

Applying for a Solid Waste Hauler License- Help Document

This document is a step-by-step instruction manual on how to apply for a solid waste hauler license with the City & County of Denver.

Contents:

- Section 1: Reporting Tonnage
- Section 2: Applying for a License
- Section 3: Renewing a License

To apply for a solid waste hauler license, you will need to:

1. Report tonnage (**Section 1**)
2. Apply for a license. (**Section 2**) OR Renew a License (**Section 3**)

These must be completed in this order.

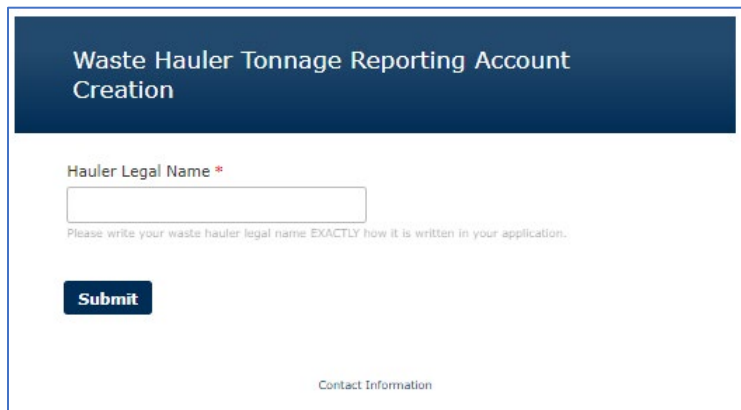
Other Important Information:

- Consider downloading and utilizing the “Hauler Tonnage Tracking Tool” located on our [webpage](#) to help keep your data organized throughout the year. This tool can be used to your benefit in **Section 1**.
- All licenses will expire on January 31st. Due to this, all renewals must report data and application between January 1st-31st.
- If you are having issues with the application, contact HaulerLicense@denvergov.org or 311 (720-913-1311). If applicable, please be ready with a screenshot or the section and step number so we can assist you quickly.

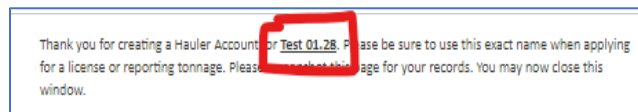
Section 1: Reporting Tonnage

Step 1: To create an account press “Create a Tonnage Reporting Account” button on right hand side of the [waste hauler webpage](#). If you have already created an account, skip to **Step 4**. If you have already reported data for the previous year, skip to **Section 2**.

Step 2: In the form, type in your “Hauler Legal Name” for your business. Input this name the same way in license application (**Section 2, Step 7**), so double check that punctuation and spelling is correct before pressing “submit.” **You will need to use the same name to renew and to submit every tonnage report.** Otherwise, you will have to apply as a new hauler.



Step 3: You will now see this screen (below). Take a screenshot to remember how you inputted your Hauler Account or download the page as a PDF and save in your records. Now close this window.

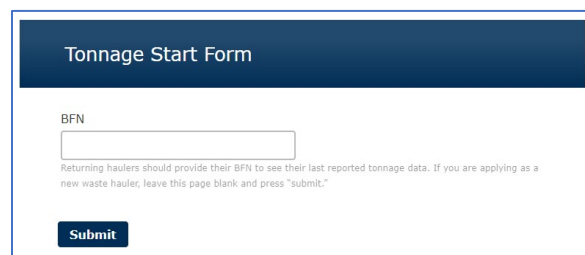


Step 4: From our waste hauler [webpage](#) click on the “Report Tonnage” button on the right-hand side of the screen under “Apply Now”. Haulers **must** report tonnage annually before applying for a license.

Step 5: **All haulers utilizing the web application for the first time will receive a NEW BFN number.**

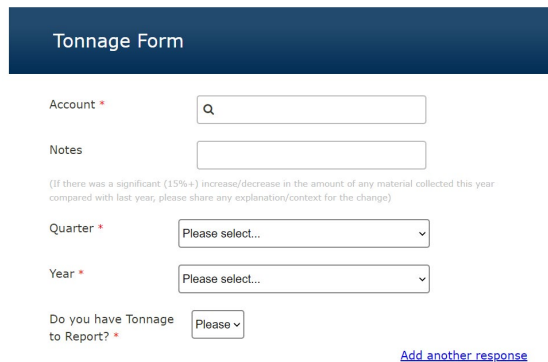
Scenario 1: If you are reporting tonnage for the first-time through the new system press “Submit” without entering a “BFN.” Pressing submit will bring you to the tonnage form.

Scenario 2: If you have already completed **Step 1-3** and have already received a license through the webform as a returning hauler, please enter the BFN that starts with “2021” (or a later year) that you have been assigned.



Step 6: Filling out the tonnage form. Have your data stored for your own records. An optional “**Hauler Tonnage Tracking Tool**” Spreadsheet is located on the [webpage](#). It is recommended to fill out the tracking tool first before beginning the form. Keep it updated throughout the year as you compile records and report data quarterly.

- a. Make sure the “Hauler Legal Name” is the written **exactly** how it was inputted in the “Account Creation.” Refer to **Step 3** for more details.
- b. Fill out the “Notes” section if you found that your **total** waste data increased or decreased 15% from the year prior. Ex. “COVID19 slowed business, therefore we hauled 2k tons less.” Otherwise, leave blank. **If there are discrepancies without an explanation, this may delay the approval of your license. **



Tonnage Form

Account *

Notes

(If there was a significant (15%+) increase/decrease in the amount of any material collected this year compared with last year, please share any explanation/context for the change)

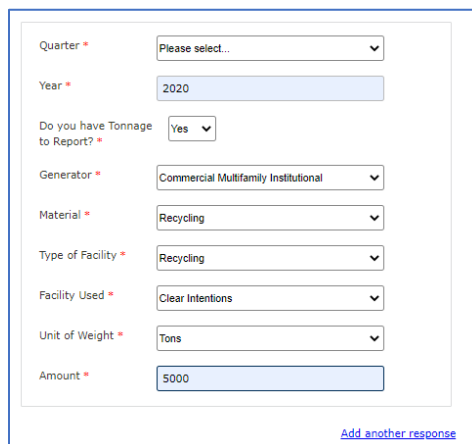
Quarter *

Year *

Do you have Tonnage to Report? *

[Add another response](#)

- c. For data reporting in 2021 or later, haulers **must** report annual waste data by quarter. To apply for a license, you **must** report data for all four quarters, even if you do not have tonnage to report for that quarter. If you have no data to report for that quarter, select the box “No Tonnage to Report This Period.” Then tell us why in the pop out field (ex. not in business, COVID19 business closed temporarily, did not haul from Denver at this time).



Quarter *

Year *

Do you have Tonnage to Report? *

Generator *

Material *

Type of Facility *

Facility Used *

Unit of Weight *

Amount *

[Add another response](#)

- d. Write in the year that you are reporting data for, **not** the year you are applying for.
- e. Fill the remainder of the form in the box.
- f. For each quarter, material and facility type fill “Add another response”.

- g. Review your data. [Optional] Date when you submitted each tonnage to prevent repeats in your **Hauler Tonnage Tracking Tool**.
- h. Take a **screenshot for your records** and press “submit.”

Step 7: a. Review the submitted information and take a moment to screenshot or “Print this page” (see **Step 7, b**) for your records. **You will not be able to retrieve this information once it is gone.**

Please review your response and confirm.

You **MUST** click the **confirm** button at the bottom of this page to finalize your response. If you want to print this page for your record, you may do it now.

Hauler Legal Name
QA tester1

Last Reported Tonnage
6.24

If you have not submitted a 87%, your last reported tonnage will not display accurately and can be disregarded.

Notes
(If there was a significant (25%+) increase/decrease in the amount of any material collected this year compared with last year please share any explanation/context for the change)

Quarter
Q1 (January 1st - March 31st)

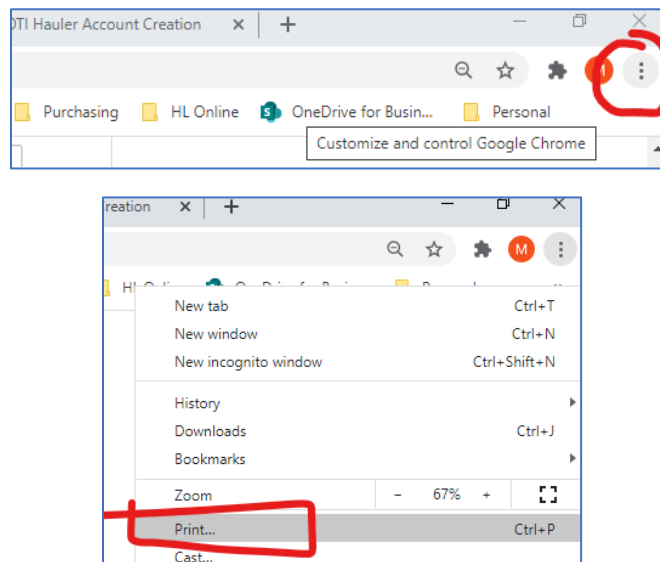
Year
2020

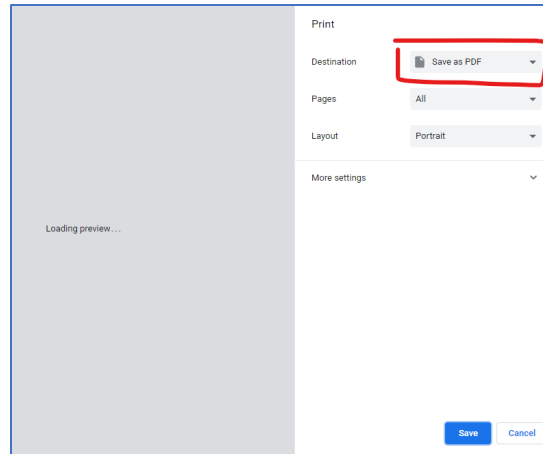
No Tonnage

Generator
Commercial Multifamily Institutional

Hint: If you did not get a chance to screenshot the last page in **Step 6**, press the “back” button on your browser to review your information.

b. To “Print this Page” (on Google Chrome browser), select the 3 dots in the top right corner. Select the “Print” button. Select “Save as PDF” for Destination.





c. Press the “Confirm” button at the bottom of the page.

Step 8: a. If you have more waste data to report, do so by clicking the “here” hyperlink on the thank you page. And repeat **Step 5-7**.

b. If you have completed your tonnage data reporting for the previous year, you may now apply for your hauler license (**Section 2**) and close the tab.

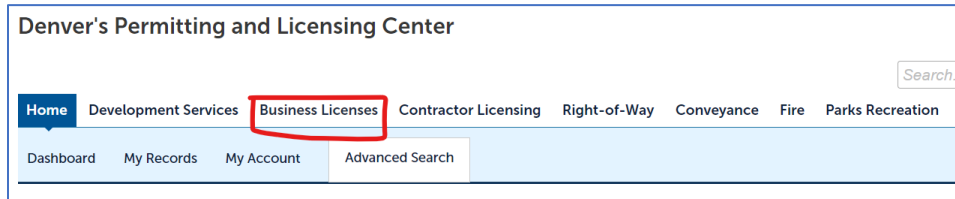
Thank you for reporting your tonnage. To report additional tonnage click [here](#).

Step 9: If you need access to data you have previously reported or need to make a correction please contact HaulerLicense@denvergov.org.

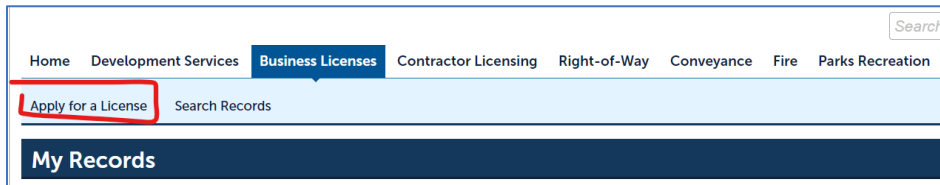
Section 2: Applying for a License

Step 1: Navigate to Denver’s Permitting and Licensing Center by selecting “Apply or Renew a License” from the Waste Hauler [webpage](#).

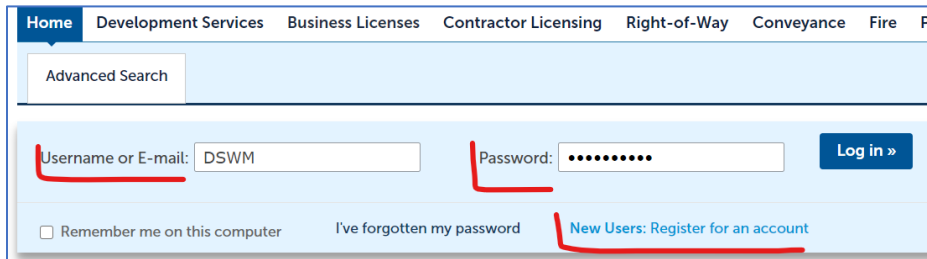
Step 2: Click on the “Business Licenses” tab.



Step 3: Click on the “Apply for a License” button.



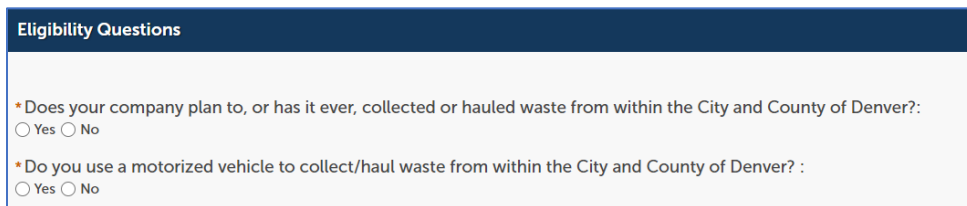
Step 4: Register as a new account or log in.



Step 5: Under “Business Licenses” select the bubble next to “Solid Waste Hauler License”. Then scroll down and press “Continue Application.”



Step 6: Answer the eligibility questions.



The screenshot shows the 'Eligibility Questions' section. The first question is: '* Does your company plan to, or has it ever, collected or hauled waste from within the City and County of Denver?'. The second question is: '* Do you use a motorized vehicle to collect/haul waste from within the City and County of Denver?'. Both questions have radio buttons for 'Yes' and 'No'.

Step 7: If you already reported tonnage for the previous year press “Yes”. If you **have not** reported tonnage, reference **Section 1** at the top of this document before continuing the license application.

Tonnage Report Information

Have you reported tonnage for the total amount of solid waste that was hauled within the City and County of Denver last year?:
 Yes No

- a. Enter your hauler name, **exactly** how you had entered it in the Tonnage Reporting Account Creation. Then press anywhere in the grey box.
- b. Select “Yes” to receive retrieve your tonnage report.

Have you reported tonnage for the total amount of solid waste that was hauled within the City and County of Denver last year?:
 Yes No

Hauler Legal Name (as entered on DOT1 Hauler Tonnage Report): *

Select "Yes" to try to retrieve your tonnage report: ?
 Yes No

Business Name Found:

- c. If you complete the tonnage form correctly, you will receive a notice stating your business name and last reported tonnage date. Click “yes” to continue.

Business Name Found:

Last Reported Tonnage Date:

Is the information above correct?: * ?
 Yes No

- d. If the form was filled out incorrectly, an error notice will appear in red. Troubleshoot by referencing **Section 1**. If it has not been resolved after referencing **Section 1**, contact HaulerLicense@denvergov.org or 311 (720-913-1311). Be ready with screenshots of your issue.

error.

No Tonnage Report Found

Select "Yes" to search again:
 Yes No

- e. If you inputted data for all 4 quarters of the previous year and search the correct business name, you should receive the following notice. Now press “Continue Application.”

Tonnage Report Information

Have you reported tonnage for the total amount of solid waste that was hauled within the City and County of Denver last year?:
 Yes No

Hauler Legal Name (as entered on DOTI Hauler Tonnage Report):
 Hauler:

Select "Yes" to try to retrieve your tonnage report: [?](#)
 Yes No

Business Name Found:
 Hauler:


Last Reported Tonnage Date:

Is the information above correct?: [?](#)
 Yes No

Step 8: Required Documents

- a. "Save and resume within 30 days" if you do not have the information ready. Certificate of Insurance minimum requirements can be found at our [webpage](#) under "Helpful Documents."
- b. If you have the documents prepared, press "Continue Application."

Required Documents

 Please be advised that, before submitting this application, you will need to upload the following documents. If you do not have these documents, please save your application and return to it once you have obtained them.

Incomplete applications will be rejected.

- Certificate of insurance that meets the required minimum liability/automobile coverage. The minimum coverage amounts can be found at [U.S Department of Transportation](#).
- Main Contact - copy of [Valid State or Federally Issued Identification \(i.e. driver's license, passport, etc...\)](#) .
- Photo of truck/container markings pursuant to [D.R.M.C 48-63](#).

Sign vehicles and containers. All containers and vehicles operating within the City must be labeled with your company name and phone number. This information must be displayed, at all times, on the left and right door of each vehicle and on the street-facing or alley-facing side of each container. Signage letters must be at least 3 inches tall.

For more information about these documents please refer to the [Waste Hauler Web Page](#).

Step 9: General Information Continued

- a. Add a main contact. Add an email and phone number associated with your main contact.
- b. Add your waste hauler mailing address.
- c. "Continue Application"

Main Contact

The person applying for the Waste Hauler License.

Mailing Address (Waste Hauler)

Please add your mailing address below.

Optional Email Notification Recipient

If you would like an additional person to receive application notifications/updates, please add their email contact information below.

Step 10: Fill in the general company info. "*" is a required field. Review, then "Continue Application."

General Company Information

Legal Entity Name: *

Doing Business As (DBA): *

Entity Type: *

EIN #: *

Trade Name:

General Company Address: *

General Company Phone: *

General Company Email: *

General Company Website:

Step 11: Motor Vehicle Reporting

- a. Provide your Department of Transportation (DOT) number, if applicable.

DOT Information

If you have a Department of Transportation (DOT) number, please enter it below.

DOT Number:

- b. Fill out the motor vehicle reporting form by selection "Add a vehicle". Include **all motor vehicles** that you use to haul tonnage from the City & County of Denver.

Vehicle Reporting

Vehicle Reporting
For any vehicle that is no longer hauling waste within the City and County of Denver, please change the Status to: Inactive.

Showing 0-0 of 0

License Plate	Date of last DOT Inspection	Make	Model	Year	Cubic Yard Capacity	Empty Tare Weight (Tons)	Status
No records found.							

- c. Fill in the fields below. When you go to renew, this information will be auto populated. Be sure to add any new vehicles or remove any old ones by changing status to "Inactive." Submit this form for every existing vehicle.

Vehicle Reporting

Vehicle Reporting
For any vehicle that is no longer hauling waste within the City and County of Denver, please change the Status to: Inactive.

* License Plate: Date of last DOT Inspection: * Make:

* Model: * Year: * Cubic Yard Capacity:

* Empty Tare Weight (Tons): Status:

- d. You will now see your vehicles listed as such (below). Review, then press "Continue Application."

License Plate	Date of last DOT Inspection	Make	Model	Year	Cubic Yard Capacity	Empty Tare Weight (Tons)	Status
<input type="checkbox"/> 00000	01/11/2021	Ford	F150	2002	3	10	Active

Step 12: Services Provided

- a. Check boxes for the type of wastes you haul. "Continue Application."

Type of Waste

You must select at least one type of Waste in order to proceed.

Commercial/Multi-family/Institutional:

Industrial:

Construction/Demolition Sites:

Electronics:

Food Scraps:

Grease Collection:

Hazardous Waste:

Junk Cleanouts:

- b. Choose the collection mechanisms for each waste type by selecting the box next to "Type of Waste" in the table or the individual waste types below. Then press "Edit Selected."

Collection Mechanism

Please select each "Type of Waste" and then click "Edit Selected" to view the Collection Mechanism types

Showing 1-3 of 3

Type of Waste	Loose/Bagged	Barrel/Cart	Dumpster	Roll-off	Side Load	Compactor	Tractor Trailer	Side Dump	End Dump	Grease Trap	Tandem	Pick Up	Hydrovac	Actions
<input checked="" type="checkbox"/> Type of Waste														
<input checked="" type="checkbox"/> Construction/Demolition Sites														Actions
<input checked="" type="checkbox"/> Food Scraps														Actions
<input checked="" type="checkbox"/> Hazardous Waste														Actions

- c. Select the collection mechanisms for each waste type in the pop out window by checking the white boxes. Then press "Submit."

COLLECTION MECHANISM

Please select each "Type of Waste" and then click "Edit Selected" to view the Collection Mechanism types

Type of Waste: Loose/Bagged Barrel/Cart

Construction/Demolition Sites

Dumpster Roll-off Side Load

Compactor Tractor Trailer Side Dump

End Dump Grease Trap Tandem

Pick Up Hydrovac

- d. Review the selections you had made. Then "Continue Application."

Showing 1-3 of 3

Type of Waste	Loose/Bagged	Barrel/Cart	Dumpster	Roll-off	Side Load	Compactor	Tractor Trailer	Side Dump	End Dump	Grease Trap	Tandem	Pick Up	Hydrovac	Actions
<input type="checkbox"/> Type of Waste														
<input type="checkbox"/> Construction/Demolition Sites	-	-	-	-	-	Yes	Yes	-	-	-	-	-	-	Actions
<input type="checkbox"/> Food Scraps	-	-	-	-	-	-	-	Yes	-	-	-	Yes	-	Actions
<input type="checkbox"/> Hazardous Waste	-	-	-	-	-	-	Yes	-	-	-	-	-	-	Actions

Step 13: Required Documents. Please upload the documents required. For more details on the Certificate of Insurance, see [webpage](#) under “Helpful Documents”. “Continue application.”

Required Documents

Please upload the following documents

Incomplete applications will be rejected

A copy of a **Valid State or Federally Issued Identification** (i.e. driver's license, passport, etc.) for the main company contact.

Certificate of insurance that meets the required minimum liability/automobile coverage. Minimum coverage amounts can be found at [U.S Department of Transportation](#).

Attach a photograph of a vehicle or container labeled with your company name and phone number pursuant to D.R.M.C. 48-63.

Sign vehicles and containers. All containers and vehicles operating within the City must be labeled with your company name and phone number. This information must be displayed, at all times, on the left and right door of each vehicle and on the street-facing or alley-facing side of each container. Signage letters must be at least 3 inches tall.

Step 14: Read the Statement of Understanding and check each box. “Continue application.”

Statement of Understanding

I hereby represent and warrant that I have read and understand all the laws, rules and regulations, and policies and procedures associated with a **Solid Waste Hauler** license. I warrant and represent that I will abide by such laws, rules, and policies at all times that I hold this license.

I acknowledge and agree to these terms:

Each of your company containers and vehicles transporting solid waste within the City must be labeled with the name of the company and the company's telephone number. (D.R.M.C. § 48-63.)

I acknowledge and agree to these terms:

Step 15: Review all the information you inputted. Use the “edit” buttons on the right-hand side of the screen to make any changes. “Continue application.”

Step 16: Pay the fee associated with your license. Price will vary on the number of vehicles and will be prorated after March. See the breakouts on the hauler [webpage](#). “Continue Application.”

Solid Waste Hauler License

1 2 3 4 **5 Required Documents** 6 Statement of Understanding 7 Review **8 Pay Fees** 9 Application Review

Step 8: Pay Fees

Listed below are preliminary fees based upon the information you've entered.

Application Fees	Qty.	Amount
Waste Hauler License Fee (1 - 2 Vehicles)	<input type="text" value="1"/>	\$100.00

TOTAL FEES: \$100.00

Note: This does not include additional inspection fees which may be assessed later.

a. You will be directed to another page (see below). Select “Checkout Now.”

Shopping Cart

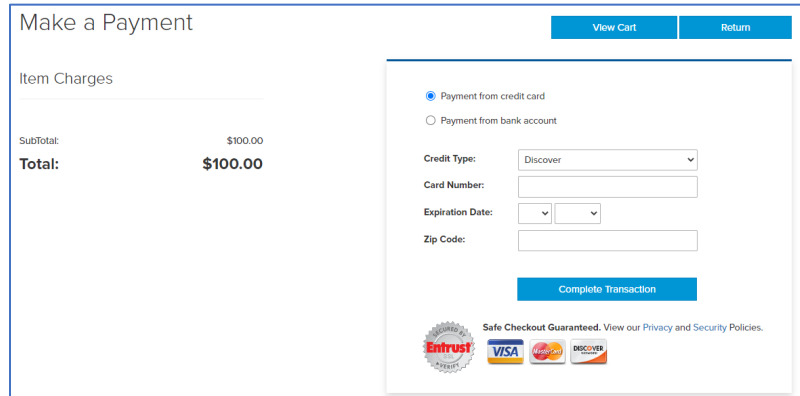
1 Licensing Application Fee - ACLA

Payment Amount: \$100.00 Accela Record ID: 21TMP-00018

Subtotal:	\$100.00
Total:	\$100.00

Click 'Checkout Now' when you are ready to complete your purchase.

- a. Complete payment by entering a credit card or bank account. Select “Complete Transaction.”



Make a Payment [View Cart](#) [Return](#)

Item Charges

SubTotal: \$100.00
Total: \$100.00

Payment from credit card
 Payment from bank account

Credit Type: Discover





Card Number:

Expiration Date:

Zip Code:

[Complete Transaction](#)

Safe Checkout Guaranteed. View our [Privacy and Security Policies](#).

Step 17: Once payment has been made; your application will be reviewed. Once it has been approved, your license will be automatically emailed to you.

Section 3: Renewing a License

If this is the first time your company is using the web application, apply as a NEW hauler. See **Section 1 & 2**.

Step 1: Make sure you have reported tonnage data for the year prior. (**Section 1, Step 4-8**).

Step 2: Sign into [Denver's Permitting and Licensing Center](#).

Step 3: Navigate to “My Records”.

Step 4: Select the arrow next to “Business Licenses.”

Step 5: If you have an active license it will appear here. Yours will likely only show one license. Select “Renew Application” under “Action.”

License Number	License Type	Record Name	Address	Status	Action
<input type="checkbox"/>	██████████	Solid Waste Hauler License	--	License Issued - Active	Amendment
<input type="checkbox"/>	██████████	Contact Information Update Amendment			
<input type="checkbox"/>	██████████	Solid Waste Hauler License			Resume Application
<input type="checkbox"/>	2021-██████████	Solid Waste Hauler License	--	License Issued - Active	Amendment
<input type="checkbox"/>	2021-BFN-██████████	Solid Waste Hauler License	--	License Issued - Active	Renew Application

Step 6: Tonnage Reporting Info. If you have not reported data for the year prior, see **Section 1, Step-4-8** before proceeding.

a. If you have reported data. Select “Yes” .

Tonnage Reporting Information

Have you reported tonnage for the total amount of solid waste that was hauled within the City and County of Denver last year?:
According to our records these are the values from your existing license.
 If they are still current, select 'Yes' to retrieve your tonnage report before continuing the renewal process.
 Otherwise, update business name and/or phone number.

Yes No

Hauler Legal Name (as entered on DOTI Hauler Tonnage Report): *

Select "Yes" to try to retrieve your tonnage report: * [?](#)
 Yes No

b. Select “Yes” to continue. “Continue Application.”

Tonnage Reporting Information

Have you reported tonnage for the total amount of solid waste that was hauled within the City and County of Denver last year?:
 Yes No

Hauler Legal Name (as entered on DOTI Hauler Tonnage Report): *

Select "Yes" to try to retrieve your tonnage report: [?](#)
 Yes No


Business Name Found:

Last Reported Tonnage Date:

Is the information above correct?: * [?](#)
 Yes No

Step 7: Required Documents. Continue if you have the documents available, “Continue Application”. Or “Save and resume within 30 days” to save your work and return later. An example Certificate of Insurance can be found under “Helpful Documents” on the [webpage](#).

Required Documents

 Please be advised that, before submitting this application, you will need to upload the following documents. If you do not have these documents, please save your application and return to it once you have obtained them.

Incomplete applications will be rejected.

- Certificate of insurance that meets the required minimum liability/automobile coverage. The minimum coverage amounts can be found at [U.S Department of Transportation](#).
- Photo of truck/container markings pursuant to [D.R.M.C 48-63](#).

Sign vehicles and containers. All containers and vehicles operating within the City must be labeled with your company name and phone number. This information must be displayed, at all times, on the left and right door of each vehicle and on the street-facing or alley-facing side of each container. Signage letters must be at least 3 inches tall.

For more information about these documents please refer to the [Waste Hauler Web Page](#).

Step 8: Review General Information. Review the contact information. Select “Edit” underneath each section and edit any necessary information. Then “Continue Application.”

Main Contact

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Business Name: [Redacted]
 Full Name: [Redacted]
 Birthdate: [Redacted]
 Address Line 1: [Redacted]
 Address Line 2: [Redacted]
 City: [Redacted]
 State: [Redacted]
 Zip Code: [Redacted]
 Email Address: [Redacted] (333) 333-3333

Edit Remove

Step 9: Review General Company Information. Review the general company info. If your legal entity name has changed you must surrender your current license and apply for a new license. “Continue Application.”

General Company Information

If your legal entity name has changed, you must surrender your current license and apply for a new license. To surrender your current license please submit an affidavit of surrender to Excise and License

Legal Entity Name: [Redacted] Hauling
 Doing Business As (DBA): [Redacted] Hauling
 Entity Type: Sole Proprietor
 Trade Name: [Redacted]
 General Company Address: [Redacted]
 General Company Phone: 3333333333
 General Company Email: [Redacted]

Step 10: Moto Vehicle Reporting

- a. Update your DOT number if applicable.
- b. Update your vehicles. Add vehicles by selecting “Add a Vehicle” button. To change the Status to “Inactive” for any vehicle that is no longer hauling waste within the City & County of Denver, select “Actions”, “edit”.

DOT Information

If you have a Department of Transportation (DOT) number, please enter it below.

DOT Number: [Redacted]

Vehicle Reporting

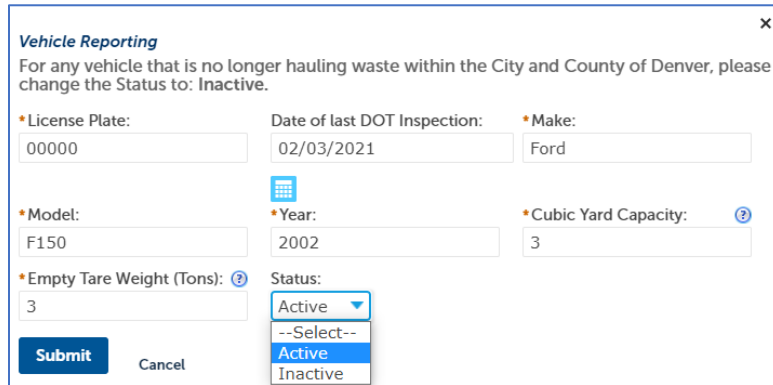
Vehicle Reporting
 For any vehicle that is no longer hauling waste within the City and County of Denver, please change the Status to: Inactive.

Showing 1-1 of 1

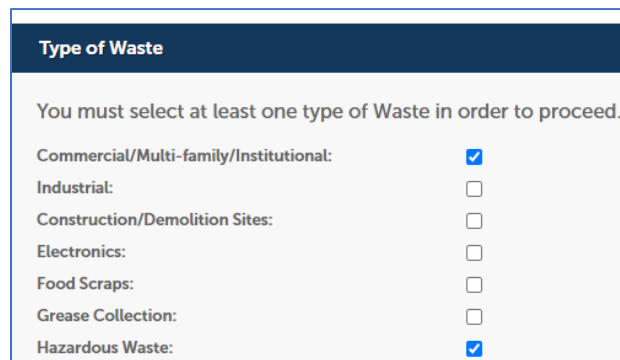
License Plate	Date of last DOT Inspection	Make	Model	Year	Cubic Yard Capacity	Empty Tare Weight (Tons)	Status
00000	02/03/2021	Ford	F150	2002	3	3	Active

Add a Vehicle | Edit Selected

- c. Go to the “Status” drop down menu and select “Inactive.” “Submit.” “Continue Application” once all vehicles have been added and updated accordingly.

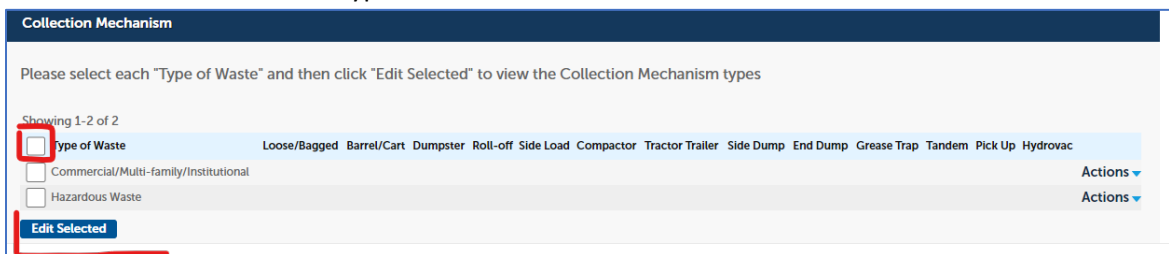


Step 11: Services Provided. Review your “Type of Waste” selections and make any necessary edits. “Continue Application.”



Step 12: Collection Mechanism.

- a. Select the box next to “Type of Waste” then select “Edit Selected.”



- b. Select the box next to each collection mechanism for every “Type of Waste”. Select as many collection mechanisms are applicable for each “Type of Waste.” “Submit.”
- c. “Continue Application.”

