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

PLUMBING – ANNUAL USE GREASE TRAP OR INTERCEPTOR FOG DISCHARGE PERMIT

10b

Application Date:_____ **Annual Use FOG Permit #:GT2017 -** _____

Submit Permit prior to November 1, 2016 **Permit Expiration Date: December 31, 2017**

Note: This permit is only for the annual verification that the required grease traps or interceptors are in the correct working order. This permit is not for the installation, modification or repair of a grease trap or interceptor. A separate permit must be obtained by a licensed contractor to install, modify or repair a grease trap, interceptor or separator.

SECTION A – GENERAL INFORMATION

1. FACILITY NAME: _____
2. FACILITY STREET ADDESS: _____

   CITY: _____ STATE: _____ ZIP: _____
3. BUSINESS MAILING (IF DIFFERENT FROM 2 ABOVE)

   ADDRESS: _____

   CITY: _____ STATE: _____ ZIP: _____
4. OWNER OF PROPERTY (IF DIFFERENT THAN FACILITY)

   NAME:_____ TELEPHONE:_____

   ADDRESS: _____

   CITY: _____ STATE: _____ ZIP: _____
5. DESIGNATED FACILITY CONTACT

   NAME: _____ TELEPHONE: _____

   TITLE: _____ EMAIL: _____

   ADDRESS: _____

   CITY: _____ STATE: _____ ZIP: _____

Regulations and Information

1. City of Marco Island Building Services is regulated by the Florida Building Code, Plumbing. For more information about the code or to purchase the code visit: http://www.floridabuilding.org
2. Marco Island Ordinance Chapter 52, Sec 52-124 (c) (1) and (d) (1) states that each facility shall be responsible for the costs of installing, inspecting, pumping, cleaning and maintaining its grease trap/interceptor. Records shall be maintained by the property owner and posted in the kitchen, office, or discharge area, showing the date and company's name that performed the cleaning, pump out, inspection and maintenance.
3. Required access: The permit holder shall provide City staff with access to the grease trap or interceptor for inspection purposes, as provided in Sections 52-124 (d) (4) and 52-125 (g) (2).

4. Required documents (Submit to the City ***prior to November 1st*** each year):
    a) This form, completed by the business owner.
    b) Annual Inspection report, performed by a licensed septic tank service company, with accompanying clear color photos (see **Section C**).
    c) Seating chart and copy of Menu
    d) Annual pump-out record, copy of same document posted in the kitchen.
5. Fee: There is no fee for this Annual Use FOG permit/however Annual Use FOG Permit is required.
6. The approved annual use permit will be provided to the business owner when compliance is determined.

SECTION B – FACILITY TYPE

1. Please chose the description that best describes your facility:

☐ FAST FOOD RESTAURANT	☐ BAKERY/SANDWICH SHOP
☐ FULL SERVICE RESTAURANT	☐ SUPERMARKET
☐ TAKE OUT (ONLY) RESTAURANT	☐ HOTEL/MOTEL
☐ COFFEE SHOP	☐ CLUB/ORGANIZATION
☐ ICE CREAM SHOP	☐ RELIGIOUS INSTITUTION
☐ CONVENIENCE STORE	☐ SCHOOL
☐ OTHER _____	

SECTION C – INSPECTION (completed by pumping Contractor)

1. Do you have a grease interceptor (outside) or grease trap (under sink)?
   ☐ INTERCEPTOR ☐ TRAP ☐ BOTH ☐ NONE
2. Location of Trap/Interceptor: _____ Size of Interceptor: _____ (gallons)
3. Number of times per year Interceptor/Trap cleaned? _____(***Provide pumping receipts***)
4. Is existing grease interceptor/trap structurally sound, in good working order and water tight?
   ☐ Yes ☐ No List Defects: _____
   (***Attach clear color photos of interceptor before and after pumping***)
5. Are there any additives placed in the plumbing, grease interceptor or grease trap (i.e. enzymes, bacteria, degreaser etc.)? ☐ Yes ☐ No
6. If a contractor cleans the indoor or outdoor grease removal device(s), please list the following:
   Contractor Name: _____ Telephone: _____
   Address: _____
   City: _____ State: _____ Zip: _____

   Signature: _____
7. If the indoor/under sink grease trap is being maintained on-site, how do you dispose of the waste after cleaning the trap?
   ☐ Trash ☐ Contractor disposes of grease ☐ Other: _____

SECTION D – RECYCLING

1. Do you recycle the cooking oil used at your facility?
   ☐ Yes ☐ No
2. Which company recycles your cooking oil?
   _____
3. Recycling container on site?
4. ☐ Yes ☐ No
5. Are spill clean-up measures implemented?
   (Example – kitty litter, absorbent towels, etc.)
   ☐ Yes ☐ No

SECTION E – RECORDS

1. Where are the grease interceptor/trap maintenance records kept?

   _____

2. What are the days and hours of operation? (Be specific – "until close" is not acceptable)

   _____

3. Number of restaurant seats:
   Dining seats: _____ Outside Seats: _____
   Bar Seats: _____
4. Please provide:
   - ***a. This form completed in its entirety***
   - ***b. Copy of menu and seating chart***
   - ***c. Pumping/cleaning log and receipts***
   - ***d. Clear color photos of interceptor before and after pumping***

AUTHORIZED REPRESENTATIVE STATEMENT:

I certify that I have received and read Sections 52-122 to 131 of the Marco Island City Code and understand that **all** food service facilities must have a grease removal device to prevent discharge of fats, oils, grease (FOG), and other substances harmful to Marco Island Utilities sewer system, treatment plant or processes. For the facilities without a FOG removal device, this requirement shall be met when the facility applies for any type of permit from the City or within two (2) years of the adoption of the Ordinance, whichever comes first.

I further certify under penalty of law that this document and all attachments were prepared under my direction or supervision to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted 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 possibilities of fine and imprisonment for knowing violations.

_____

Print Name

_____

Title

_____ _____

Signature **Date**

Submit to: Patrick Hayman, Marco Island Utilities 50 Bald Eagle Drive, Marco Island FL, 34145 or Email: KHayman@cityofmarcoisland.com Phone: 239-389-3977

CITY USE ONLY

City Approval

_____ _____

Approved by (print name) **Approved by (signed name)** **Date**

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 RECIEPTS

— PROOF OF DISPOSAL WITHIN STATE/COUNTY GUIDELINES

— FOOD SERVICE FACILITYS' 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

GREASE TRAP OR INTERCEPTOR CLEANING RECORD

KEEP POSTED IN KITCHEN AREA

COMPANY	DATE PUMPED	SIGNATURE OF OPERATOR