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For Office of Water Compliance Use
 Inspection Date _____
 Received Date _____
 FOG Permit # _____
 Assessor's Map: _____ Lot: _____
 Unit #: _____

CITY OF GLOUCESTER
 DEPARTMENT OF PUBLIC WORKS

Fats, Oils and Grease (FOG) Permit Application for FOG Generators

Refer to page four (4) of this application for descriptions, definitions and instructions.

1. REASON FOR APPLYING

<p>A. Existing/Un-permitted Facility _____</p> <p>Previous Permit # _____</p>	<p>B. Construction _____ New</p> <p>_____ Renovations _____ Change of Use</p>
<p>C. Change of Ownership _____</p> <p>Previous Company/Owner Name _____</p>	<p>D. Other _____ (please describe below)</p> <p>_____</p>

2. COMPANY INFORMATION

A. Company Name

B. Facility Location and Contact Information

Street Address _____ Unit# _____ City _____ State _____ Zip _____

Contact Person Name _____ Title _____

Business Phone # _____ Cell Phone # _____ Fax # _____

E-Mail _____

C. Billing Address and Contact Information ___ check here if same as above

Street Address _____ Unit# _____ City _____ State _____ Zip _____

Contact Person Name _____ Title _____

Business Phone # _____ Cell Phone # _____ Fax # _____

E-Mail _____

D. Ownership Type _____ Sole Proprietor _____ Partnership _____ Corporation

E. Names and Titles of Business Owner(s), Partners or Corporate Officers:

Names	Titles
_____	_____
_____	_____

F. Authorized Representative (definitions on back page) ___ check here if same as above

Name _____ Title _____
 Street Address _____ City _____ State _____ Zip _____ PO# _____
 Business Phone # _____ Cell Phone # _____ Fax # _____
 E-Mail _____

3. Landlord, Property Owner or Management Company

___ check here if same as information provided on front page

Name _____
 Street Address _____ City _____ State _____ Zip _____ PO# _____
 Contact Person Name _____ Title _____
 Phone # _____ Fax # _____ E-Mail _____

4. Facility and Business Information

A. Type of Business or Food Service Establishment (check all that apply)

___ Food Preparation ___ Food Packager ___ Restaurant ___ Fast Food
 ___ Take Out Facility ___ School Cafeteria ___ Other Cafeteria ___ Convenient Store
 ___ Child Care Facility ___ Other, Specify _____

B. Size of Location (square feet) _____ Available Seating (inside and outside) _____

C. Date Business Opened or Anticipated Date of Opening _____

D. Total Number of Employees _____

E. Hours of Operation from _____ am/pm to _____ am/pm

F. Shift Information (check days of operation and give number of employees per each shift)

Work Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Shifts/day							
Employees/shift 1							
Employees/shift 2							
Employees/shift 3							

G. List major equipment used for food preparation. (i.e. grills, fryers, dishwashers, sinks, etc.) Use additional sheets if needed.

Type	Size/Specifications

H. Number of Grease Interceptors and/or Traps _____ Fill in required information below

Location	Size (in gallons)	Service Frequency	Type (check one)
			interceptor trap
			interceptor trap
			interceptor trap

5. Grease Hauler Information

Name of Hauler _____

Address _____

City _____ State _____ ZIP _____

Phone Number _____ Fax Number _____ E-Mail _____

Describe how grease is disposed of (i.e.: landfilled by waste hauler, recycled, pumped etc.). If you dispose of the grease yourself, indicate location and procedure for disposal.

6. Construction Contact Information (For businesses under construction only)

Name _____ Job Title _____ Phone # _____

Signature _____

7. Signatory Requirement – This must be signed by a company/business authorized representative. Signatures of designers, architects or contractors are only accepted as a construction contact in item 1 above.

I certify under penalty of law that I have personally examined and am familiar with the information in this application form and all attachments and that, based on my inquiry of those persons immediately responsible for obtaining the information contained in the application, I believe that the information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and/or imprisonment.

Name –Authorized Representative (print)

Signature

Title

Date

Definitions and Descriptions

Food-serving Establishment – Any facility that prepares, serves, or processes food on a regular basis for commercial use or sale including but not limited to restaurants, cafeterias, hotels, hospitals, institutional facilities, factories, clubs, bars where food is prepared and served, and all commercial kitchens; food and meat packing and processing establishments; super markets, bakeries and others that generate FOG that may be introduced into the City collection system in quantities that can cause sewer blockages.

Grease Trap – A small reservoir built into the wastewater piping a short distance from the grease producing area. Baffles in the reservoir retain the wastewater long enough for the grease to congeal and rise to the surface so that it can be removed.

Grease Interceptor – A large, partitioned collection chamber usually outside a building that captures FOG by trapping floatable and settleable solids prior to being discharged to the City collection system, and whose rated flow exceeds 50 gallons per minute (GPM).

Newly constructed or renovated food-serving establishment or business – Any newly constructed or existing food-serving establishment that has undergone significant improvements or expansion planning to begin operation after the adoption of the FOG Control Program Regulations.

Change Of Use – Any Construction or remodeling that changes an existing non-FSE or business into a facility which can be classified as a Food Serving Establishment or FOG Generator (example: Print shop is changed into a restaurant).

FOG generator – Any commercial establishment, industry, or resident that creates FOG that can be discharged with wastewater into the sewer collection system or into septic or storage tanks whose contents are delivered to the Water Pollution Control Facility

Authorized Representative/Signatory Requirement – Business authorized representative is a business officer legally responsible for operation of the company discharging wastewater or a company employee (manager, supervisor) authorized in writing to sign documents for the business officer. Business officer titles include but are not limited to: owner, partner, managing partner, president, vice-president, secretary, treasurer, and CEO. The following do not qualify as a business authorized representative: contractors, designers, architects, employees who are not titled managers or supervisors.

Instructions. Use extra sheets if need or when applicable on any section of the FOG permit.

- 1.A-D** Indicate reason for applying for a FOG permit. Give supporting documents if necessary. If application is being filed due to change in ownership, please provide former FOG permit number and authorized representative.
- 2.A-F** Location address describes the business location that is to be permitted. **C.** Ownership Types: sole proprietor indicates only one individual and no partners owning said business. Partnership indicates more than one owner but is not incorporated. Corporation indicates a company formed by more than two individuals and often has a group of shareholders. **D.** Names and Title: cannot be employees such as managers or general laborers. **E.** This section is for purposes of billing, fines and notifications of violation. **F.** Authorized Representative: refer to definition above.
- 3.** If building/facility/lot is rented/leased give landlord information.
- 4.A-H** Give business description either by checking appropriate selection or describing under the other category. Refer to definitions given above. **B.** Size of facility – should be given in square feet and give total available seating. Include any seasonal (outdoors, decks, anything external from hardened building). **F.** Shift information: list days business is in operation including days which may not be open to the public and approximate number of employees working each shift. **G.** Equipment Information – Any major equipment used in the production or business process which comes into contact with Fats Oil and Grease. **H.** Interceptor information – refer to definition given above. You may have your plumber fill this section in.
- 5.** Grease Hauler Information: Only city approved grease haulers should be entered into this section.
- 6.** Give Information on how grease is disposed of. If it is to be removed from interceptor by grease hauler give information on how they dispose of it. If it is removed by you or identified employee, give receptacle information and party or parties responsible.