



WATER AND SEWER DEPARTMENT

COMMERCIAL PRETREATMENT

INTERIOR SYSTEMS

(404) 669-4313

CONSTRUCTION DOCUMENTS

(404) 270-7189

Commercial Projects that generate grease are required to have an approval for pretreatment by the **Water and Sewer Department**. **Food Service establishments, Churches, Hospitals, Schools, Hotels, Motels, Automotive, Car Washes and Grocery stores** are some of the categories that require a pretreatment system.

Plan Review fees are payable to the Water and Sewer Department/ Commercial Pretreatment (Fee required once project has been approved)

1. ___ Sizing based on the City of East Point commercial facilities generator source chart.
2. ___ Interior grease trap(s) should be placed above the floor and **Not Recessed** in the floor. The grease trap is designed to catch waste discharged from the compartment sink(s), prep sink(s), and dishwasher(s).
3. ___ Interior plumbing plan must show discharge to grease trap(s) and grease waste lines must be clearly indicated by using (**GW**). No mop sink, garbage disposal, can wash areas, condensation lines, waste from frozen food coolers, water heater drains, or floor drains in non-essential areas are to discharge to the grease trap.
4. ___ Maintenance letter for scheduled pumping of pretreatment system should be submitted once plans have been approved. The maintenance letter must be notarized and signed by the company, contractor/developer or individual responsible for daily facility operations. (See sample letter).
5. ___ Construction drawings required for review; cover sheet, site utility plan and detail sheet showing the required details for the pretreatment system used.
6. ___ Statements for construction documents:
 - (a) If a commercial site **WILL NOT** have any food service, operates as a restaurant, has a community clubhouse, is an event space, vehicle maintenance or vehicle washing.

Please notate on plans, a note on the site utility sheet will be sufficient by stating the following:

"No commercial facilities are designed for this site that will require pretreatment systems such as Grease & Oil/Water interceptor(s) or Sand/ Grit trap(s).

Submit plans to the address below:

City Of East Point- Planning and Community Development

2757 East Point Street, East Point, GA. 30344

*For any questions or concerns, please contact Inspector Tanya Kebe

tkebe@eastpointcity.org

water_sewer@eastpointcity.org



Commercial Pretreatment

City of East Point

2757 East Point Street, East Point, GA. 30344

Attn: Water&Sewer F.O.G

Construction Checklist (Interior)

This list is for you to review to ensure that you have all the required items in place for the Preliminary/Final inspection. No fee is assessed for the preliminary inspection. **Contractors are required to contact the FOG Program Coordinator within 24 hours for a Preliminary Inspection at 4by email (see below).** If the inspection cannot be obtained in 24 hours, the inspector will determine the inspection date based on the contractors site conditions. No re-inspection date shall extend beyond 30 days without documentation submitted by the contractor and approved by the inspector.

Name of Facility _____ Location _____

Site Contact _____ Telephone _____

Type of System _____

Preliminary Inspection

___ Plans stamped and signed by the City of East Point

___ Location(s) of the pretreatment system must be the same as the stamped plans:

Correction number of tank(s) and size.

___ Grease trap(s) installed above floor with Flow Control Valve (FCV) installed on inlet side with PDI certification visible. All hard connections required.

___ Invoice of tank to verify size and crush and run.

Final Inspection

___ Corrective action completed based on preliminary inspection (Failure to complete will result in additional \$50.00 reinspection fee)

___ Notarized Maintenance letter for cleaning grease trap(s).

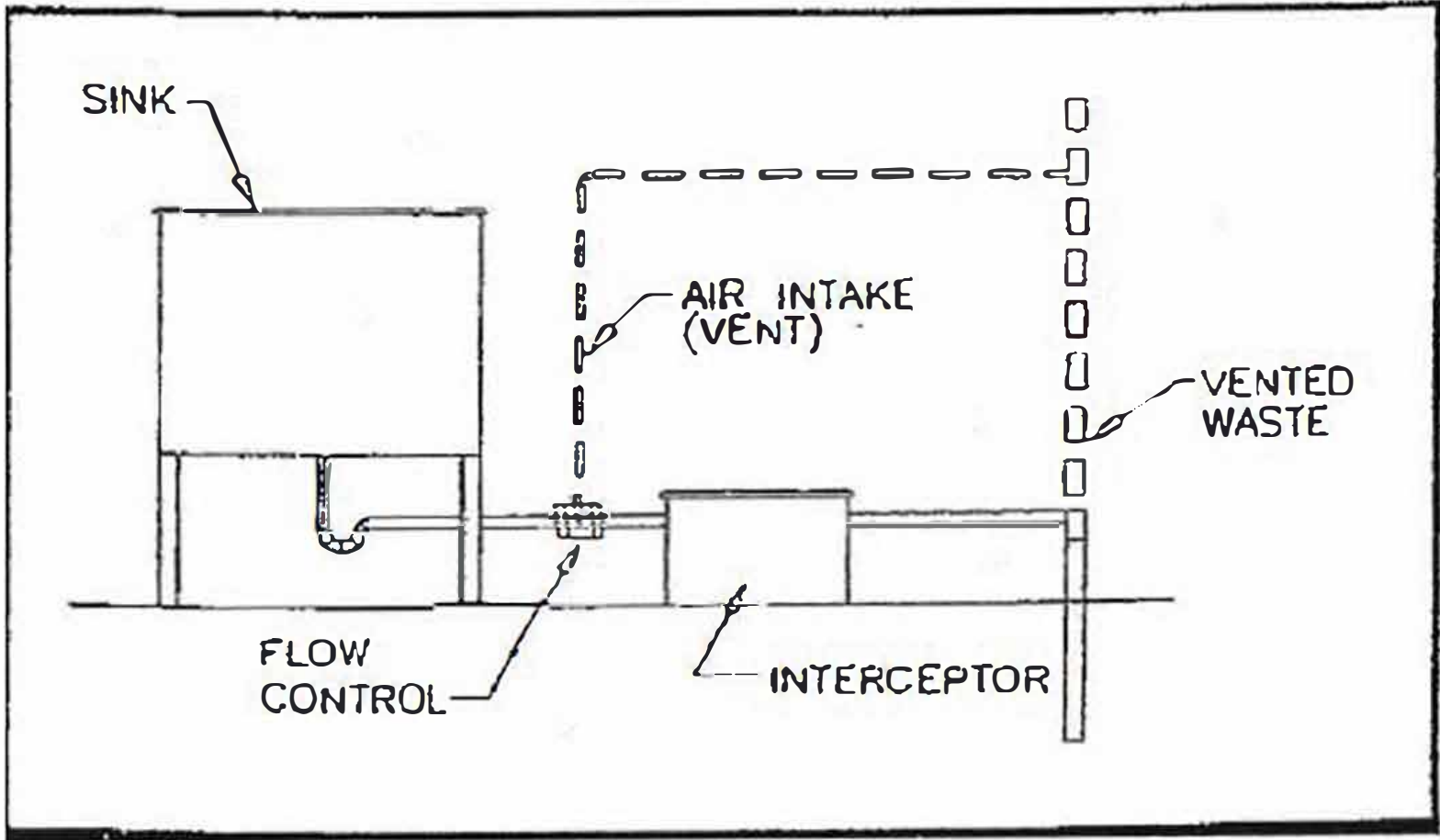
___ Building permit card posted for sign-off.

Environmental Inspector or Water & Sewer Department

Commercial Pretreatment Program (FOG)

Telephone: 404-699-4313 or 404-270-7189

Email: tkehe@eastpointcity.org water_sewer@eastpointcity.org



Please return with Invoice and Payment

CITY OF EAST POINT WATER AND SEWER



COMMERCIAL PRETREATMENT

2757 East Point Street- City Hall

Telephone: (404) 669-4313 (404) 270-7189

COMMERCIAL WASTE DISCHARGE PERMIT APPLICATION

New _____ Email _____ Existing _____

BUSINESS INFORMATION

Name of Facility:			
Contact Person:		Phone #	
Owner's Name:		Phone #	
Address of the Business:		City\State	
Mailing address:		City\State	

PRETREATMENT SYSTEM TYPE

Grease Trap	Oil Separator:	Sand\Grit Trap:	Pumping Frequency:
Tank Capacity	Interior Trap:	LBS:	Number of System(s):

WASTE HAULER INFORMATION

Company Name:		Contact Person:	
Address:		City\State:	

I certify under penalty of law that this document was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel gather and evaluate the information submitted. Based on my inquiry of the person or persons directly responsible for gathering the information, the information is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of citations, fines, or imprisonment for known violations.

Print Name

Signature

Date

Office Use Only

Permit Fees: \$ _____

Date _____

The permit fee is determined by the type and number of pretreatment system(s) the generator has on site as stated in the city records. City records are updated annually. If a commercial waste generator disagrees with their permit fee assessment, they can request a site inspection by the city for a fee of \$50. The fee **WILL NOT** be deducted from the annual permit cost. **Permit fees are due by March 31st of each year, with a 25% penalty occurring after March 31st.**



Water and Sewer Department

City of East Point
2757 East Point Street
East Point GA. 30344
Attention: F.O.G

Fee Schedule

Facility Name: _____ Date: _____
Address: _____ Telephone: _____

Commercial Pretreatment Fees: (Check all that apply)

- ___ Plan Review.....\$200.00
___ Permit Fee (New Construction)\$200.00
___ Modification, Repair and Replacement of Existing Pretreatment System(s) in violation.....\$100.00
___ New Pretreatment System Installation Inspection.....\$150.00
___ Reinspection Fee for New Construction Installation Per Visit.....\$50.00 ()

Commercial Waste Discharge Permit Fees:

- ___ Exterior Grease Traps/Oil Separator- 1 to 5 Tanks.....\$200.00
___ Interior Grease Traps, Sand/ Grit Trap 10 to 100LBS -1 to 5 Units.....&75.00
___ Automatic Grease Recovery Unit (AGRU) 20 – 35 GPM.....\$75.00
___ Revision to a Commercial Waste Permit during a permit year.....\$50.00

Total \$ _____

Please make all checks or money order payable to:
City of East Point – Water & Sewer Department (FOG Program)

PLEASE CHARGE TO ACCOUNT: CP 505-4440-341-13-35

Contractor _____ Inspector _____

Sample

USE YOUR COMPANY LETTERHEAD

(MUST BE NOTARIZED)

Company Name & Address

Telephone Number

Fax Number

Date:

City of East Point

Water & Sewer Dept.

2757 East Point Street

East Point, Georgia 30344

Dear Inspector or City of East Point Water & Sewer Dept.

This letter is to serve as our guarantee that the pretreatment system (oil/grease interceptor) required for this location will be pumped of all liquids and/ solids () **Every Month** () **2 Months** () **3 Months** () **4 Months** () **6 Months** () **Annually**. As per the City of East Point Commercial Wastewater Pretreatment Ordinance. An approved contractor of this nature who is permitted in the State of Georgia to remove non-hazardous liquid waste will perform this work. Every time our pretreatment system is pumped a completed copy of the manifest will remain at our facility.

Thank you for your assistance and cooperation on this project. If you have questions, please do not hesitate to call me. I can be reached at 404-669-4313 or 404-270-7189

Sincerely,

Operation Manager: Owner

Sworn before me this _____ Day of _____

Notary Public

My Commission Expires _____

This letter is a sample of the maintenance letter of content. The final document must be an original with the required information on your company letterhead.