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.centraliar.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-cost...](http://www.co.contra-cost.ca.us)  
  online permit applications

- **City of Concord**  
  Permit Center  
  1950 Parkside Drive  
  Concord  
  (925) 671-3107  
  [www.cityofconcord.org](http://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-cost.ca.us](http://www.co.contra-cost.ca.us)  
  online permit applications

- **City of Martinez**  
  Building Department  
  525 Henrietta Street  
  Martinez  
  (925) 372-3550

- **City of Orinda**  
  Lamorinda Building Inspection  
  3685 Mt. Diablo Blvd., Suite 120  
  Lafayette  
  (925) 299-0263  
  [www.co.contra-cost.ca.us](http://www.co.contra-cost.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-cost.ca.us](http://www.co.contra-cost.ca.us)  
  online permit applications