



Department of Planning & Codes  
Denton Public Works

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[www.dentonmaryland.com](http://www.dentonmaryland.com) (WEB)

<b>FACILITY INFORMATION</b>
LOCATION/VICINITY: _____
FACILITY NO. _____

## FATS, OIL, GREASE DISCHARGE CONTROL OPERATING PERMIT APPLICATION

**INSTRUCTIONS:** Provide the appropriate information for all fields denoted as required in each section of the form. Applications with missing information or otherwise incomplete will NOT be processed and deemed incomplete by the department until all required information is provided. Refer to the permit application guidelines sheet for processing locations, fees, and other relevant information pertinent to the completion of this form. Contact the Department of Planning & Codes for administration of the FOG Control and Denton Public Works for Inspections and permit review.

### A. APPLICATION TYPE (Select One)

New Business / Operator

Transfer of Ownership or Name Change of Existing Permitted Facility

Modification of Existing Permitted Facility (Includes modifications to FOG control devices, modifications to facility size or area, and changes of use, and Repairs

### B. APPLICANT INFORMATION - Required Field

Applicant (corporation, LLC., LLP, or other Entity): \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Authorized Representative Name and Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone No. \_\_\_\_\_

### C. TENANT INFORMATION - Required Field (If Known)

Tenant or Business(corporation, LLC., LLP, or other Entity): \_\_\_\_\_

Email: \_\_\_\_\_ Phone No. \_\_\_\_\_

**D. FACILITY INFORMATION - Required Field**

Facility 911 Address (Street, City, Zip, Unit): \_\_\_\_\_

Facility Email: \_\_\_\_\_ Phone No. \_\_\_\_\_

Days and Hours of Operation \_\_\_\_\_

**E. FACILITY USE INFORMATION - Select / Describe Use that best describes the Facility - Required Field**

Apartment / Condo / Clubhouse

Cafeteria

Full Service Restaurant

Assisted Living

Catering

Processing / Manufacturing

Bakery (Non-commercial)

Child / Adult Day Care

Supermarket / Market / Grocery

Banquet Hall

Commercial / Industrial Bakery

Take - Out Restaurant

Butcher / Fish / Meat Market

Convenient Store / Gas Station

Cafe / Coffee Shop

Fast Food Restaurant

Other: \_\_\_\_\_

Drive Thru Lanes:      Yes      No

Indoor Area (Sqft): \_\_\_\_\_ Outdoor Area (Sqft): \_\_\_\_\_ Number of Seats: \_\_\_\_\_

**F. FATS, OILS, & GREASE CONTROL DEVICE - REQUIRED**

NO.	Make & Model	Material (Metal, Plastic, Concrete, Other)	Capacity (GPM or Gallons)	Location (Indoor or Outdoor)

**G. CERTIFICATION BY APPLICANT - REQUIRED**

*The undersigned authorized representative of (Name of Applicant) \_\_\_\_\_ is fully aware that the statements made in this application for an operating permit are true, correct, and complete. The undersigned understands that discharges of Fats, Oils, and Grease to the public sanitary sewage collection, transmission or treatment facilities is a violation of the Denton Town Code §102-02 and §102-03. The undersigned acknowledges and understands that submittal of a Grease Discharge Control operating permit does not constitute approval of an operating permit until it is determined that the permit application is complete and a Fats, Oils, & Grease Control Device(s) is(are) approved by the Department of Public Works for the facility. It is further acknowledged that a permit, if granted by the Denton Public Works shall not be transferred and that notification shall be provided to the Department upon sale, change of ownership or relocation of the permitted facility.*

Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**H. CERTIFICATION BY PROPERTY OWNER - REQUIRED**

*The undersigned authorized representative of (Legal property owner name) \_\_\_\_\_ is fully aware that the statements made in this application for an operating permit are true, correct, and complete. The undersigned understands that discharges of Fats, Oils, and Grease to the public sanitary sewage collection, transmission or treatment facilities is a violation of the Denton Town Code §102-02 and §102-03. The undersigned acknowledges and understands that submittal of a Grease Discharge Control operating permit does not constitute approval of an operating permit until it is determined that the permit application is complete and a Fats, Oils, & Grease Control device(s) is(are) approved by the Denton Public Works for the facility. It is further acknowledged that a permit, if granted by the Denton Public Works shall not be transferred and that notification shall be provided to the Department upon sale, change of ownership or relocation of the permitted facility. The undersigned certifies that the operation and maintenance (cleaning) of the Fats, Oils, and Grease Control Device(s) serving the facility is (select one of the options below). If the applicant or tenant fails to properly maintain the Fats, Oils, and Grease Control Device(s) serving the facility, the responsibility for maintenance is the legal property owner:*

- The Responsibility of the Legal Property Owner
- The Responsibility of the Applicant in "B" and "G" of this Form
- The Responsibility of the Tenant / Business

Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**I. PERMIT APPLICATION SUBMITTAL CHECKLIST**

All required fields of permit application form are completed

Applicant has read the instructions provided in the permit guidelines sheet.

FOG Control Device information is specified.

Form is signed and certified by the duly authorized representative of Applicant.

Form is signed and certified by the duly authorized representative of the Legal Owner

Fees Paid

Other: \_\_\_\_\_

**— OFFICIAL USE ONLY —**

All required fields of permit application form are completed

Approved Certificate of Occupancy / Change in Use. C of O No. \_\_\_\_\_

Water & Sewer Allocation correct and fees paid / Water Meter fee paid: W&S Application No. \_\_\_\_\_

Approved Building Permit. Building Permit No. \_\_\_\_\_

Approved Electrical, Plumbing, and Mechanical Permits (as applicable)

Approved Site Plan Application: SP No. \_\_\_\_\_ Approved Admin. Site Plan No. \_\_\_\_\_

Inspections Completed and Approved / Date Approved: \_\_\_\_\_

Other: \_\_\_\_\_

# Fats, Oil, and Grease (“FOG”) Discharge Control Program Permit Application Completion and Submittal Guidelines

## A. Regulatory Requirement and Authority

Pursuant to the provisions of §102-02 and §102-03 of the Denton Town Code (“the Code”), an operating permit is required for any nonresidential facility and issued to the legal owner of the facility, property, or premise with the potential to introduce oil and grease into the public sanitary sewer system in quantities that have the potential to affect or hinder the operation of sewage collection, transmission or treatment facilities. The intent of the Fats, Oil, and Grease Discharge Control program is to regulate facilities with the potential to introduce oil and grease, commonly referred to as Fats, Oil, and Grease, or “FOG”, to the public sanitary sewer systems of the Town of Denton. These facilities are required to obtain an operating permit pursuant to the provisions of Chapter 102. “Sewers”, of the Code.

## B. Permit Application Form - Important Terms to Know

The terms listed below are referenced in the permit application and are hereby defined to assist the User and reader in understanding the scope of the various sections of the form and to ensure that required information is specified accurately.

Fats, Oil, and Grease (“FOG”): common industry and regulatory term that is synonymous to the term, “oil and grease”.

FOG Control Device: pertains to any equipment designed to remove, hold, and prevent passage of FOG to the public sewer system. These devices include grease traps and grease interceptors.

FOG Generator: pertains to any nonresidential facility that can produce and introduce FOG to the public sanitary sewer system.

Applicant: is the person or legal entity intended to be permitted by the Department of Public Works that shall be responsible for complying with the conditions of a FOG discharge control operating permit. This includes individuals, sole proprietors, LLC.’s, LLP.’s, and other legal entities registered with the State of Maryland Department of Assessments and Taxation (“SDAT”) such as companies, corporations, and partnerships.

Facility: refers to the establishment, or place of business, where a FOG generating activity is conducted, such as a restaurant, bakery, or other such establishments.

Property Owner: refers to the legal owner of the property, facility, or premises where the FOG generating activity occurs or is conducted.

Authorized Representative: is a registered corporate officer, for example, a managing member, president, vice president, etc. of an entity registered with SDAT, for example a corporation, or a sole proprietor. If the individual is listed on the “Authorized Representative” does not meet the criteria, a letter of authorization issued by a registered corporate officer or sole proprietor shall be attached to the form.

## C. Permit Application Form - When is the submittal of a permit required?

The submittal of a permit application is required for:

- Any new business/operator (FOG Generator) intending to operate within the Town of Denton.
- Transfers of ownership or name changes of an existing permitted entity (i.e. permit holder).
- Updates to permit or facility information, including modifications to FOG Control Devices, modifications to facility size and area, and changes of occupancy and use.

## D. Permit Application Completion and Submittal Instructions

### General Information

All sections of the “Fats, Oil, and Grease Discharge Control Program Permit Application” form shall be properly completed and certified by all parties responsible for the operation of the regulated facility or establishment, or management of the FOG Control Device(s), and having legal ownership of the facility or establishment. An operating permit shall NOT be issued until the Denton Public Works has determined that the application is complete and a FOG control device is approved for the facility.

## E. Relationship to Other Permit Approvals

Operating permit for FOG Control Device(s) shall NOT be issued until all other permits, such as Zoning, Building, or other Agencies, such as Business licenses, etc. are approved and properly maintained, including payment of all fees associated with referenced permits. Deficiencies in other permits shall be corrected or otherwise remedied as part of the approval of any operating permit for FOG Control Device(s).

## F. Administration, Inspection, and Fees

Department of Planning & Codes: shall be responsible for the administration of the operating permit for FOG Control Device(s).

Denton Public Works: shall be responsible for final approvals and inspections related to the operating permit for FOG Control Device(s).

Fees: Payment of all fee shall be remitted with the operating permit for FOG Control Device(s) to be deemed a completed application. Checks shall be made to: "Town of Denton".

### Fee Schedule:

- New Operating Permit Fee: \$ 150.00
- Modifications, including Repair: \$ 75.00