

COMMERCIAL PRETREATMENT DRAWINGS - INTERIOR SYSTEMS  
CONSTRUCTION DOCUMENTS



(404) 270-7117

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 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.
5. \_\_\_ 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).
6. \_\_\_ Construction drawings required for review; cover sheet, site utility plan and detail sheet showing the required details for the pretreatment system used.
7. \_\_\_ **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 Zoning  
1526 East Forrest Avenue, Suite 100  
East Point, Georgia 30344  
Office (404) 270-7030**

## Commercial Pretreatment

1526 E. Forrest Avenue, Suite 400  
East Point, Georgia 30344  
Telephone: (404) 270-7117



## 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: \_\_\_\_\_

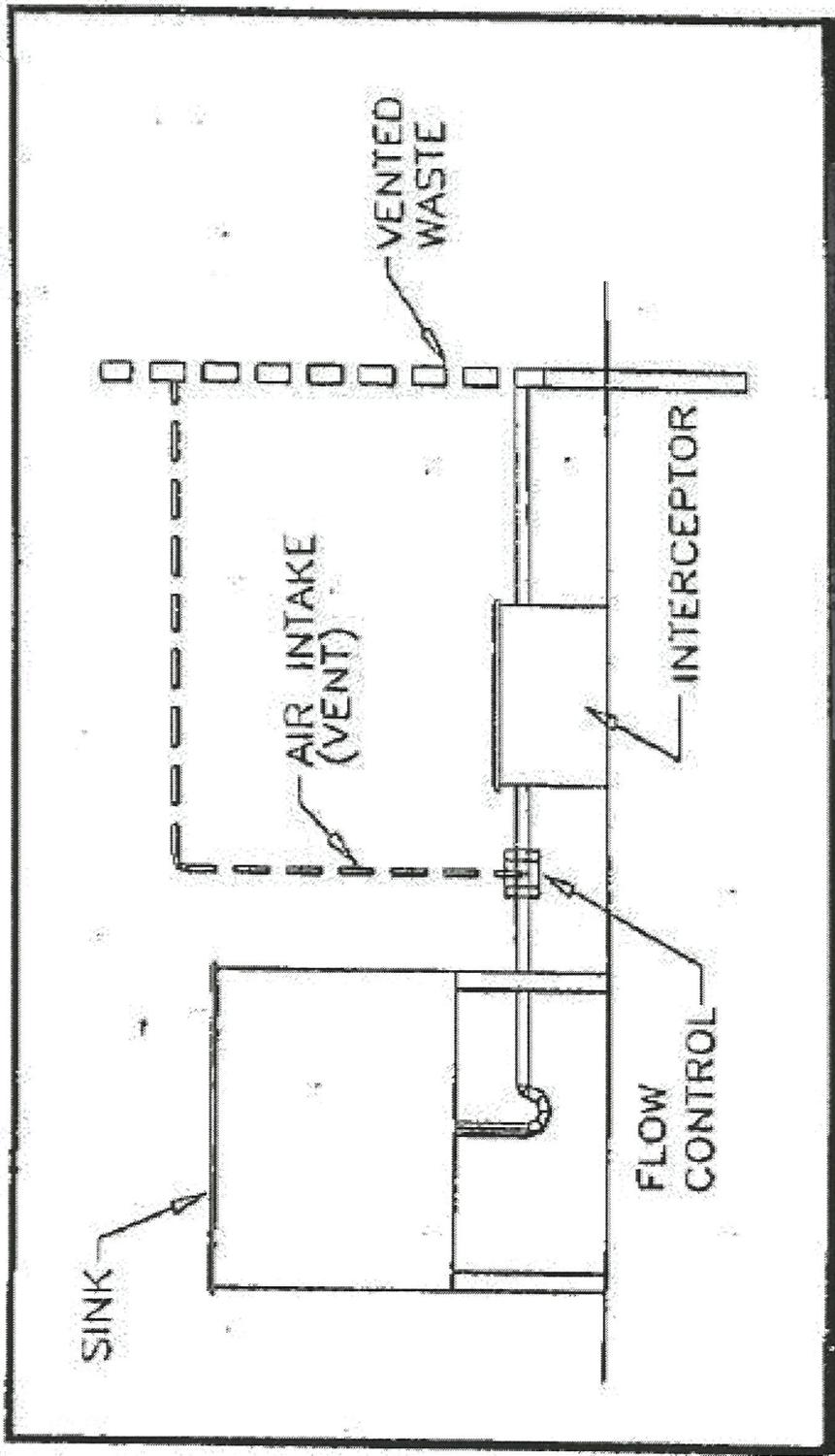
Type of system: \_\_\_\_\_

### 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



**MELISSA ECHEVARRIA**  
*Environmental Compliance Manager*  
*Commercial Pretreatment Program*

1526 East Forrest Avenue  
 Suite 400  
 East Point, Georgia 30344  
 Office: 404-270-7117  
 Fax: 404-559-4437  
 Cell: 404-825-4846

mechevarria@eastpointcity.org  
 www.eastpointcity.org





**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 question, 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.**



Water and Sewer Department  
Commercial Pretreatment/ FOG Program  
1526 E. Forrest Avenue, Suite 400  
East Point, Georgia 30344  
(404) 270 – 7117  
Fee Schedule

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Facility Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

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**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
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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 \_\_\_\_\_