



BOARD OF COUNTY COMMISSIONERS

**Solid Waste Management  
Department** 2725 Judge Fran  
Jamieson Way Building A, Room 118  
Viera, Florida 32940  
Main Number: (321) 633-2042  
Email Application:  
solidwaste.billing@brevardfl.gov

## **OPENING A SOLID WASTE MANAGEMENT DEPARTMENT COUNTY LANDFILL DISPOSAL FACILITY GATE ACCOUNT**

Chapter 94, Section 94-277, Brevard County Code of Ordinances, requires that any commercial entity that disposes solid waste at the County's landfill facilities, must establish a landfill gate account with the Solid Waste Management Department. Enclosed for completion is a Solid Waste Management Department Gate Account Application, Landfill Agreement, Vehicle Decal Information Sheet, and Credit Card Authorization Form. Please complete the appropriate forms, have them notarized, and return to this office. In addition, the Department will need the following information, depending on the type of entity:

**Corporation:** A copy of the Board Resolutions that appoint officers to act on behalf of the Corporation. Copy of Business Tax Receipt (required by Chapter 102, Article II of the Brevard County Code of Ordinances).

**Partnership:** A copy of the Partnership Agreement. Copy of Business Tax Receipt (required by Chapter 102, Article II of the Brevard County Code of Ordinances).

**Sole Proprietorship:** Copy of Business Tax Receipt (required by Chapter 102, Article II of the Brevard County Code of Ordinances).

### **Security Deposits:**

Chapter 94, Section 94-277, requires that entities who are establishing a Solid Waste Management Department gate account to pay a security deposit. The security deposit amount will be determined once we have reviewed the application. In general, the security deposit is based on the estimated tonnage and type of waste to be brought to the County's landfills. The security deposit will equal two months of estimated disposal fees. The amount of the security deposit required is subject to change as determined by actual usage.

The security deposit can be made in the form of check, surety bond, letter of credit, or Master/Visa/Discover credit card. If you wish to use a credit card for the security deposit, please complete the Credit Card Authorization Form, After review of the application, and receipt of the security deposit, an account number will be assigned.

**WE DO NOT ACCEPT ANY DEBRIS FROM OUTSIDE BREVARD COUNTY**

## Decals for Vehicles

Solid Waste Management Department uses a decal system to identify authorized account holders. A decal will be issued for each company vehicle, which will become your “vehicle identification number” for landfill use. This decal number is linked to the account number assigned. **The decal must be permanently and conspicuously displayed on the bottom left of the front windshield.** Additionally, **the decal must be removed and returned to the Solid Waste Department from the vehicle if the vehicle is sold, or no longer utilized.** Please make copies of the Vehicle form, and submit a completed form for each vehicle that will require a decal. Anytime a change is needed, please complete this form and return it to the Solid Waste Management Department.

## Use of Brevard County Landfill Facilities

The first time you use a landfill disposal facility, your vehicle will be weighed empty to determine its standard tare weight, which will be stored in our system. All vehicles will be randomly weighed at future dates to validate the accuracy of our database. All charges are determined by weight. Each time you use the landfill disposal facilities, a weigh ticket will be issued electronically which will indicate the weight and charge for that load. Keep a copy of this ticket for your records.

A statement will be issued electronically each month with a compilation of the month's activity and charges. You will have **30** days to pay the amount due on the statement; after 30 days from the date of the statement, the account becomes delinquent. **If payment is not received before 60 days, your account will be closed and will not be reopened until the total amount due on your account is paid.** If not paid within 90 days, the account may be submitted for collection. If the account remains unpaid, the security deposit will be used to pay the account balance. After the security deposit is used, then the account holder must pay the remaining account balance, if any, plus, the amount of the security deposit that was used to pay the account, in order to have the account reopened. You may also be required to pay an additional security deposit prior to your account being reopened. **It is incumbent upon you to contact this office to make arrangements for paying your account if you are not in a position to pay the entire balance due.**

When bringing debris to the landfill, you must accurately identify the debris being brought in, and provide a valid street address when asked. The owner must ensure that all employees of the entity comply with the Scale House attendant's direction as to where to take the debris. **Failure to accurately identify debris being brought into the landfill, and its origin, may be considered defrauding the government. It is our policy to have personnel spot check loads and to randomly verify addresses. Failure to provide accurate information or comply with directions from Solid Waste Management could result in the account being closed permanently.**

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### **Third Party Authorization:**

The submission of the Third Party Agreement, must be signed by the person who opened the account, this is required in order to safeguard the integrity of your account. **However, it should be understood that the County considers it your responsibility to monitor any third-party use of your account.** Forms available upon request.

### **Dump Trailer or Roll-Off Permit Requirement:**

If your company is one that provides Dump Trailers or Roll-Off containers to customers, then you must obtain a permit from the Solid Waste Department. This permit is good for a period of five (5) years. Forms available upon request.

### **Non-Hazardous Waste Materials (Special Waste)**

Special Waste shall include those wastes that are not normally included under the definition of municipal solid waste. Due to their nature, these wastes cannot be disposed of at the County's solid waste disposal facilities under normal operating procedures, but require special handling or review and approval in accordance with prescribed criteria. All inquiries or requests for disposal of special wastes should be directed to the Environmental Services Section supervisor of the Solid Waste Management Department. You may call (321) 633-2042. **A 24 hour notice must be given prior to bringing any special waste to the County's disposal facilities.**

### **Closing an Account:**

To close an existing Gate Account and seek reimbursement of the security deposit, a written request must be signed by owner and submitted to the Solid Waste Management Department.

**The Solid Waste Management Department reserves the right to close any account due to one or more of the following: delinquent balance, inactivity, failure to provide Scale House attendants accurate information, abusiveness to Scale House attendants or other Solid Waste employees. Bringing in debris from anywhere outside of the County automatic permanent closure of your Gate Account.**

### **Submission of Application and Documentation**

When you have completed filling out the application, you may mail it to the Solid Waste Management Department at, 2725 Judge Fran Jamieson Way, Building A, Room 118, Viera, FL 32940 or Email to [solidwaste.billing@brevardfl.gov](mailto:solidwaste.billing@brevardfl.gov). The new account will be initiated upon receipt of the application, supporting documents, and security deposit. If everything is in order, the account will be opened within 3 business days or less.

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**BOARD OF COUNTY COMMISSIONERS**

**GATE ACCOUNT APPLICATION**

**CORPORATION/LLC**

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Full Corporate or LLC Business Name: \_\_\_\_\_

Business Physical Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Office Phone \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_ Bus Email: \_\_\_\_\_

Federal I.D. # \_\_\_\_\_ Occupational/Bus Tax Receipt # \_\_\_\_\_

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**SEND COPIES OF THE FOLLOWING WITH APPLICATION**

1) Submit a copy of your State Board Resolutions ([www.sunbiz.org](http://www.sunbiz.org))/Occupational License or Business Tax Receipt

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**INDIVIDUAL BUSINESS OWNER**

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Full Business Name: \_\_\_\_\_

Business Office Physical Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Office Phone \_\_\_\_\_ Fax: \_\_\_\_\_ Bus Email: \_\_\_\_\_

Home Physical Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Personal Email: \_\_\_\_\_

Federal I.D. # \_\_\_\_\_ Occupational/Bus Tax Receipt # \_\_\_\_\_

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**SEND COPIES OF THE FOLLOWING WITH APPLICATION**

1) Submit a copy of your Driver License/State Board Resolution ([www.sunbiz.org](http://www.sunbiz.org)) /Occupational License or Business Tax Receipt

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List all debris to be disposed of: \_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED SIGNATURE FOR CORPORATION

\_\_\_\_\_  
AUTHORIZED SIGNATURE INDIVIDUAL BUS OWNER

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**FOR OFFICE USE ONLY**

Account # \_\_\_\_\_ Date: \_\_\_\_\_ Amount \_\_\_\_\_  Security Deposit  Prepayment  
 Check # \_\_\_\_\_  American Express  Discover  Mastercard  Visa  Surety Bond  Letter of Credit



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**BOARD OF COUNTY COMMISSIONERS**

**AGREEMENT for  
 Establishing a Gate Account for the Use of  
 Brevard County Solid Waste Disposal Facilities**

I, \_\_\_\_\_,  
 (Business Owner or Corporate Officer) (Business Name)

Whose business address is \_\_\_\_\_  
 (Street) City State Zip

Agree to pay monthly, all solid waste disposal charges incurred in each month upon receipt of an invoice for said charges issued by the Solid Waste Management Department.

Pursuant to Chapter 94 of Brevard County Code of Ordinances, I agree to provide a security deposit upon opening a chargeable debris account in an amount sufficient to pay estimated charges for a period of two (2) months or longer, as determined by the Director of Brevard County Solid Waste Management Department, or his designee. The security deposit may be submitted in the form of a check, Master/Visa/Discover card, a Surety Bond or a Letter of Credit. Security deposits paid with a credit card will have any refund of a deposit applied back to the credit card when an account is closed, less any outstanding balances.

I understand that the full amount of the invoice is due within thirty (30) days of the billing date. If the full amount due is not paid within the 30 days of the invoice date, the account becomes delinquent. If the account becomes delinquent I will be notified of the delinquency. If the balance due remains unpaid after sixty (60) days from the date of the invoice, the account may be closed, and use of the Solid Waste Facilities will be discontinued. I further understand that the security deposit may be used to satisfy the outstanding balance. In order to reopen the account, I agree to pay the balance due, and/or, the amount of the security deposit used to pay the delinquent amount. I further understand that my account may be submitted to a collection agency when said account becomes ninety (90) days delinquent.

The gate account holder shall provide information about each user of their service as required from time to time by the County in a format and on a media to be defined by the County. The County shall provide the gate account holder with a written request for information and the media required and shall specify the date the information is required.

I further agree to notify the Solid Waste Management Department in writing of any change in ownership.

Owner: \_\_\_\_\_

Signed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 Signature of Notary Public or SW Employee Witness Signature

My Commission Expires: \_\_\_\_\_

Form of Identification: \_\_\_\_\_



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VEHICLE DECAL INFORMATION

Instructions: Copy this form to fill out one for each company vehicle.

Important Note: Should you sell your vehicle(s) or your business you must call and notify this office. The decals issued to each vehicle is assigned to that specific vehicle and attached to the Gate Account number. Should decaled vehicles be it company owned or employee owned that you sold or no longer use, begin to utilize the landfill, all charges that are generated will be placed on your account, which makes you responsible for all charges.

Company/Employee Information

Company/Employee Name Landfill Account # Phone Number Fax Number

Send this form two days prior to your hauling date before 3:00p.m.

Email: solidwaste.billing@brevardfl.gov

Vehicle Information

- 1. Add Vehicle \_\_\_ 2. Expire Vehicle \_\_\_ with Decal # \_\_\_ Company \_\_\_ Employee \_\_\_
2. Truck Description: Year \_\_\_ Make \_\_\_ Model \_\_\_
3. Color \_\_\_ License Tag # \_\_\_ Truck # \_\_\_ (if applicable)

BX=Box \_\_\_ CL=Claw \_\_\_ DP=Dump Truck \_\_\_ DPT=Dump Trailer \_\_\_
FB=Flatbed \_\_\_ PU=Pickup \_\_\_ RO=Roll Off \_\_\_ TR=Trailer \_\_\_ VN=Van \_\_\_
FL= Front Loader \_\_\_ SL=Side Loader \_\_\_ RL=Rear Loader \_\_\_ XX=Other \_\_\_

Owner's Signature signifies that information was read and understood

PRINT NAME

SIGNATURE

For Office Use Only

Date Received \_\_\_\_\_

Add \_\_\_\_\_ Expire \_\_\_\_\_ Decal# \_\_\_\_\_

Start Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date Completed \_\_\_\_\_



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Account # \_\_\_\_\_  
(For Office Use Only)

**CREDIT CARD AUTHORIZATION FORM**

**A convenience fee of 2.95% or \$2.00 (whichever is greater) will be added.**

I hereby authorize the Solid Waste Management Department to charge the credit card shown below:

Security Deposit

Roll-Off Permit

American Express

Discover Card

MasterCard

Visa Card

Card #: \_\_\_\_\_ Amount: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

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

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

Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

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