



# 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

TO: FULTON COUNTY LANDFILL PERMIT APPLICANTS  
FROM: DAVID B. RHODES, DIRECTOR  
SUBJECT: FULTON COUNTY DEPARTMENT OF SOLID WASTE LANDFILL USE PERMIT

Please read all of the enclosed information carefully. Use of the Fulton County Department of Solid Waste (DSW) landfill is dependent on the rules and regulations specified in this application packet being adhered to.

Fulton County has implemented a permit system for the use of the Fulton County Department of Solid Waste landfill. All necessary application forms, as well as instructions for completing the forms, are enclosed.

The Fulton County Board of Supervisors adopted a local law, known as the "Fulton County Solid Waste Management Law". This local law establishes the framework for the Fulton County Department of Solid Waste to administer the permit process.

Upon approval, the permit will be valid until December 31<sup>st</sup>. If you desire to amend your permit (i.e. adding a new truck) you must notify the Fulton County Department of Solid Waste office a minimum of five (5) days in **advance** of use.

The permit application fee must be submitted prior to use of the landfill. Make checks payable to the Fulton County Treasurer. Send completed forms and check to the Fulton County Department of Solid Waste, P.O. Box 28, Johnstown, NY, 12095. Completed application forms may be sent via fax 518-762-2859 or emailed to [pmarkes@fultoncountyny.gov](mailto:pmarkes@fultoncountyny.gov) with payment to follow.

Please note that the Solid Waste Management Law provides Fulton County with a mechanism to revoke landfill privileges of users violating said local law.

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, 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<sup>st</sup>.

If you have any questions, do not hesitate to contact us, at the above telephone number.

DBR:pmr  
Enclosures



# Fulton County Department of Solid Waste

## 2025 Landfill Terms of Use

Permit applications can be obtained at the Fulton County Department of Solid Waste (DSW) or downloaded at [www.fultoncountyny.gov/fulton-county-landfill](http://www.fultoncountyny.gov/fulton-county-landfill). This application DOES NOT apply to Transfer Station users.

### 1. **LANDFILL USE REQUIREMENTS:**

- a. No Hazardous waste will be accepted at the Fulton County Landfill.
- b. All loads **MUST** be properly covered/contained during transport (NYS DOT Section 380-a). Violators will be charged an additional Board of Supervisors approved rate of \$150 per load.
- c. All trucks (power units) utilizing the landfill must be properly permitted with a visible permit sticker; be equipped with a band radio/CB capable of accessing Channel 12 and have front & rear tow hooks.
- d. All Drivers must have highly visible attire and/or vest.
- e. Stop signs and Speed limits **MUST** be obeyed on the access roadway.
- f. ALL trucks **MUST** come to a stop before driving onto the weigh scale.
- g. All 55-gallon drums must have tops/bottoms removed.
- h. **NO** Tires, Freon Units, Electronics, Appliances, Vehicle Batteries, or Recyclables can be **mixed** in the load; violators will be charged the appropriate removal/disposal fee.
- i. Tires, Freon Units, Electronics, Appliances, Vehicle Batteries and Recyclables must be disclosed to the scale attendant when weighing in.
- j. All Industrial waste must be laboratory tested prior to acceptance.
- k. **PRIOR APPROVED** Waste Tracking Document Required for Contaminated Soil, Asbestos, or waste **other than** Commercial or C&D from **within** Fulton County.
- l. Fulton County DSW Waste Tracking Document required for Haulers billing Customer accounts.
- m. Out-of-County (OOC) waste will **NOT** be accepted without a DSW Waste Tracking document with Prior-Approval and/or signed Agreement.
- n. **Full address** of where waste is generated (coming from) must be disclosed to the weigh attendant for ALL loads.
- o. Recyclables must be separated from refuse per preparation guidelines.
- p. Commercial recycling from within Fulton County is currently accepted at our Materials Recovery Facility (MRF) with a current commercial landfill or recycling permit. (Tuesday – Friday only).
- q. **NO** Private Cars or Station Wagons allowed into the Landfill.

### 2. **LANDFILL OPERATING HOURS:**

- a. 7:15 AM – 3:00 PM Monday – Friday (except Holidays); 7:15 AM – 11:30 AM Saturdays.
- b. **NO** hand unloading or Industrial waste after 2:00 PM daily or after 10:30 AM on Saturdays.
- c. **NO** commercial recycling accepted on Mondays or Saturdays.
- d. ALL haulers must be scaled out by closing time.
- e. Holiday Notices will be posted at Scale House and on the bottom of scale tickets.

### 3. **INSURANCE REQUIREMENT** for Permitted Vehicles:

Each account holder must provide proof of CURRENT coverage for Automobile Liability insurance certificate (Accord) with the Department of Solid Waste listed as a Certificate Holder and have the following **Automobile** Liability minimum limits:

- a. Combined Single Limit of \$500,000 OR
- b. Bodily Injury per person \$250,000, Bodily Injury per accident \$500,000 and Property damage \$100,000

Proof of Current Workers Compensation Insurance also required per the Fulton County Solid Waste Management Law. The only situations in which Workers Compensation would not be required is when the business is owned/operated by one individual and there are no employees. Scheduled vehicles being permitted must be listed on the certificate.

4. **PERMITTED TRUCKS/TRAILERS:**

- a. All trucks (power units) utilizing the landfill must be properly permitted with a visible permit sticker; be equipped with a band radio/CB capable of accessing Channel 12 and have front & rear tow hooks.
- b. All permitted trucks must have the required insurance to be allowed in the landfill. (see Insurance Requirement)
- c. Permit stickers are to be affixed on the insured vehicle's front left and right side fenders/door. Permit stickers are assigned to specific vehicles and cannot be used for other or substitute vehicles. You can affix the stickers to a magnet, however, should the permit come off and become lost, it is your responsibility to replace and cover any charges incurred from its use. DSW will not be responsible for any fraudulent use due to a lost permit sticker.
- d. No semi dump trailers allowed in the landfill, walking floors and roll offs are accepted. Contact us for confirmation of acceptance of dump trailers.
- e. Additions or changes to permitted trucks must be reported to the Landfill Office PRIOR to utilizing the scale and must have required insurance coverage. Per truck fee set by Board of Supervisors will apply to all additions or changes.

5. **PERMIT FEES:**

- a. ANNUAL PERMIT RENEWAL – Renewals are mailed to all current customers in November and are due prior to **December 31<sup>st</sup>**. Failure to return renewals by December 31<sup>st</sup>, will require full applications to be completed.
- b. Renewal Permit Fees are invoiced on or about the 1<sup>st</sup> of the renewal year. The base and truck fee is determined by Board of Supervisors annually.
- c. Permit fees will NOT be prorated for partial year use.

6. **LANDFILL USE/BILLING:**

- a. CASH Accounts – Payment is required when weighing out. We can accept cash, check (NO 3<sup>rd</sup> 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.
- b. BILLING Accounts – Must be pre-approved.
  - i. 15 Day Accounts will be billed bi-monthly as of the close of business on the 15<sup>th</sup> and last day of each month.
  - ii. 30 Day Accounts will be billed at the close of business on the last day of the month.
  - iii. PAYMENTS DUE – Per Fulton County Policy, **all payments are due 15 Days from Invoice date**. Delinquent accounts (past 30 days) will be assessed 2% interest and scale privileges will be revoked.
- c. PAYMENTS – Make Checks Payable to **FULTON COUNTY TREASURER** and **mail to Fulton County Department of Solid Waste**, PO Box 28, Johnstown, NY 12095.

7. **TIPPING FEES AT SCALE FOR ALL USERS:**

- a. All Tipping Fees are set by the Fulton County Board of Supervisors annually in November.
- b. Tipping fees are due at time of disposal unless billing credit is pre-approved.
- c. Prohibited Tire and/or Unacceptable Waste fees, as set by the Board of Supervisors, are in addition to regular tipping fee for each unit or tire mixed in the load dumped into the landfill.
- d. \$5 minimum per load fee.
- e. Dig Out fee, as set by the Board of Supervisors, will be assessed on loads requiring DSW assistance to unload.
- f. The Hauler is responsible for Tipping fees unless a Fulton County DSW Waste Tracking Document is submitted with the signed Customer Authorization.

8. **FULTON COUNTY FLOW CONTROL LEGISLATION:**

- a. Waste generated within Fulton County must be disposed of at the Fulton County Landfill Facility.
- b. Waste cannot be delivered to our facility that is generated from within the boundaries of any county that has Flow Control Legislation, such as Madison, Oneida or Herkimer Counties.

9. **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 DSW, 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<sup>st</sup>.

Fulton County Department of Solid Waste  
PO Box 28, 847 Mud Rd.  
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## LANDFILL APPLICATION

### Part A: Applicant Information

Applicant Business Name: \_\_\_\_\_

DBA if applicable: \_\_\_\_\_

Business Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Billing Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Invoice delivery preference (check one):  Email or  Mail

Legal Character of Business (check one):

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

Annual Permit Fee: Base Fee of \$50.00 +

No. of Vehicles (from page 3): \_\_\_\_\_ at \$25.00 per vehicle = \$ \_\_\_\_\_ = Total Permit Fee \$ \_\_\_\_\_

#### For County Use Only:

Date Issued \_\_\_\_\_ Account No. \_\_\_\_\_ Account Approval \_\_\_\_\_

Billing Account Type: 15 Day Acct. 30 Day Acct

\_\_\_\_ CASH Only \_\_\_\_\_ CASH Pending Billing Credit Approval

OOA Agreement needed  Yes  No

[ ] INS [ ] INS DB [ ] LF DB [ ] QB [ ] SMS Stickers: Mailed Scale Files: [ ] LFBK [ ] AR [ ] LF

**Part B: BILLING CREDIT Request**

**ONLY applicants that desire a BILLING account must complete this section.**

NOTE: This will allow tipping fees to be applied to your customer billing account when scaling out. Bi-Monthly billing invoices will then be sent on or about the 16<sup>th</sup> and 1<sup>st</sup> of each month. Fulton County Code Article VII 260.28 requires payment be received **within 15 days of the date of the invoice**. Accounts past due (over 30 days) will be assessed a 2% interest and scale privileges may be revoked.

**Credit Check Authorization**

I hereby authorize the Fulton County Department of Solid Waste to verify my credit history, bank accounts, holdings and any other asset balances needed to process my landfill permit application. I further authorize the Fulton County Department of Solid Waste to order a credit report and verify other credit information. It is understood that a photocopy of this form will also serve as authorization.

The information the Fulton County Department of Solid Waste obtains will only be used in processing my landfill permit application billing account for Department of Solid Waste services.

Applicant Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Person: (print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Requested Billing Limit \$ \_\_\_\_\_

Provide three business credit references (at least one bank or financial institution):

Name \_\_\_\_\_ Contact: \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone # \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email \_\_\_\_\_  
Acct. No. \_\_\_\_\_

Name \_\_\_\_\_ Contact: \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone # \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email \_\_\_\_\_  
Acct. No. \_\_\_\_\_

Name \_\_\_\_\_ Contact: \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone # \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email \_\_\_\_\_  
Acct. No. \_\_\_\_\_

<b>For County Use Only:</b> Billing Limit approved: _____ Billing/Credit Approval: _____ Date: _____ Update: [ ] LF DB [ ] QB [ ] SMS Files: [ ] LFBK [ ] AR [ ] LF
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**Part C: Vehicle Information**

Denote "N/A" if not applicable. If Sub-Contracting, see Part G Hauler to Bill Customer

Applicant Business Name: \_\_\_\_\_

Vehicles (do not include trailers\*) listed below must meet:

- (1) Insurance requirements indicated in Part D: Insurance Certificate
- (2) Be equipped with front and back tow hooks
- (3) Have CB/radio capable of accessing channel 17

	VEHICLE 1	VEHICLE 2	VEHICLE 3
Year & Make			
Vehicle Type			
State of Issue			
License Plate #			
Company assigned # (if applicable)			
Capacity (C.Y.)			
NYS Part 364 Permit #			
Vehicle LF Acct #: (Official Use Only)			
Date permit Issued (Official use only)			

\*For safety concerns, DSW does not accept **Tractor Trailer** Dump Trailers in the landfill area, Walking floors and Roll offs are acceptable. Contact us with any trailer acceptance concerns.

Indicate number of vehicles listed above on page 1 to calculate permit fee.

**Part D: Insurance Certificate**

(Automobile Liability)

An insurance certificate/accord (Sample Accord enclosed) must be provided per the requirements of the Fulton County Solid Waste Management Law. The insurance certificate must name the Fulton County Department of Solid Waste as Certificate Holder, list scheduled autos (if applicable), and must have the following minimum **automotive** liability limits:

Combined Single Limit: \$500,000	-or-	Bodily Injury Per Person:	\$250,000
		Bodily Injury Per Accident:	\$500,000
		Property Damage:	\$100,000

Proof of Current Workers Compensation Insurance is also required per the Fulton County Solid Waste Management Law. If the business is owned by one individual with no employees, proof of Workers Compensation would not be required.

**Part E: Waste Identification**

Waste Description: Provide detailed *estimate of quantities* of each component of the waste stream; i.e. tons of sludge, asbestos, contaminated soil, construction and demolition debris, commercial waste, industrial waste, commercial recycling, etc. that you expect to be depositing annually at the Fulton County Sanitary Landfill or Recycling Facility, itemized by type and origin:

<b>Waste Description</b>	<b>Estimated Tons/Year</b>	<b>From Village/Town/City</b>	<b>From County</b>

***Waste from other than Fulton County MUST have a Fulton County Department of Solid Waste (DSW) Waste Tracking/Profile form (DSW WTD enclosed).***

***NO Recycling or Asbestos allowed from Out-of-County.***

**Part F: Toxicity Data**

A NYS Department of Environmental Conservation/Department of Health approved laboratory for toxicity must test any and all waste material that is subject to NYS Part 364 Transporter Regulations. The tests must be conducted with the TCLP method. Also, solids content information must be provided.

Laboratory results must be received a minimum of two weeks prior to the transportation of refuse to the Fulton County Landfill by each waste generator. Tests must be conducted on each component of the waste stream and tests must be performed on random samples for TCLP parameters.

All laboratory data must be current; i.e. conducted within three months of permit application. A retest is needed if the generator implements a process change.

If applicable, attach laboratory results to application.

**Part G: Hauler to Bill Customer**

Customers who use a hauler/sub-contractor to bring debris to our facility and desire landfill user charges billed directly to their account must complete a DSW Waste Tracking/Profile form (DSW WTD enclosed) for each load of debris brought to the landfill. The Customer will then provide the Hauler with the form to complete and submit to the scale attendant when weighing in. This will ensure the proper company is billed when the ticket is created. Forms that do not have the Customer Certification section signed will be billed to the Hauler.

If you have any questions or concerns, do not hesitate to contact us at 518-736-5501.

**Part H: 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 that no hazardous wastes (as defined by New York State and U.S. Environmental Protection Agency regulations), explosives, infectious wastes or radioactive wastes will be delivered by my business or in my vehicle(s) to the Fulton County Sanitary Landfill. I agree to indemnify and hold harmless the County of Fulton from any liability arising from the disposal of such wastes 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 permit.

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

I also certify that all the information provided on this application is true and that I agree to pay all tipping fee billings within fifteen (15) days and understand that for any unpaid balance, a finance charge may be assessed as well as permit privileges revoked.

I also certify that all refuse delivered by my business or in my vehicle(s) originates in the County of Fulton unless an Out-of-County Agreement or Contract has been executed.

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

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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