



**CHECK LIST FOR COMMERCIAL PRETREATMENT DRAWINGS
CONSTRUCTION DOCUMENTS -Land Disturbance (LDP)**

Commercial Projects that generate oil/grease are required to have an approval for Pretreatment by the Department of Public Works. **Food Service establishments, Truck/Car Washes, Churches, Hospitals, Schools, Hotels, Motels and Grocery Stores are some of the categories.**

The following will be required for all project approval;

1. Plan review fee - \$100.00
2. Completed Commercial Waste Discharge Permit Application
3. Commercial Waste Discharge Permit Fee
4. Notarized letter for pretreatment system maintenance

All required fees must be paid by a check or money order payable to Dept. of Public Works.

Checks must be printed with customers current information. No bank starter checks will be allowed

NO CASH IS ACCEPTED

1. _____ Sizing calculations are based on Standard Fulton County Detail 701, 702 for pretreatment systems. Review FC STD 701 for grease trap requirements based on seating capacity. If the facility does not follow the seating standard requirement for grease traps, then a calculation sheet for the project deviation can be provided.
2. _____ Provide a site utility drawing showing location of oil/grease interceptor tie-in to sanitary sewer and a note stating “ **CONSTRUCT per FULTON COUNTY STANDARD 701, 702** .”
All grease/oil interceptors should be shown closest to the discharge point of the grease or oil waste source. The maximum distance of an interceptor from a discharge source will be no more than 50 feet. Location of grease/oil interceptors must be accessible for maintenance and inspection.
3. _____ Standard Detail (701, 702) to be shown on detail sheet or site plan. If multiple grease/oil interceptors are required for a facility , they must be shown on the site utility plan in tandem. The test manhole is part of the pretreatment system and should be constructed accordingly as shown on standard details 701, 702 and standard Fulton County manhole detail 111. A concrete prefab manhole is acceptable as long as it is sized according to FC standard 111. Test manhole must have an invert in the bottom of the manhole.
4. _____ Outside utility structures cannot tie into test manhole of grease/oil interceptor. No dumpster or trash compactors lines can discharge through grease/oil interceptors or test manhole. No sanitary waste lines can discharge through grease/oil interceptor. The test manhole is part of the grease/oil separator system and is not to be used as a structure for the main sanitary sewer line. The discharge line from a pretreatment system must tie to the exterior sanitary waste line outside the structure.
5. _____ Maintenance letter for scheduled pumping of pretreatment systems, submit at LDP or BP review. Letter must state how often systems will be maintained. All statements must be notarized and signed by individual responsible for facility operations or owner of business.
6. _____ Complete commercial waste discharge permit application and return within **(10) days** of issuance. Application must be received before project will be approved.
7. _____ Construction drawings required for review; **cover sheet, site utility plan and detail sheet showing the required details** for the pretreatment system used.

8. _____ **Statements for construction documents:**

- a) If a commercial site will not have any food service, restaurants, 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 oil/water separators, sand traps or grease traps.”

- b) If the tenant occupant(s) in a commercial development are undetermined at the time of permitting, then the following statement must be placed on the site utility sheet for the commercial project before the site is issued a land disturbance permit.

“Any restaurant, food service or car maintenance facility that is proposed for this site after a land disturbance is issued, must install a pretreatment system(s) according to Fulton County Sewer Use Ordinance. The pretreatment system (grease trap, sand trap or oil/water separator) required will be determined based on the use of the tenant and requirements of ordinance. Any pretreatment systems currently shown on the site utility plan are designed according to information supplied by the developer/contractor of tenant occupant(s) at the time of Land Disturbance Permit review. No other tenant spaces have been approved.”

CAR/TRUCK WASHES: (in addition to page 1)9. _____ **Commercial car washes**

Use calculation sheet to determine size of oil/water separator; indicate whether reclaim system will be used in conjunction with oil/water separator required. (see typical layout for site plan) Material Safety Data Sheets for soap wash products(MSD). Manufacturer data on wash system /flow balance to indicate % recycle or backwash to sanitary sewer. For use of car washes with reclaim systems, manufacturer product sheets must be submitted for review. Sand trap sizing for car/truck wash area.

Apartment complexes are required to post signs in car wash areas stating, ***“No car maintenance of vehicles”***. Apartment complexes may be required to install an oil/water separator if more than (1) car wash bay will be built in a designated area. Maintenance letter for scheduled pumping of oil interceptor & (or) sand trap. (Requirements stated in item #5.)

General Plan Requirements

Contract documents must have an architect or engineer seal. Contract documents submitted should be a minimum size 34x22. Please provide at least **(1)** set of sheets indicated in item #7 for initial review. (3) Additional sets will be required once the project has been approved. Allow **7-10** business days for review to be completed. **DO NOT SUBMIT FEES UNTIL PROJECT PLANS ARE APPROVED.**

If plans are not approved upon first submittal, corrections will be issued to the project contact person. Once corrections have been completed an appointment for final sign-off of project can be made. Project plans will be discarded after **30 days** if not picked-up.

Submit **pretreatment plans only** to the address below:

Attn: Leola Scott
Department of Public Works
 Water Services Department
 1030 Marietta Hwy.
 Roswell, GA 30075