copies of one of the following:

- A complete set of Washington State Department of Revenue Combined Excise Tax Returns for **calendar year 2015**.
- U.S. Corporation Income Tax Return (form 1120).
- Copies of accounting records or receipts may also be submitted in order to identify the sales during the time they were produced using the processes regulated by the wastewater discharge permit.

Application deadline is September 30, 2016.

Please note: Application cannot be processed without documentation.

I hereby certify with my signature that all information contained in this application and in supporting documents is true and correct. I understand that any omissions or misrepresentations will result in denial of the fee reduction application and revocation of previously granted fee reductions.

Name

Title

Signature

Date

Sign and return this form and supporting documentation to:

Charles Gilman
Department of Ecology
Water Quality Program
PO Box 47600
Olympia, WA 98504-7600

If you have any questions, please call Charles at (360) 407-6425 or email at wqfee_unit@ecy.wa.gov.

You may also email the information or fax to (360) 407-7151.

Instructions for Applying for Small Business and/or Extreme Hardship Permit Fee Reduction

These instructions cover FY2017 (July 1, 2016 - June 30, 2017) for calendar year 2015.

Any application received for FY2017 cannot be processed until your previous fiscal year account(s) have been paid in full.

Eligibility Requirements

Small Business Fee Reduction Request

A small business holding a permit for an industrial facility may apply for a permit fee reduction. To qualify, a business must meet the following four criteria that define a small business:

1. Be a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit.
2. Be independently owned and operated from all other businesses (not a subsidiary of a parent company).
3. Have annual sales of one million dollars (\$1,000,000) or less of the goods and services produced using the processes regulated by the wastewater discharge permit.
4. Pay an annual wastewater discharge permit fee greater than five hundred dollars (\$500).

The permit fee for an eligible small business will be reduced to fifty percent (50%) of the annual permit fee.

Extreme Hardship Fee Reduction Request

If the annual gross revenue of the goods and services produced using the processes regulated by the waste discharge permit is one hundred thousand dollars (\$100,000) or less, and the annual permit fee assessed imposes an extreme hardship, the small business may apply for an extreme hardship fee reduction.

The small business must provide documentation of the amount of sales of the goods and services produced using the processes regulated by the wastewater discharge permit in **calendar year 2015**.

If the sales are subject to taxation under the Washington state business and occupation tax, retail sales tax, or public utility tax, please provide copies of one of the following:

- A complete set of Washington State Department of -Revenue Combined Excise Tax Returns for **calendar year 2015**.
- U.S. Corporation Income Tax Return (form 1120).

- Copies of accounting records or receipts may also be submitted in order to identify the sales during the time they were produced using the processes regulated by the wastewater discharge permit.

The permit fee for a small business meeting the extreme hardship criteria will be reduced to the minimum allowed which is \$128.00.

Procedures for Submitting Applications

Holders of wastewater discharge permits for industrial facilities who believe that they qualify for a small business permit fee reduction and/or the small business extreme hardship fee reduction should complete the application in full. Please type or print clearly using ink.

For existing permit holders all applications must be received by the Department of Ecology **no later than September 30, 2016**. For holders of new permits issued during the fiscal year, the application must be submitted no later than forty-five (45) days of the date after the first billing.

Payment of the permit fee is not due until the application for a small business fee reduction has been processed and either allowed or denied.

The application must be signed and dated by:

1. In the case of a corporation, by an authorized corporate officer;
2. In the case of a limited partnership, by an authorized general partner;
3. In the case of a general partnership, by an authorized partner; or
4. In the case of a sole proprietorship, by the proprietor.

If you have any questions about applying for a small business fee reduction, please call Charles Gilman at (360) 407-6425 or email at wqfee_unit@ecy.wa.gov.

Completed application and supporting documents should be mailed to:

Charles Gilman
Water Quality Program
Department of Ecology
PO Box 47600
Olympia, WA 98504-7600

All correspondence about the permit fee program should be mailed to this address.