



70 HARBOR ROAD
PORT WASHINGTON, NEW YORK 11050

TEL: (516) 944-6100
FAX: (516) 944-3652

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PORT WASHINGTON WATER POLLUTION CONTROL DISTRICT

SUBMITTAL REQUIREMENTS FOR NEW GREASE TRAP AND/OR NEW FACILITY

Check List

1. Complete an application for General Permit.
2. Submit complete signed and sealed drawings from an Architect or Engineer, licensed in the State of New York, including the following information. (Note that the following information is required regardless of whether the plumbing system is new or existing).
 - a. Restaurant/facility seating capacity.
 - b. Restaurant/facility hours of operation.
 - c. Proposed plan showing location of the proposed grease trap flow control valve and all fixtures connected to the proposed grease trap.
 - d. Proposed sanitary plumbing riser diagram.
 - e. Manufacturer's catalog cuts for proposed grease trap and flow control valve including manufacturer's model number, physical dimensions and capacity. Proposed grease trap must be PDI certified.
 - f. Manufacturer's catalog cuts and physical dimensions (LxWxD) of all fixtures connected to the proposed grease trap.
 - g. Internal Grease Trap Sizing Calculations: Note, as a minimum, grease trap shall be sized using the "PDI" method which calculates the required grease trap flow rate based on 75% of the net fixture volumes with a one minute drain time (See Attached Grease Trap Sizing Calculations).

Also, note that each floor drain connected to the grease trap requires an additional 1 gpm be added to the required grease trap capacity.



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APPLICATION FOR GENERAL PERMIT

APPLICANT INFORMATION:

Applicant Name: _____ Owner or Lessee of _____
Company Name/Affiliation (if applicable): _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Home Phone: _____ Business Phone: _____ Fax: _____

SITE INFORMATION:

Name of Facility: _____
Site Address: _____
City: _____ Zip Code: _____ Town/Village: _____
Section: _____ Block: _____ Lots: _____

Estimated Opening Date: _____
Estimated Amount of Discharge: _____ Gallons per Day Hours of Operation: _____

LICENSED PLUMBER INFORMATION:

Company Name: _____
Licensed Plumber's Name: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Business Phone: _____ Fax: _____ Contact: _____
License Number: _____ Issuing Number: _____

THE APPLICANT AND ANY PERSON OR FIRM EMPLOYED TO PERFORM THE WORK SHALL ABIDE BY ALL PROVISIONS OF THE RULES AND REGULATIONS OF THE PORT WASHINGTON WATER POLLUTION CONTROL DISTRICT, AND MUST HAVE FILED WITH THE DISTRICT A PROPERLY EXECUTED BOND IN THE AMOUNT OF FIFTY THOUSAND DOLLARS (\$50,000.00), NAMING "PORT WASHINGTON WATER POLLUTION CONTROL DISTRICT", AS INSURED.

TYPE OF WORK TO BE PERFORMED:

(Check Appropriate Box)

- Grease Trap* Grit Interceptor
 Hair Interceptor Other

*For new grease trap and/or new facility, refer to "Submittal Requirements for New Grease Trap and/or New Facility provided on District website"

PERMIT TYPE:

- New Installation Alter or Replace

FOR DISTRICT USE ONLY

Application Received by: _____ Date: _____
Investigated by: _____ Date: _____
Building Permit, from Town or Village of: _____ Date: _____
Inspection ID # _____ Issued by: _____ Date: _____
Work Inspected by: _____ Date: _____

PORT WASHINGTON WATER POLLUTION CONTROL DISTRICT – PORT WASHINGTON, NEW YORK

**PERMIT ISSUED UPON ACCEPTANCE OF THIS APPLICATION
WILL BE SUBJECT TO THE FOLLOWING CONDITIONS:**

1. SUBMISSION OF AN ACCEPTABLE SKETCH (USE ATTACHED "PROPOSED SANITARY SERVICE CONNECTION SKETCH") OF THE PROPOSED BUILDING LATERAL CONNECTION.
2. THE INSTALLER SHALL ABIDE BY ALL PROVISIONS OF THE ORDINANCES, RULES AND REGULATIONS, AND STANDARD SPECIFICATIONS AND DETAILS OF THE PORT WASHINGTON WATER POLLUTION CONTROL DISTRICT.
3. THIS PERMIT SHALL NOT RELIEVE THE PERMITTEE OR INSTALLER FROM OBTAINING ANY ADDITIONAL PERMITS REQUIRED BY LAW, ORDINANCE, OR REGULATION OF NEW YORK STATE, NASSAU COUNTY, TOWN OF NORTH HEMPSTEAD OR INCORPORATED VILLAGE.
4. THE PERMITTEE SHALL MAINTAIN THE BUILDINGS SEWER LATERAL TO THE SEWER MAIN INCLUDING THE CONNECTION TO THE SEWER MAIN.
5. ALL WORK MUST BE PERFORMED IN THE PRESENCE OF A PORT WASHINGTON WATER POLLUTION CONTROL DISTRICT REPRESENTATIVE AND NO WORK SHALL BE COVERED PRIOR TO INSPECTION AND ACCEPTANCE BY THE DISTRICT.
6. SHEETING AND SHORING IS REQUIRED ON ALL TRENCHES GREATER THAN 5 FEET IN DEPTH PER OSHA/REGULATORY REQUIREMENTS.
7. POINT OF CONNECTION SHALL BE DETERMINED BY THE PORT WASHINGTON WATER POLLUTION CONTROL DISTRICT.
8. PERMIT MUST BE KEPT ON THE PREMISES, AVAILABLE FOR EXHIBITION AT ALL TIMES DURING THE CONSTRUCTION OF THE WORK AND SHALL BECOME VOID UNLESS THE CONNECTION IS MADE WITHIN THIRTY (30) DAYS FROM THE DATE OF ISSUANCE. NO REFUND WILL BE MADE FOR PERMITS ISSUED AND NOT USED WITHIN THE GIVEN TIME FRAME.
9. THE PERMITTEE SHALL NOTIFY THE PORT WASHINGTON WATER POLLUTION CONTROL DISTRICT IMMEDIATELY IN THE EVENT OF ANY ACCIDENT, CHANGE OF CONDITIONS OR OTHER OCCURRENCE THAT OCCASIONS DISCHARGE TO THE STREET SEWER. FAILURE TO COMPLY WITH THIS CONDITION SHALL VOID THIS PERMIT.
10. CESSPOOLS, SEPTIC TANKS OR OVERFLOW POOLS ARE NOT ALLOWED TO BE PUMPED, DRAINED OR DISCHARGED INTO THE STREET SEWERS. ABANDONED CESSPOOLS, SEPTIC TANKS OR OVERFLOW POOLS ARE TO BE PUMPED OUT AND BACKFILLED WITH CLEAN FILL IN ACCORDANCE WITH NASSAU COUNTY HEALTH DEPARTMENT REQUIREMENTS.
11. THE PORT WASHINGTON WATER POLLUTION CONTROL DISTRICT MAKES NO WARRANTY WITH REGARD TO THE LOCATION OF THE BUILDING LATERAL OR POINT OF CONNECTION. THE LOCATION OF THE AFOREMENTIONED SHALL BE THE SOLE RESPONSIBILITY OF THE PERMITTEE.
12. ALL INSPECTIONS MUST BE REQUESTED IN WRITING AND BE SCHEDULED WITH THE PORT WASHINGTON WATER POLLUTION CONTROL DISTRICT NO LESS THAN FORTY-EIGHT (48) HOURS IN ADVANCE.
13. THE PERMITTEE WILL BE RESPONSIBLE FOR ANY COSTS INCURRED BY THE DISTRICT RESULTING FROM THE ACTIONS OF THE PERMITTEE OR HIS CONTRACTOR(S) WHILE PERFORMING WORK UNDER THIS PERMIT. SHOULD THE SCOPE OF THE PROPOSED WORK REQUIRE REVIEW OF PLANS AND/OR ON SITE INSPECTION BY THE DISTRICT'S CONSULTING ENGINEER, THE COST OF THIS WORK WILL BE THE RESPONSIBILITY OF THE PERMITTEE. THE DECISION AS TO WHETHER THE CONSULTANT'S SERVICES ARE REQUIRED WILL BE MADE SOLELY AT THE DISCRETION OF THE DISTRICT, AND THE PERMITTEE WILL BE SO ADVISED.

THE OWNER OR LESSEE (PERMITTEE) AND THE LICENSED PLUMBER OR APPROVED CONTRACTOR, (INSTALLER) HAVE READ THE ABOVE CONDITIONS AND ALL OF THE RULES AND REGULATIONS OF THE PORT WASHINGTON POLLUTION CONTROL DISTRICT COMPLETELY AND THOROUGHLY. THESE CONDITIONS WILL GOVERN THE INSTALLATION AND OPERATIONS OF THE SANITARY SEWER BY THE PERMITTEE AND APPEAR ON THE FACE OF THE PERMIT WHEN ISSUED. THE PERMITTEE AND LICENSED PLUMBER OR APPROVED CONTRACTOR WILL BE HELD LEGALLY RESPONSIBLE FOR THE ADHERENCE TO ALL OF THESE CONDITIONS, AND ALL ORDINANCES, RULES, AND REGULATIONS OF THE PORT WASHINGTON WATER POLLUTION CONTROL DISTRICT.

OWNER

Name: _____ Date: _____

Signed: _____ (If Not Individual Owner, Give Title) _____

Address of Owner or Lessee _____ City of Owner or Lessee _____ State of Owner or Lessee _____ Zip Code of Owner or Lessee _____ Telephone No. _____

PLUMBER OF CONTRACTOR

Name: _____ Date: _____

Signed: _____
Licensed Plumber

Address of Owner or Lessee _____ City of Owner or Lessee _____ State of Owner or Lessee _____ Zip Code of Owner or Lessee _____ Telephone No. _____

DISCHARGE INTO ANY BUILDING SEWER OR PORTION OF THE WASTEWATER FACILITIES OF THE DISTRICT OF STORMWATER, SURFACE WATER, GROUNDWATER, ROOF RUNOFF, SUBSURFACE DRAINAGE, UNPOLLUTED COOLING WATER OR POLLUTED INDUSTRIAL WASTE IS PROHIBITED.



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Grease Trap Maintenance:

These methods of cleaning are for guideline purposes only: many traps are designed differently and require specific methods for cleaning. Consult the equipment manufacturer for instructions.

1. Grease traps should be cleaned when 25% of the liquid level of the trap is grease or oil, once a month minimum for point use traps and quarterly for large in-ground interceptors.
2. The cover should be removed carefully to avoid damage to the gasket.
3. Ladle off layer of grease and oil floating on top of the water.
4. Remove any baffles and scrape clean. After cleaning, the baffles can be rinsed off in the sink that flows to the trap.
5. Using a strainer, scrape the bottom of the trap to remove all non-floatable food particles and debris.
6. Clean the bypass vent with a flexible probe or wire.
7. Reinstall baffles and cover.

Note: The grease trap should be completely emptied once a month. Many establishments have an independent contractor that specializes in grease trap cleaning perform the work.

All interior grease trap installations are subject to state and local plumbing codes.