



## Installing a Grease Removal Device in Response to an Enforcement Action

- Step One:** An Environmental Compliance Inspector from Central Contra Costa Sanitary District (Central San) determines that a grease removal device must be installed and connected to specific fixtures in the kitchen. Grease removal devices include Grease Traps and Grease Interceptors. Formal notification of this requirement is provided using a Warning Notice (WN) or a Notice of Violation (NOV).
- Step Two:** Find a licensed plumber to install the grease removal device in accordance with District Code and Standard Specifications, which can be found at:
- [www.centrsan.org/post/pretreatment-regulations](http://www.centrsan.org/post/pretreatment-regulations)
- Step Three:** Plans shall be drawn for the installation of the grease removal device. Plans shall include, at a minimum:
- the location of the grease removal device,
  - the size and specifications of the grease removal device,
  - fixtures connected to the grease removal device,
  - piping to and from the grease removal device.
- Step Four:** Submit plans to Central San Permit Counter for approval. The Permit Counter will require a payment of applicable fees (plan review fee, application fee, inspection fee, etc.) and may require that a permit be issued to complete the project.
- **Central San Permit Counter**  
5019 Imhoff Place, Martinez  
(925) 229-7371
  - **Please note:** if the facility is located in the **City of Concord** service area, the facility will need to bring plans to the City of Concord Permit Center (see contact information on reverse) instead of the Central San Permit Counter. Notify your Environmental Compliance Inspector when the plans have been submitted to Concord.
- Step Five:** Once Central San has reviewed and approved the plans, contact your local building department (see list on reverse) to determine if their review and approval is required. If your building department does not require review and approval, please document the date and time, with whom you spoke and the outcome of the conversation.
- Step Six:** Your local building department may instruct you to bring plans to the Health Department for final review.
- Step Seven:** Plumber installs grease removal device according to specifications.
- Work inside the building is subject to local building department inspection and verification
  - Work outside the building is subject to a Central San permit and construction inspection or inspection by the City of Concord in their service area
- Step Eight:** Send written notification to your Environmental Compliance Inspector that work is complete. The inspector will perform a follow-up inspection to verify installation of the grease removal device and review appropriate Best Management Practices (BMPs) and maintenance procedures to ensure proper operation of the device.

## **Local Building Departments for Central Contra Costa County Communities**

### **City of Clayton**

Permit Center  
6000 Heritage Trail, Clayton  
925-673-7300

### **City of Concord**

Permit Center  
1950 Parkside Drive, Concord  
925-671-3107

### **Town of Danville**

Permit Center  
510 La Gonda Way, Danville  
925-314-3330

### **City of Lafayette, City of Orinda & Town of Moraga**

Lamorinda Building Inspection  
3685 Mt. Diablo Blvd., Suite 120, Lafayette  
925-299-0263

### **City of Martinez**

Building Department  
525 Henrietta Street, Martinez  
925-372-3550

### **City of Pleasant Hill**

Building Division  
100 Gregory Lane, Pleasant Hill  
925-671-5200

### **City of San Ramon**

Permit Center  
2401 Crow Canyon Road, San Ramon  
925-973-2580

### **City of Walnut Creek**

Building Division  
1666 N. Main Street, Walnut Creek  
925-943-5834

### **Unincorporated Areas of Central Contra Costa County (including Alamo, Blackhawk, Clyde, Pacheco) Contra Costa County**

Permit Center  
30 Muir Road, Martinez  
925-674-7200