



**CITY OF TROY**  
**SOLID WASTE COLLECTION PERMIT APPLICATION FORM**

Permit fees are due on or before November 15 of each calendar year. Late payments are subject to additional charge. For assistance filling out this form, please contact the Office of General Services by email at [recycling@troyny.gov](mailto:recycling@troyny.gov) or by phone at 518-279-7313. Return this completed form with payment enclosed to:

City of Troy, 433 River St., Ste. 5001, Attn: General Services, Troy, NY 12180.

**SECTION I – COMPANY INFORMATION**

Fill out all of the information below. Use the application checklist to ensure all necessary components are submitted with the application. Failure to submit all of the required components will delay application processing.

<b>Company name</b>	
<b>Street address</b>	
<b>City, State, Zip</b>	
<b>Contact name</b>	
<b>Contact phone number</b>	
<b>Secondary phone number</b>	
<b>E-mail address</b>	
<b>Fax number</b>	
<b>EIN</b>	

<b>Application Checklist</b>	✓
Signed and notarized application	
Proof of adequate insurance and indemnification	
Operation and handling procedure plan	
List of intended service days within the City	
List of vehicles servicing the City	
Permit payment	

**SECTION II – OPERATION AND HANDLING PROCEDURE PLAN**

*Attach additional pages outlining what and how work will be done under this permit. This permit usage plan must be approved by the Commissioner of General Services prior to issuance of the permit. Include how and where your company intends to dispose of materials, the general types of materials that will be disposed of, and any other relevant information.*

**SECTION III – VEHICLE INFORMATION**

*List all vehicles that will be used to remove solid waste generated within Troy City Limits. Fee is \$200.00 per vehicle. You may attach additional pages as necessary.*

License Plate Number	Make	Model	VIN	Permit Number (official use only)

**SECTION IV – APPLICANT ACKNOWLEDGEMENT**

In making this application, the applicant agrees that if granted this permit, their respective company will conduct their business pursuant to the regulations set forth in Chapter 247 Article II of the Troy City Code, duly adopted by the City of Troy, NY, on October 3, 2019, as well as any amendments thereto. The applicant also certifies they have read and will abide by the terms of this permit as outlined in Section V. Should applicant fail to conduct their business in accordance with the terms of this Permit and the Troy City Code, violation fees shall be assessed, the fine amount dependent upon the significance of failure. Should further violations occur, said permit may be revoked forthwith.

The applicant also acknowledges the requirement that any hauler doing business in the City limits shall also submit quarterly reports stating the quantity of materials/commodities being hauled and the location of their disposal. As a mandatory verification of this requirement for this permit, current and past disposal destination reporting may be requested directly from the processing or disposal facility as deemed necessary by the City of Troy, NY. A hauler that fails to remit this information will not be issued a new permit.

By signing this application, applicant also agrees to provide copies of any and all disposal facility reports, scale-tickets, or other information pertaining to their materials processing, upon request by the City of Troy, NY.

Further, the applicant agrees to pay all regular fees assessed for the use of any facilities in the City of Troy, NY, as well as any fees the City of Troy, NY, may incur in handling or management of materials transported by said hauler. In the event that the applicant fails to make payment of these fees, the applicant agrees that any costs incurred by the City of Troy, NY, in enforcing its rights, including but not limited to interest, penalties, court costs, and attorney fees, shall be assessed to and collected from the applicant.

If applicant discontinues service in the City of Troy, NY, applicant’s permit shall be revoked. Proof of discontinuation of service may be required from the applicant.

Applicant name (in print): \_\_\_\_\_

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STATE OF NEW YORK )**  
**COUNTY OF RENSSELAER) SS:**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, personally appeared \_\_\_\_\_ of \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that they executed the same in their capacity, and that, by their signature on this instrument, the individual, or the person upon behalf of which the individual acted, executed this instrument.

Notary public signature: \_\_\_\_\_

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**SECTION V – TERMS OF PERMIT**

*Read and retain this section for your records.*

Application is hereby made to the Commissioner of General Services for the issuance of a Solid Waste Collection Permit, pursuant to Chapter 247 Article II of the Troy City Code.

No person, firm or corporation, public or private, shall engage in the business of removing solid wastes of any kind from any building, premises, street or public place in the City, unless the hauling entity shall first have applied to and obtained from the Commissioner of General Services a solid waste collection permit to do so and shall have agreed to conform to the regulations established by Chapter 247 and any other rules or regulations that may be promulgated by the Rensselaer County Department of Health or the City of Troy Department of General Services concerning the removal of solid wastes.

All solid waste collection permits shall expire on the 31st day of December and shall be nontransferable. A single hauling company, corporation, business or organization is required to hold one permit per vehicle every year. The permit placard must be visibly displayed at all times on the exterior of each transport vehicle traveling within the City limits.

Application for a solid waste collection permit shall be accompanied by a fee of \$200 per vehicle, payable to the City of Troy. At the time of making such application, the applicant must furnish to the Commissioner of General Services a schedule of intended pickup days on the various highways, streets and roads within the City, the schedule of rates and charges to be paid by the respective customers, together with a list of vehicles to be used by the applicant and the license plate numbers thereof and a list of locations, with a contact, to which the material picked up within the City will be brought.

**Conditions for issuance of permit:**

- A. A solid waste collection permit may only be issued after approval of the application by the Commissioner of General Services.
- B. A vehicle used for the collection and transportation of compost, food waste, garbage, recyclables, rubbish, sewage solids, solid waste, and dead animals within the City shall be enclosed and watertight. A vehicle used for the collection and transportation of all other solid wastes within the City shall be enclosed and provided with a cover to completely cover the solid wastes.
- C. The vehicles used by collectors and the routes of collection shall be subject to inspection and reasonable visitation by the Commissioner or duly accredited and authorized agents of the City.
- D. A permit holder shall keep a copy of the current year's permit within each solid waste collection vehicle operating in the City.
- E. All permit holders shall complete quarterly collection reports and file them with the Commissioner of General Services. These quarterly reports shall include types of materials collected, weight/volume of materials collected, and locations where the materials have been disposed of. Collection reports must be filed within 30 days of the end of the prior quarter or the Commissioner may revoke the permit. A revoked permit may not be reinstated until the hauler provides the required data. A new permit will not be issued for the following year if the hauler has not complied with the Commissioner's data reporting requirements.
- F. To be accepted for filing, every application for a solid waste collection permit must be accompanied by a certificate or affidavit of insurance, executed by representatives of a duly qualified insurance company, evidencing that the insurance company has issued liability and property damage insurance policies covering all operations of the applicant and of any other person, firm, corporation, or contractor employed or engaged by the applicant, and protecting the public and any and all persons and property from injuries and damages arising out of or in consequence of the applicant's operations. In addition:
  - (1) The City of Troy shall be named additional insured on a primary and noncontributing basis with coverage for any and all claims arising from the operations of the applicant or permittee or any subcontractor.
  - (2) Applicants and permittees must carry insurance as specified below:

- (a) Commercial general liability and contractual liability on an occurrence basis for all personal and bodily injuries and property damage, with minimum coverage limits of \$1,000,000 each occurrence/\$2,000,000 general aggregate.
- (b) Workers' compensation insurance as required by law and including employer's liability insurance. Statutory disability benefits insurance as may be required by law.

(c) Comprehensive motor vehicle liability coverage on owned, hired, leased, or non-owned motor vehicles with coverage limits of not less than \$1,000,000 combined for each accident for damage because of bodily injury, sickness, or disease, sustained by any person, caused by accident, and arising out of the ownership, maintenance, or use of any motor vehicle, as well as for damage because of injury to or destruction of property, including the loss of use thereof, caused by accident and arising out of the ownership, maintenance, or use of any motor vehicle.

(d) Commercial umbrella coverage of \$2,000,000.

(3) Each policy of insurance must be in form and content satisfactory to the Commissioner of General Services and/or the City Corporation Counsel, and shall provide that:

(a) The insurance policies shall not be changed or canceled until the expiration of 30 days after written notice to the City of Troy Commissioner of General Services.

(b) The insurance policies shall be automatically renewed upon expiration and continued in force unless the City of Troy Commissioner of General Services is given 60 days' written notice to the contrary.

(4) No work shall be commenced under the permit until the applicant has delivered to the Commissioner of General Services proof of issuance of all policies of insurance required by the permit. Actual policies of insurance shall be provided to the Commissioner upon demand therefor. If, at any time, any of said policies shall be or become unsatisfactory to the City, the applicant or permittee shall promptly obtain a new policy and submit new proof of insurance to the Commissioner for approval. Upon failure of the applicant or permittee to furnish any requisite item, or to deliver and maintain the insurance as above provided, the Commissioner shall suspend or revoke the permit. Failure of the applicant or permittee to procure and maintain any required insurance shall not relieve the applicant from liability under the permit, nor shall the insurance requirements be constructed to conflict with or to satisfy or replace the separate obligations concerning indemnification set forth below.

G. Indemnification. Separate and apart from the obligation to obtain the insurance required above, applicants and permittees shall keep and hold harmless the City of Troy, its agents and employees from and against any and all liability, losses, or other claims for damages for death, bodily injury, or property damage, or of any other kind or nature, arising out of or in consequence of the operations of the applicant or permittee or any agent, servant, employee, or subcontractor of the applicant or permittee, all to the fullest extent allowed by law, and they shall defend and indemnify the City of Troy, its agents and employees for any and all claims, damages and liability of any kind whatsoever, including all litigation expenses and reasonable attorney fees, arising out of or in consequence of the operations of the applicant or permittee.

H. A permit may be refused or revoked if the applicant has been convicted of a misdemeanor or felony which in the judgment of the Commissioner renders the applicant unfit to hold a permit, or if the applicant otherwise fails to meet the requirements of Chapter 247 to the satisfaction of the Commissioner.

**Additional requirements:**

A. The applicant's permit number must be listed on the company's website, as well as visibly posted in any physical structure (i.e. building).

B. The applicant and any other individual or entity operating under a solid waste collection permit must conduct business in regards to materials collection and roll-off/dumpster placement and removal only between the hours of 6:00am and 9:00pm in the Central Business District.