



# Fulton County

REDUCE ♦ REUSE ♦ RECYCLE

DEPARTMENT OF SOLID WASTE  
PO BOX 28, 847 MUD ROAD  
JOHNSTOWN, NY 12095



[www.fultoncountyny.gov](http://www.fultoncountyny.gov)

518-736-5501  
FAX: 518-762-2859  
David B. Rhodes, Director

REDUCE • REUSE • RECYCLE

## FULTON COUNTY SMALL BUSINESS RECYCLING PERMIT APPLICATION

The Fulton County Department of Solid Waste offers commercial recycling to small businesses in Fulton County, which allows them to bring their recyclables directly to this department.

The Fulton County Department of Solid Waste has established a permit system for small business recycling customers to use the Recycling Facility at the Fulton County Department of Solid Waste. There is an annual \$25 permitting fee (permitting fee is waived for Non-Profit entities with proof of Non-Profit status).

The Fulton County Board of Supervisors sets the annual Commercial Recycling tipping fee. The current rate is \$40 per ton. The tipping fee applies to all permits, including the Non-Profit accounts.

The commercial (small business) recycling permit will be valid until Dec. 31 of each year. Small Business Permit renewals should be filed thirty (30) days prior to the expiration date (including Non-Profits). Unlike a permitted commercial hauler, no special insurance is required, and the permit is issued to the business, so it can be used with any vehicle (although we ask for information on one vehicle when setting up the account).

You can set up your account in the DSW office at 847 Mud Road, Johnstown - or mail the completed forms and check to the Fulton County Department of Solid Waste, P.O. Box 28, Johnstown, NY, 12095. Checks should be made payable to the Fulton County Treasurer.

Please note that the Recycling Preparation Guidelines must be followed, per the attached sheet. This program is for recycling drop-off only (no garbage) at the Recycling Facility at the Department of Solid Waste; Tuesday through Friday 7:15 a.m.-3 p.m. The Recycling Facility is closed on Mondays and Saturdays.

Solid Waste Management Law provides Fulton County with a mechanism to revoke privileges of users violating this law.

If you have any questions, please feel free to contact the Department of Solid Waste, Recycling Info-Line, at 518-736-5504.

Enc.  
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## 2025 RECYCLING FACILITY TERMS OF USE

### INSURANCE REQUIREMENT:

Each account holder must have NYS required vehicle insurance coverage.

### GENERAL USE REQUIREMENTS:

1. ONLY recyclable material (as defined by Fulton County Local Law #1 of 1990 and subsequent amendments) may be delivered by your business or organization.
2. Recycling Guidelines for Single Stream processing must be adhered to.
3. All loads MUST be properly covered/contained during transport (NYS DOT Section 380-a).
4. Stop signs and Speed limits MUST be obeyed on the access roadway.
5. ALL Vehicles must use the Commercial lane at the scale house. Come to a complete stop at the stop sign; wait for the scale to be clear of vehicles before getting on the weigh scale.
6. Weigh in at scale, showing attendant your permit. The attendant will capture your weight, and then instruct you to proceed to the Recycling Facility to drop off your recyclable materials.
7. Once empty, return to the scale house to be weighed out, obtain a scale ticket and pay tipping fees.
8. Small Business Recycling accounts are **CASH accounts and DUE when weighing out.**
9. NO refuse is allowed to be disposed of using a Recycling Permit.
10. Out-of-County (OOC) Recycling will **NOT** be accepted.

### RECYCLING FACILITY OPERATING HOURS:

1. Open 7:15 AM – 3:00 PM Tuesday – Friday (except Holidays).
2. **NO** commercial recycling on Mondays or Saturdays.
3. Holiday Notices will be posted at scale house and are printed on the bottom of the scale tickets.

### ANNUAL PERMITS:

1. All Annual Permits expire on 12/31.
2. Permit fees are **NOT** prorated for partial year use.
3. NON-PROFIT – Annual Permit fee waived with Proof of Non-Profit Status.
4. Renewals are mailed to all current customers in November and are due by December 31st.
5. Renewals not received by December 31<sup>st</sup> will be considered as NON-Renewals.
6. Renewal Permit Fee - is invoiced on or about January 2<sup>nd</sup> of the renewal year.
7. Annual renewal rates are determined by the Board of Supervisors in November.

### TIPPING FEES:

1. Tipping Fees are set by the Fulton County Board of Supervisors (BOS) annually in November.
2. **Tipping Fees are Due when weighing out.**

#### RECYCLING FACILITY PAYMENTS/BILLING:

1. CASH Accounts – Payment is required when weighing out. We can accept cash, check (NO 3rd party checks), or Credit/Debit. We accept MasterCard, VISA, or Discover, however, there is a convenience fee charged by the processing company of 2.39% or \$1.95 minimum for all Credit/Debit transactions.
2. BILLING Accounts – Small Business accounts are CASH accounts. Pre-payment arrangements may be made by contacting the office at 518-736-5882 or email [pmarkes@fultoncountyny.gov](mailto:pmarkes@fultoncountyny.gov).
3. PAYMENTS – Make Checks Payable to **FULTON COUNTY TREASURER** and mail to the Fulton County Department of Solid Waste, PO Box 28, Johnstown, NY 12095.
4. PAYMENTS DUE – Per Fulton County Policy, **all Invoices are due 15 Days from Invoice date**. Delinquent accounts (past 30 days) will be assessed 2% interest and scale privileges will be revoked.

#### PREPERATION OF RECYCLING FOR DISPOSAL:

Fulton County uses **Single Stream Recycling** – ALL MATERIALS ARE MIXED LOOSE INTO ONE CONTAINER, there is no need to sort or separate different recyclables. Large quantities of cardboard or paper should be separated from Single Stream.

**Corrugated Cardboard** (heavy-duty packing boxes) must be flattened; remove any plastic or Styrofoam packing materials. Do not tie or bind with string.

**Containers** (glass bottles and jars; plastic bottles and tubs; tin and aluminum cans) should be rinsed clean to remove food or product residue.

**Paper** (newspaper, envelopes, junk mail, magazines, phone books, one-layer chipboard, clean pizza boxes, milk and juice cartons).

There should be NO plastic bags. Shredded Paper is the only exception to the “no bag” rule. Put shredded paper into a tied plastic bag and dispose of with the rest of the loose recyclables.

**Waxed cardboard** such as beer boxes, soda boxes, and freezer boxes are designed to not break down when wet and therefore, are NOT acceptable as recyclables.

**If unsure if an item is recyclable, contact the Fulton County Department of Solid Waste at the Recycling Info Line at 518-736-5504.**

Acceptance of Recycling material is at the discretion of the Solid Waste Director.

#### NYS DEPARTMENT OF ENVIRONMENTAL CONSERVATION REPORTING:

Customers will be asked to submit annual tonnage of recyclables collected in Fulton County but taken to facilities other than the Fulton County Department of Solid Waste Recycling Facility, for state reporting purposes. We will be sending a yearend recycling survey. If you send recyclables to any other processing facility, please complete and return the survey by January 31, 2025.

*Recycling brochures and literature are available upon request. Fulton County Department of Solid Waste staff are available to help set up a recycling program at your business or facility.*

Fulton County Department of Solid Waste  
PO Box 28, 847 Mud Rd.  
Johnstown, NY 12095

Main Phone #: 518-736-5501  
Recycling Info Line #: 518-736-5504  
Fax #: 518-762-2859



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## FULTON COUNTY DEPARTMENT OF SOLID WASTE SMALL BUSINESS RECYCLING PERMIT APPLICATION

### Part A: Applicant Information

1. Applicant Business Name:

\_\_\_\_\_

2. Billing Address: \_\_\_\_\_

\_\_\_\_\_

3. E-mail Address: \_\_\_\_\_

4. Contact Person: \_\_\_\_\_

(Name)

(Title)

(Phone)

(Fax)

5. Type of Business (check one):

Corporation \_\_\_\_ Partnership \_\_\_\_ Individual \_\_\_\_ Other (explain) \_\_\_\_\_

6. Annual Permit Fee:

\_\_\_\_\_ a. \$25.00 for Small Business Recycling permit (Jan. 1 to Dec. 31.)

\_\_\_\_\_ b. Annual fee waived for Non-Profit (must provide proof of non-profit status)

### Part B: Vehicle Information\*

Year, Make & Model			
License Plate Number		State of Issue	

\* Any vehicle can be used to bring in recycling for this program (for both Small Businesses or Non-Profits), but information is needed on one vehicle to set up the permit. This permit is for **recycling only** (vehicles cannot enter the landfill or drop off garbage at the transfer station).



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## Part C: Certification

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this application package and all attached documents; I affirm that the submitted information is true, accurate and complete. I certify only recyclable material (as defined by Fulton County Local Law # 1 of 1990 and subsequent amendments) will be delivered by my business or in my vehicle(s) to the Fulton County Materials Recycling Facility. I agree to indemnify and hold harmless the County of Fulton from any liability arising from the disposal of inappropriate waste delivered by my business or my vehicle(s). I am aware that there are significant penalties for submitting false information, including the possibility of fines, imprisonment and the revocation of facility use.

I also certify that I will abide by the rules and regulations, as outlined in the Fulton County Solid Waste Management Law.

I also certify that all the information provided on this application is true and that all material delivered by my business or in my vehicle(s) originates in the County of Fulton.

BUSINESS NAME: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

F-123

### *For County Use Only:*

Recycling Acct. No. \_\_\_\_\_ Date Issued \_\_\_\_\_ Initials \_\_\_\_\_  
\_\_\_\_DB \_\_\_\_QB \_\_\_\_SMS Files: \_\_\_\_Rcy Bk \_\_\_\_AR \_\_\_\_Rcy Acct.