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 fee of $200.00 payable to Water and Sewer Dept./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 discharge 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, restaurant, or car/maintenance facilities planned, a note on the site utility sheet will be sufficient 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:

**Department of Planning and Community Dev.**
1526 East Forrest Avenue, Suite 100
East Point, Georgia 30344
Office (404) 270-7030
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. **Contractor is required to contact the FOG Program Coordinator within 24 hours for a Preliminary inspection at (404) 270-7117.** 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 East Point.

___ Location(s) of the pretreatment system must be the same as the stamped as the stamped plans;
   Correct number of tank(s) and size.

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

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

**Final Inspection**

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

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

___ Building permit card posted for sign-off.

___ Inspection fee at final inspection - $150.00 (Single ownership)

___ Inspection fee for shopping centers or multiple ownership sites is $150.00 per tenant
Facility Name: ___________________________ Date: ____________________________
Address: ____________________________ Telephone: ____________________________

Commercial Pretreatment Fees:

____ 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
____ Re-inspection fee for new construction installation per visit........... $50.00 x ( )

Commercial Waste Discharge Permit Fees:

____ Exterior Grease Traps/Oil separator – 1 to 5 tanks.............................. $200.00
____ Interior (Manual) Grease Traps, Sand/Grit Traps
  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

Please make all checks or money orders payable to:
City of East Point – Water & Sewer Dept. FOG Program

PLEASE CHARGE TO ACCOUNT: CP 505-4440-341.13-35
Total: _______

Contractor__________________________ Inspector__________________________
SAMPLE

USE YOUR COMPANY LETTERHEAD
(MUST BE NOTARIZED)

Company Name & Address
Telephone Number
Fax Number
Email Address

Date:

City of East Point
Water & Sewer Dept
1526 E. Forrest Ave, Suite 400
East Point, Georgia 30344

Dear Melissa Echevarria,

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/or solids every 2 months 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 _______________________.

Sincerely,

________________________________________
Operation Mgr; Owner;

Sworn before me this _______ day of _______

________________________________________
Notary Public

My Commission Expires: _______________________

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