



City of Del Mar
Fats, Oils, and Grease (FOG) Wastewater Discharge Compliance

General FOG Compliance Procedures

Food Service Establishments (FSEs), including new applicants for Tenant Improvement (TI) building permits, are subject to the requirements outlined in the City of Del Mar's Fats, Oils, and Grease (FOG) Ordinance (Ordinance) [Chapter 22.08].

The following FOG compliance procedure is for applicants seeking TI building permits, with aspects related to FOG.

Step 1. Applicant shall submit the TI Building Permit Application to the Del Mar Planning Department/Building Division. Applications shall be submitted in electronic PDF format and include the following:

1. Application Cover Sheet (see page 5 of this PDF),
2. \$1,000 FOG Plan Check fee (payment by credit card or check payable to City of Del Mar),
3. Copy of 'Food Plan Check Approval' issued by the County Department of Environmental Health (DEH) and copy of DEH's returned sampled plan sets,
4. Electronic copy in PDF format of TI plans, specifications, details, and grease interceptor calculations¹,
5. Identification of Best Management Practices (BMPs) to be implemented to control FOG discharge, and
6. FOG removal system details².

Step 2. City shall review all submitted materials for FOG compliance and notify the applicant of findings typically within 30 business days.

Step 2.a. If submitted materials do not comply with FOG requirements, City will notify applicant of compliance deficiencies via email provided in the application cover sheet.

Step 2.b. If submitted materials comply with FOG requirements, proceed to **Step 3**.

Step 3. Public Works Department will send approval letter to the applicant for the proposed plumbing and FOG equipment.

Step 4. Applicant may email the Planning Department/Building Division at Planning@delmar.ca.us or visit the public counter at City Hall (1050 Camino del Mar, Del Mar, CA 92014) to obtain a building permit. Applicant is to present Public Works approval letter as proof of FOG review and approval.

Review and approval of FOG equipment is one component of the FOG Ordinance. The FSEs must also implement a list of FOG BMPs, as outlined in the Ordinance, to further minimize the impacts of FOG. Annual FOG inspections will be conducted by the City to ensure continued compliance with all Ordinance requirements.

Applicants seeking a FOG Wastewater Discharge Variance or Conditional Waiver from the FOG Ordinance grease interceptor requirement can follow the directions listed on the following pages. Please note the following:

¹ All application materials should be completed in a professional and legible manner.

² Waste plumbing shall have two separate lines for sanitary waste and grease waste. The grease waste plumbing line shall be directed to a dedicated underground Gravity Grease Interceptor (GGI) upstream of the City's sanitary sewer system.



City of Del Mar

Fats, Oils, and Grease (FOG) Wastewater Discharge Compliance

- ▶ If a conditional variance is not approved within 30 days of initiating business activity, the applicant is subject to fines.
- ▶ The City may revoke a variance or waiver if the conditions of the variance or waiver are not adhered to. Revocation of a conditional variance or waiver may result in the requirement to install a gravity grease interceptor.

For any questions regarding Del Mar FOG procedures and requirements contact:

Jeff Warner

Fog@DelMar.ca.us

(858) 987-4261



City of Del Mar
Fats, Oils, and Grease (FOG) Wastewater Discharge Compliance

Conditional Variance Application Procedure

FSEs may seek a conditional variance from Gravity Grease Interceptor (GGI) requirements to allow alternative pretreatment that is equally or more effective in controlling the FOG discharge than a GGI. City may grant a FOG Wastewater Discharge Variance to applicants demonstrating that it is impossible or impracticable to install, operate or maintain a GGI, and/or where the implementation of Best Management Practices (BMPs) is as effective as a GGI.

The following procedure is for applicants seeking a FOG Wastewater Discharge Variance.

Step 1. Applicant shall contact Public Works (Fog@DelMar.ca.us) to request a courtesy meeting with the City of Del Mar to discuss process and requirements to obtain a variance. This meeting does not guarantee issuance of a variance.

Step 2. Applicant shall submit request for FOG Wastewater Discharge Variance to the City's Planning Department/Building Division. Variance requests shall be submitted in electronic format and include the following:

1. Application Cover Sheet (see page 5 of this PDF),
2. \$850 FOG Variance fee (payment by credit card or check payable to City of Del Mar)³;
3. Copy of 'Food Plan Check Approval' issued by the County Department of Environmental Health (DEH) and copy of DEH's returned sampled plan sets,
4. Electronic copy in PDF format of TI plans, specifications, and details⁴;
5. BMPs to be implemented to control FOG discharge; and
6. Written explanation of why it is infeasible to install an underground GGI or connect all FOG producing sinks and floor drains to a GGI.

Applicant may email variance request to City's Planning Department/Building Division at Planning@delmar.ca.us or visit the public counter at City Hall at address below. Requests submitted via email are processed when FOG Variance fee is received.

*City of Del Mar Planning Department/Building Division
1050 Camino Del Mar
Del Mar, CA 92014*

Step 3. City's Public Works Department will review the variance request, typically within 30 business days.

Step 3.a. If issues or deficiencies are identified and conditional variance cannot be issued, City will contact applicant to discuss next steps. A variance request may be denied at any time if issues cannot be resolved.

Step 3.b. If no issues or deficiencies are identified, Public Works Department will notify applicant of approved conditional variance. The variance is valid on the condition that visual inspections determine there is no accumulation of FOG in downstream lines (**refer to Step 4**).

Step 4 (if applicable). If applicant is installing alternative treatment technology and seeking a tenant improvement (TI) building permit, applicants shall refer to City's FOG Compliance

³ FOG Variance fee is used by City to review variance request. If complications arise, additional charges may incur. Funds not used will be refunded.

⁴ All application materials should be completed in a professional and legible manner.



City of Del Mar
Fats, Oils, and Grease (FOG) Wastewater Discharge Compliance

Procedures and include the conditional variance as part of their TI building permit application. After procuring a TI building permit with conditional variance, proceed to **Step 5**.

Step 5. Applicant shall perform video inspections in the applicant’s lateral and in downstream sewer lines (e.g., to point of City line or common connection) to demonstrate that alternative pretreatment is equivalent to or better than a GGI. Applicant shall arrange a plumbing service contractor to perform the video inspection service and inform City of scheduled inspection (email Fog@DelMar.ca.us). Video inspections shall be performed at intervals below, unless otherwise directed by City:

- Prior to or within 5 days of initiating business activity
- Within 80-100 days of initiating business activity
- Within 180-200 days of initiating business activity

Applicant shall submit visual inspection findings to Public Works Department no later than 30 days after each video inspection. Applicant may be subject to fines if video inspection findings are not submitted within the aforementioned timeframe. Findings (e.g., report findings, video files) are submitted in electronic format via USB to:

City of Del Mar Public Works Department
Attn: Peter Kiefer
2240 Jimmy Durante Blvd.
Del Mar, CA 92014

Step 6. Public Works Department will review all video inspection findings to confirm that there is no visible accumulation due to FOG in the FSE’s lateral and downstream sewer lines. Review will take approximately 30 business days.

Step 6.a. If visible accumulation due to FOG is observed, Public Works Department notify the applicant of revoked conditional variance.

Step 6.b. If visible accumulation due to FOG is not observed, Public Works Department will notify the applicant of findings and that the conditional variance will remain in place. Thereafter, the applicant can expect routine (i.e., annual) FOG program inspections.

For any questions regarding Del Mar FOG procedures and requirements contact:

Jeff Warner
Fog@DelMar.ca.us
(858) 987-4261



City of Del Mar
Fats, Oils, and Grease (FOG) Wastewater Discharge Compliance

Conditional Waiver Application Procedure

A conditional waiver from installation of a GGI may be granted for FSEs that have been determined to have a de-minimis FOG discharge to and insignificant impact on the sewer system. Applicants eligible for a conditional waiver do not have a GGI installed.

The following procedure is for applicants seeking a conditional waiver.

Step 1. Applicant shall submit FOG Wastewater Discharge Conditional Waiver request in writing to Public Works.

Step 1.a. Applicant shall prepare a written request explaining how the facility is a de-minimis producer of FOG discharge into the Del Mar sewer system. Determination to grant a conditional waiver may be based upon, but not limited to, the following conditions:

- i. The FSE has insignificant quantity and quality of FOG discharge as measured or as indicated by the size of the facility based on seating capacity, number of meals served, menu, water usage, amount of on-site consumption of prepared food, or other conditions that may reasonably be shown to contribute to FOG discharges.
- ii. The adequate and consistent implementation of effective Best Management Practices (BMPs) has rendered the FSE's discharge to have no impact on the sewer.
- iii. Acceptable compliance history with all permit conditions and City and County ordinance requirements.
- iv. The absence of a GGI and absence of FOG deposition in the lateral and downstream City sewer lines based on visual observations.
- v. Facility has undergone changes in operations that significantly affect FOG discharge.

Step 1.b. Applicant shall submit the waiver request to the City via email at Fog@DelMar.ca.us or via mail to the following address:

*City of Del Mar Public Works Department
Attn: Peter Kiefer
2240 Jimmy Durante Blvd.
Del Mar, CA 92014*

Step 2. City will review the waiver request and determine eligibility of the conditional waiver. Review of the waiver request may take up to 30 business days.

Step 2.a. City will perform a site inspection to verify site conditions and eligibility for a conditional waiver.

Step 2.b. If the City finds the facility to be a de-minimis producer of FOG discharge, the City will issue a conditional waiver to the applicant.

Step 2.c. If facility is not found to be a de-minimis producer of FOG discharge, the City will notify applicant of denied conditional waiver. FOG status for site is in "non-compliance" unless a GGI is installed or conditional variance is obtained.

For any questions regarding Del Mar FOG procedures and requirements contact:

Jeff Warner
fog@DelMar.ca.us
(858) 987-4261



**City of Del Mar
Application Cover Sheet**

DELMAR

Application Cover Sheet

Information provided in this form will be used by the City to contact the applicant. **Please note that email will be the primary mode of communication.**

Please fill out the following:

Applicant Name: _____

Applicant Email: _____

Applicant Phone: _____

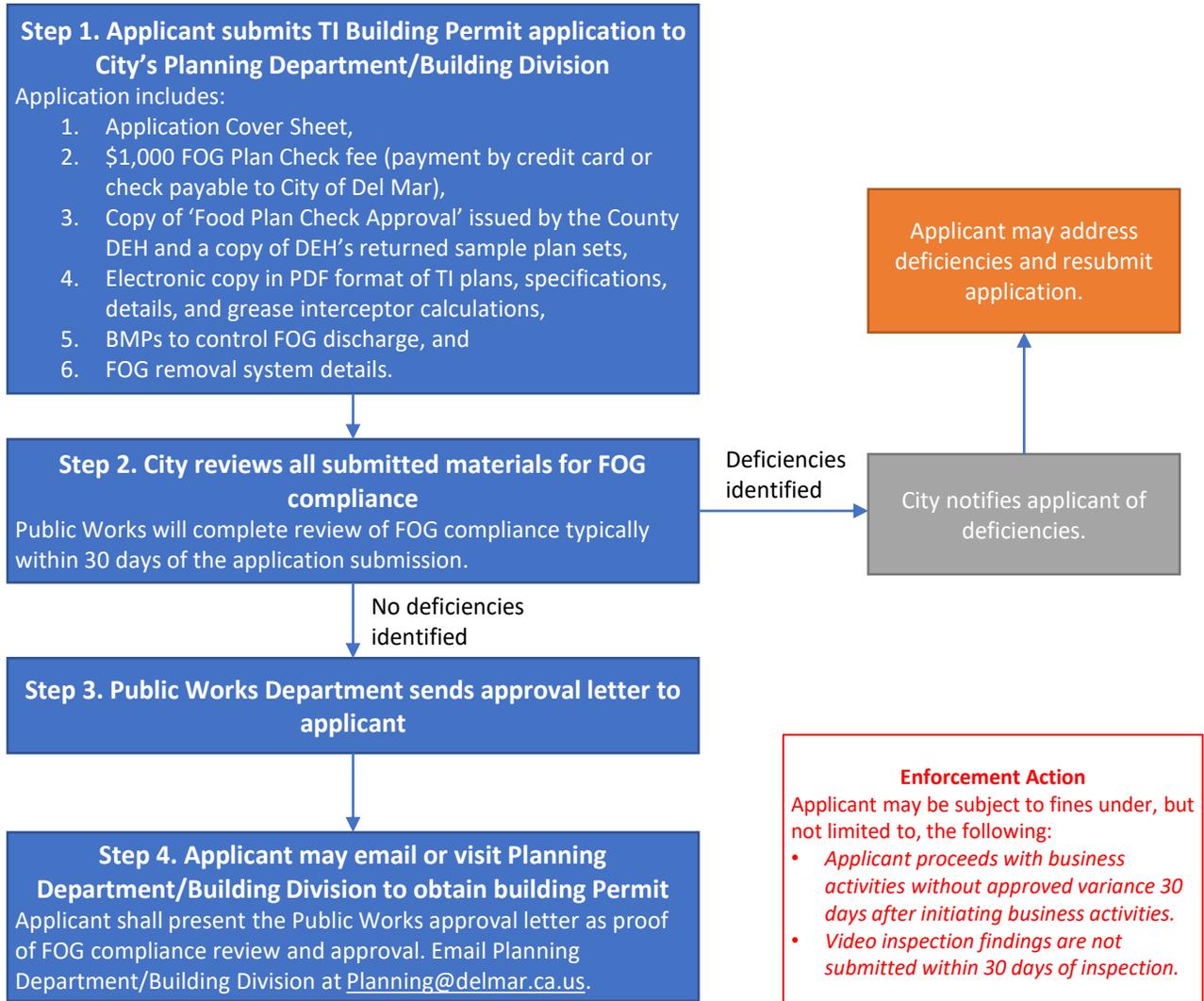
Applicant Mailing Address: _____

Date: _____

Please check one of the following:

- FOG Wastewater Discharge Application (along with Tenant Improvement Building Permit)
- FOG Wastewater Discharge Conditional Variance Request
- FOG Wastewater Discharge Conditional Waiver Request

General FOG Compliance Process



FOG Wastewater Discharge Variance Request Process

Note: City can revoke variance at any time.

Step 1. Applicant requests courtesy meeting

Applicant shall contact Public Works for a meeting with the City of Del Mar to discuss process and requirements to obtain a variance. This meeting does not guarantee issuance of variance.

Step 2. Applicant submits variance request to City's Planning Department/Building Division

Application includes:

1. Application Cover Sheet,
2. \$850 Variance fee (payment by credit card or check payable to City of Del Mar),
3. Copy of 'Food Plan Check Approval' issued by the County DEH and a copy of DEH's returned sample plan sets,
4. Electronic copy in PDF format of TI plans, specifications, and details,
5. BMPs to control FOG discharge, and
6. Written explanation of why it is infeasible to install an underground GGI or connect all FOG producing sinks and floor drains to a GGI.

Step 3. City reviews variance request

Review is typically within 30 days.

Deficiencies identified

Applicant may 1) address deficiencies and reapply for variance or 2) install GGI.

City notifies applicant of deficiencies and next steps.

No deficiencies identified

Public Works Department issues a conditional variance.

Step 4. For applicants seeking a building permit, include conditional variance letter in the application and proceed to Step 5 after building permit is obtained.

For applicants not seeking a building permit, proceed to Step 5.

Applicant may 1) address deficiencies and reapply for variance or 2) install GGI.

Step 5. Applicant performs video inspections

Video inspections are performed with presence of City staff (or other City-designated personnel) at intervals listed below, unless otherwise directed by City. Inspection findings are submitted to Public Works Department no later than 30 days after each video inspection.

- Prior to or within 5 days of initiating business activity
- Within 80-100 days
- Within 180-200 days

City revokes conditional variance.

Step 6. Public Works Department reviews video inspections

At any time during the video inspection review process, the City may revoke the conditional variance. Review is typically within 20 days.

Non-compliant

Compliant

Public Works Department notifies applicant of findings. Conditional variance remains in place.

Enforcement Action

Applicant may be subject to fines under, but not limited to, the following:

- Applicant proceeds with business activities without approved variance 30 days after initiating business activities.
- Video inspection findings are not submitted within 30 days of inspection.

FOG Waiver Request Process

