

Steps for Installing a Grease Removal Device in Response to an Enforcement Action*

- Step One:** A Source Control Inspector from Central Contra Costa Sanitary District (CCCSD) 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 <http://www.centrsan.org/services/pollprevbus.html> under the Information/Reference Materials heading.
- 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:** Make an appointment with your Source Control Inspector to initiate the plan review and approval process. An appointment is important because the Source Control Inspector may be in the field. Bring plans and complete application to:
- Central Contra Costa Sanitary District**
5019 Imhoff Place
Martinez, CA
(925) 228-9500
(CCCSD general number, or call the Source Control Inspector directly)
- Source Control Inspector will review and approve plans before forwarding them to CCCSD Permit Counter for official District stamp. 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. Please note that 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 instead of the CCCSD Permit Counter.
- Step Five:** Once CCCSD stamps 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 CCCSD permit and construction inspection or inspection by the City of Concord in their service area
- Step Eight:** Send written notification to your CCCSD Source Control Inspector that work is complete. 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.

* Installation of a grease removal device for **new facilities or remodels** should go directly through the CCCSD Permit Counter at 5019 Imhoff Place, Martinez, CA. Call (925) 229-7371 to inquire about the process. In the City of Concord service area, please see the City of Concord Permit Center (address & phone number on reverse).

Local Building Departments for Central Contra Costa County Communities

- ❑ **City of Clayton**
(contract with Contra Costa County)
Building Inspection Department
651 Pine Street
North Wing, 2nd Floor
Martinez
(925) 335-1381
www.co.contra-costa.ca.us
online permit applications
- ❑ **City of Concord**
Permit Center
1950 Parkside Drive
Concord
(925) 671-3107
www.cityofconcord.org
online permit applications
- ❑ **Town of Danville**
Building Permits Division
510 La Gonda Way
Danville
(925) 314-3330
Open 8:00am-12:00pm, M-F
- ❑ **City of Lafayette**
Lamorinda Building Inspection
3685 Mt. Diablo Blvd., Suite 120
Lafayette
(925) 299-0263
www.co.contra-costa.ca.us
online permit applications
- ❑ **City of Martinez**
Building Department
525 Henrietta Street
Martinez
(925) 372-3550
- ❑ **Town of Moraga**
Lamorinda Building Inspection
3685 Mt. Diablo Blvd., Suite 120
Lafayette
(925) 299-0263
www.co.contra-costa.ca.us
online permit applications
- ❑ **City of Orinda**
Lamorinda Building Inspection
3685 Mt. Diablo Blvd., Suite 120
Lafayette
(925) 299-0263
www.co.contra-costa.ca.us
online permit applications
- ❑ **City of Pleasant Hill**
Building Inspections and
Permits
100 Gregory Lane
Pleasant Hill
(925) 671-5200
- ❑ **City of San Ramon**
Building Inspection
2226 Camino Ramon
San Ramon
(925) 973-2580
Request to speak with "Permit
Tech Desk"
- ❑ **City of Walnut Creek**
Building Department
1666 N. Main Street
Walnut Creek, CA
(925) 943-5834
- ❑ **Unincorporated Areas of
Central Contra Costa County
(including Alamo, Blackhawk,
Clyde, Pacheco)**
Building Inspection Department
651 Pine Street
North Wing, 2nd Floor
Martinez
(925) 335-1381
www.co.contra-costa.ca.us
online permit applications