CITY OF SANFORD UTILITIES
GREASE TRAP

Approval Procedures for City of Sanford (COS)
Grease Trap Installations
Installations require compliance to City of Sanford's Ordinance, Chapter 38 Utilities, Article VIII, Section 38.373 (Fats, Oils, and Grease Control) and NC Building and Plumbing Codes.

PRIOR TO INSTALLING A GREASE TRAP, THE DESIGNER AND/OR INSTALLER MUST OBTAIN COS APPROVAL OF THE INSTALLATION PLAN (Designer And Installer Must Be Currently Licensed By The Appropriate State of North Carolina Licensing Board):

Grease Trap Service Application (GTSA) and instructions can be picked up at the Public Works Division, 225 East Weatherspoon Street or Planning and Building Inspections Division, 900 Woodland Avenue or from City of Sanford's Web Site at http://www.sanfordnc.net. Click on applications and permits. Print the GTSA (Grease Trap Service Application).

1. Complete a GTSA. Be sure to provide <u>all</u> information listed in the form. Failure to do so will delay approval.
2. Submit the completed GTSA, along with any required plan information*, to the appropriate above address for review.

   * <u>Note</u>: Some projects may not require drawings for review, but may instead be managed via on-site assistance from the Building Inspector. The designer and/or contractor are responsible for contacting the Planning Division to determine whether or not submittal of plan drawings is required. **All locations for grease traps require approval prior to installation.**

3. Wait for approval of your GTSA and plan before beginning the installation. Approved plan drawings will be stamped as such. Projects managed via site assistance will receive approval notice from the Building Inspector prior to placing the water system in service. Certain exceptions will be allowed for retrofitting projects at existing facilities. The designer and/or installer shall be responsible for obtaining approvals required by all agencies, to include permits and utility service fees.

4. Call the Building Inspector to resolve any problems encountered in the field or to request an inspection for installation approval at (919) 718-4654. Installing grease traps in a location and/or manner other than that specified on the plans approved by the City requires approval from the Inspector. **Approval by the Building Inspector is required prior to issuance of the Certificate of Occupancy (CO). The City is not responsible for delay of CO issuance when procedures above are not followed.**

Completing the Grease Trap Service Application (GTSA)

City of Sanford (COS) requires that a completed Grease Trap Service Application (GTSA) be provided for all grease trap installations. Projects involving plan review require the GTSA as one of the documents to be submitted with plans. Plans cannot be approved for permitting without the required GTSA.

When completing the GTSA, *it is recommended*, and often necessary, to get more information from others involved in the project, such as the plumbing/mechanical designer, the architect, the owner, and even the occupant. *Complete accurate information is vitally important.*

If more than one of the same type of grease traps is involved for one address (for example, two or more grease traps), please submit a separate GTSA for each grease trap.

Please make sure that *all* questions are answered for each grease trap and that *all* other requested information is provided.

REMEMBER: Grease Trap Application(s) must be approved, permits obtained and sewer service fees paid prior to the installation of subject sewer service.

Thank you for your cooperation. If you have any questions about this matter, please call the Utilities Connection office at (919) 775-8367.

CITY OF SANFORD
GREASE TRAP SERVICE APPLICATION
FOR FOOD PREPARATION ESTABLISHMENTS

Information on this form will be used to consider approval of recommended grease removal equipment installations required by the City of Sanford Code of Ordinances, Chapter 38 Utilities, Article VIII, Section 38.373 (Fats, Oils, and Grease Control for the subject water service). Changes in water use and types of food prepared at the site may require a change of grease removal equipment. Inadequate information will necessitate the installation of a 1,000-gallon outside grease interceptor as a minimum. If you have any questions while completing this form, please contact the Fats, Oils, and Grease Control office at (919) 777-1243.

Section I

Food Establishment Information

Name of Business: _____ Contact: _____
Address: _____ Zip: _____
Telephone(s): _____ Fax: _____

District Headquarters/Corporate Information

Name of Business: _____ Contact: _____
Address: _____ Zip: _____
Telephone(s): _____ Fax: _____

Does your food establishment have connection with the City Sewer? ____ Yes ___ No
(*If no, complete only Section I and the boxed section on page 3; otherwise complete entire form.)*

Section II

1. How many employees does your food establishment employ? _____

2. What meals do you serve? (*Please circle)*
   Breakfast Lunch Dinner Snacks

3. What are your operating hours? _____

4. How do you classify your establishment? (*Please circle all that apply*)

Fast Food	Fine Dining	Bar & Grill	Cafeteria
Bakery	Delicatessen	Caterer	Coffeehouse
Food Processor	Meat Processor	Steakhouse	Casual Dining

   Other: _____

5. What cuisine will the establishment serve? (*Please include menu)*

Section III

Does you facility have any of the following? (Please circle and fill-in)

1. Used Fryer Oil/Grease Recycling Bin: 1 2 3 4
   a. Identify permitted waste management co. _____

2. Grease Trap and/or Interceptor (*connected to the kitchen drainage system)*: 1 2 3 4
   a. How many gallons capacity? _____ gallons

3. Identify permitted waste management co. that will service the Grease Trap and/or Interceptor _____

4. Where will it be located? (*If you are facing the front of the store*)

Back Parking Area	Front Parking Area	Left Parking Area
Right Parking Area	Back Sidewalk	Front Sidewalk
Left Sidewalk	Right Sidewalk	Entrance Area
Drive-in area	Front Planter	Back Planter
Left Planter	Right Planter	Menu Board
Inside under Sink	Inside in Floor	Kitchen Entrance

Other _____

Section IV

Please circle number of sinks:

1. Automatic Dishwasher	1 2 3	
a. Pre-Rinse Sink	1 2 3	
2. Garbage Disposal	1 2 3	
3. 3-Compartment Sink	1 2 3	
4. 2-Compartment Sink	1 2 3	
5. Single Compartment Sink	1 2 3	
6. Pot Wash Sink	1 2 3	
7. Mop Wash Sink	1 2 3	
8. Can Wash Drain	1 2 3	
9. Hand Wash Sink	1 2 3	
10. Food Prep Sink	1 2 3 4	
11. Floor Drains _____		(*Please fill-in*)
12. Other _____		(*Please fill-in*)

Section V

Please circle amount of equipment:

Fryers	1	2	3	4	5	6
Grills	1	2	3	4	5	6
Griddles	1	2	3	4	5	
Wok Stoves	1	2	3	4		
Pizza Oven	1	2	3	4	5	6
Soup Kettle	1	2	3	4	5	
Steamer Table	1	2	3	4	5	

Is Bioremediation Technology (Liquid or Powdered bugs or enzymes) practiced and added to the drainage system, Grease Trap/Interceptor, or to any water discharged to the City sewer system?
(If yes, please describe): _____
_____
_____
_____

Authorized official is defined as a person responsible for the principle business decisions or other policy decisions for the facility.

This is to be signed by an Authorized official of your firm.

I certify the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

Signature: _____ Date: _____

Print Name: _____ Phone Number: _____

Title: _____

Return this form to:
City of Sanford
Utilities Connection Coordinator
P.O. Box 3729
Sanford NC 27331-3729

For City of Sanford Use Only: Do not fill out
Proposed Installation Approved: _____
Proposed Installation Unapproved: _____
Date: _____
Init. _____