



City of Marco Island

August 1, 2016

Dear Food Service Facility Owner:

SUBJECT: THIS IS THE ANNUAL FATS OIL AND GREASE (FOG) DISCHARGE PERMIT. DO NOT USE THIS PERMIT FOR NEW INSTALLATIONS, MODIFICATIONS OR REPAIRS OF GREASE TRAPS, INTERCEPTORS OR SEPARATORS.

The expiration date of the Annual FOG Discharge permit is December 31, 2016. For your convenience, we have enclosed the Annual FOG Discharge permit application form. The completed Annual FOG Discharge permit can be submitted starting August 1, 2016 and received no later than November 1, 2016.

The following documents must be submitted to the City prior to November 1st each year:

- Annual Use FOG Permit Form 10b signed by the business owner (use the attached form).
 - a) Submit clear color photos of the grease trap/interceptor before and after pumping, showing the top, surrounding area, and the piping inside of each chamber. For under-sink traps provide clear color photos showing location and pipe configuration inside and outside of the empty trap.
 - b) Restaurant Seating Chart (if changes were made since the last permit application).
 - c) Annual pump-out record/log. Submit a copy of the pump-out record/log that is required to be posted in the kitchen area and pump out receipts of interceptor maintenance with date of service, name of the company, and phone number.
 - d) Proof of disposal according to City, County, and State regulations is required for each service that is performed from the licensed septic tank service company.

When the grease interceptor meets minimum requirements and the required documentation are received and approved, then the annual FOG permit for 2017 will be issued. If the annual permit cannot be issued for any reason, you will be notified as soon as possible. **Properties with multiple food service facilities must submit a separate application for each facility.**

We will accept your submittal by hand delivery or mail to City Hall, 50 Bald Eagle Drive, Marco Island, FL 34145 or email to khayman@cityofmarcoisland.com. The City e-mail system will only allow 10 megabytes, if your e-mail is too large, multiple e-mails will be required. You may also find the forms electronically at www.cityofmarcoisland.com. If you have any questions please contact Patrick Hayman 239-389-3977.

Thank you,

Bart Bradshaw

Bart Bradshaw
Collections/Distributions Manager

City of Marco Island
50 Bald Eagle Drive, Marco Island, Florida 34145
Ph: 239-389-5000



City of Marco Island

ANNUAL FATS OIL AND GREASE (FOG) DISCHARGE PERMIT PROCESS CHECKLIST

PLEASE USE THE CHECKLIST BELOW WHEN GATHERING YOUR INFORMATION FOR SUBMITTAL. IF THE ITEMS LISTED BELOW ARE NOT INCLUDED IN FULL, YOUR APPLICATION WILL BE REJECTED. PROPERTIES WITH MULTIPLE FOOD SERVICE FACILITIES MUST SUBMIT A SEPARATE APPLICATION FOR EACH FACILITY.

- COMPLETED ANNUAL USE FOG DISCHARGE PERMIT FORM (10b)
- CLEANING RECEIPTS
- PROOF OF DISPOSAL WITHIN STATE/COUNTY GUIDELINES
- FOOD SERVICE FACILITY'S AUTHORIZED SIGNATURE
- CLEAR COLOR PHOTOGRAPHS OF CLEAN AND EMPTY GREASE INTERCEPTOR/ UNDER SINK TRAP SHOWING PIPING INSIDE AND SURROUNDING AREA
- GREASE INTERCEPTOR/TRAP CLEANING RECORD/LOG THAT IS POSTED IN KITCHEN
- INDOOR AND OUTDOOR RESTAURANT SEATING CHART (IF CHANGES MADE SINCE LAST PERMIT)
- COPY OF MENU