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.centralsan.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