



Fee \$75.00

TOWN OF EAST LONGMEADOW
BOARD OF HEALTH

FATS, OILS & GREASE DISCHARGE CONTROL – OPERATING PERMIT APPLICATION

Application Type: (select one)

- New Business/Operator
- Transfer of Ownership or Name Change of Existing Permitted Facility
- Modification of Existing Permitted Facility (includes modifications to FOG control devices, modifications to facility size/area and changes of use)

Applicant Information

¹Applicant (corporation, LLC, LLP, sole proprietor)**: _____

Email**: _____ Phone No. **: _____

¹⁾ If applicant is a company, corporation, partnership or similar, the name specified shall match the name of that approved by the Planning Board. A fictitious name specified on the form shall be preceded by the name of the entity or individual (if sole proprietor) that owns said fictitious name.

Facility Information

Facility Address (Street, City, Zip, Unit)**: _____

Facility Phone No. **: _____ Facility Email: _____

Days and Hours of Operation **: _____

Facility Use Information

Select/Describe Use that best describes the Facility**

- | | | | |
|-----------------------------------------------------|-------------------------------------------|-------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Apartment/Condo/Club House | <input type="checkbox"/> Banquet Hall | <input type="checkbox"/> Child/Adult Day Care | <input type="checkbox"/> Full Service Restaurant |
| <input type="checkbox"/> Assisted Living | <input type="checkbox"/> Café/Coffee Shop | <input type="checkbox"/> Commercial/Industrial Bakery | <input type="checkbox"/> Processing/Manufacturing |
| <input type="checkbox"/> Bakery (non-commercial) | <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Convenient Store/Gas Station | <input type="checkbox"/> Supermarket/Market/Grocery |
| <input type="checkbox"/> Butcher/Fish/Meat Market | <input type="checkbox"/> Catering | <input type="checkbox"/> Fast Food Restaurant | <input type="checkbox"/> Take-Out Restaurant |
| <input type="checkbox"/> Other _____ | | | |

**Indoor Area: _____ sq. ft. **Outdoor Area: _____ sq. ft. No. of Seats: _____

Details of Kitchen Fixtures

- | | | | |
|---------------------------------------------------------------------------|------------------------------|--------------------------------------|----------------|
| <input type="checkbox"/> Fryolators: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | How Many _____ |
| <input type="checkbox"/> Grills or Ovens: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | How Many _____ |
| <input type="checkbox"/> Dishwashers: Commercial: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | How Many _____ |
| <input type="checkbox"/> Kitchen Sinks: | How Many _____ | Number of Compartments in Each _____ | |
| <input type="checkbox"/> Dinnerware: Pre-rinsing: | None _____ | Sinks _____ | Station _____ |
| <input type="checkbox"/> Ice Making Machines: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | How Many _____ |
| <input type="checkbox"/> Garbage Disposal Units: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | How Many _____ |
| <input type="checkbox"/> Exhaust Hoods with Automatic Cleaning System: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | How Many _____ |
| <input type="checkbox"/> Exhaust Hoods without Automatic Cleaning System: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | How Many _____ |

If exhaust hoods are without an automatic cleaning system, how are hoods cleaned? (i.e., in three (3) bay sink, off site):

**Denotes Required Field

Fats, Oils & Grease Control Device Information

List all FOG control devices serving the facility**

No.	Make & Model	Material (Metal, Plastic, Concrete, other)	Capacity (gpm or gallons)	Location (indoor or outdoor)

Note: An operating permit will not be issued until the facility has a department approved control device.

Certification by Applicant

****COMPLETION OF THIS SECTION IS REQUIRED****

The undersigned authorized representative of (name of applicant) _____ is fully aware that the statement made in this application for an operating permit are true, correct and complete. The undersigned understands that discharges of Fats, Oils and Grease to the public sanitary sewer that exceeds 200 milligrams per liter of FOG is a violation of the town regulations. **The undersigned certifies that he/she is fully aware that the submittal of a permit application does not guarantee issuance of a Grease Discharge Control operating permit until it is determined that the permit application is complete and a Fats, Oils & Grease Control Device(s) is/are approved by the department for the facility.** It is further acknowledged that a permit, if granted by the Department is not transferable and that notification shall be provided to the Department upon sale, change of ownership or relocation of the permitted facility.

Name of Authorized Representative

Signature of Authorized Representative

Date

Accompanying Documents for Permit Application

- Floor plan of kitchen area showing all fixtures, floor drains, as well as all direct and indirect waste.
- Plumbing layout prepared by licensed plumbing contractor or plumbing designer.
- Specifications – sized on all fixtures and equipment from which grease may be introduced to the plumbing system.
- Sizing procedure and cut sheet showing manufacturers recommendations for proper installation of the indoor/outdoor grease interceptor.
- Signed contract with a registered waste hauler for periodic cleaning of the indoor/outdoor.

Permit Application Submittal Checklist

- All required fields of permit application are completed.
- Applicant has read the instruction provided in the permit guidelines sheet.
- FOG control device information is specified.
- Zoning Certificate of Use/Occupational License Application Form (if new establishment).
- Permit Fee (see guidelines sheet and fee schedule).
- Form is signed.

**Denotes Required Field

Grease Interceptor/Automatic Grease Trap Fact Sheet

Permit Application Form – When is the submittal of a permit application required?

The submittal of a permit application is required for:

- Any new business/operator (FOG generator) intending to operate within East Longmeadow.
- Transfers of ownership or name changes of an existing permitted entity (i.e., permit holder).
- Updates to permit or facility information, including (but not limited to) modifications to FOG Control Devices, modifications to facility size/area and changes of use.

Why are grease interceptors/automatic traps required at foodservice establishments?

Both plumbing code and health regulation require the installation of a device, or devices to contain grease at all foodservice establishments. Grease must be properly contained to prevent blockage of piping in the buildings plumbing system, and in the public sewer system. Such blockages cause sewerage to back up and can result in unsanitary conditions; moreover, such blockages present costly and unnecessary maintenance problems.

What types of plumbing fixtures are subject to the requirements for grease containment?

The Town of East Longmeadow FOG regulations require that any plumbing fixture that may discharge grease into the plumbing system must have provisions in place to contain the grease. Included in such fixtures are pot sinks, hand sinks, mop sinks, food preparation sinks, floor drains, floor sinks, dishwashers, WOK stove drains, steam tables, and hood drains.

What other factors need to be considered when planning for installing an automatic grease trap?

Installation of an automatic grease trap requires consideration of several factors. For large units it may be necessary to recess the interceptor outside or into the floor to provide proper drainage from the sinks. The unit also may need to be recessed into the floor to serve floor drains and floor sinks. Other factors that must be considered are location and access for cleaning, proper venting of the plumbing system and provision of flow control where required.

When do current requirements for a grease control system apply to existing food service establishments?

All foodservice establishments that are remodeled, plumbing equipment changed, or change of ownership are required to meet the updated regulations for proper grease containment. In addition, when the operations of an existing establishment result in a grease problem, that establishment may be required to meet current standards.

How often should my grease containment device be cleaned?

Available in the office are grease maintenance logs. The logs should be completed by a professional drain cleaner, licensed plumber, or permitted septage hauler monthly, and remain available for 1 year for inspection by an agent of the board (DPW, Building or Health). Because of the unsanitary nature of the cleaning operation, it can only be performed when the food preparation area is not in use.