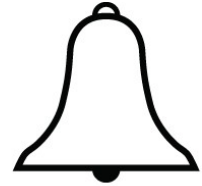


BOARD OF DIRECTORS

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DANIEL R. FERONS  
GENERAL MANAGER



# Santa Margarita Water District

**FOR ALL NEW BUSINESSES AND TENANT IMPROVEMENTS  
PLEASE ALLOW *10 BUSINESS DAYS* TO PROCESS APPLICATION  
TO ENSURE PROCESSING PLEASE ADDRESS ATTENTION: ENGINEERING COUNTER**

Basic SMWD Requirements to acquire Building and Tenant Improvement Permits:

## SHELL BUILDING

1. Completion of Wastewater Discharge Permit Application
2. Submittal of complete set of plumbing plans, including fixtures (Hard Copy and PDF on CD)
3. Submittal of site map showing the connection to the public sewer and water systems
4. \$275 processing fee

Submitting the above package to the District generates the Final Water and Sewer letter (Will Serve letter) by the District which is given to the City/County authorities so that the building permit can be issued.

## TENANT IMPROVEMENTS (TI'S)

1. Completion of Wastewater Discharge Permit Application
2. Submittal of complete set of plumbing plans, including fixtures (Hard Copy and PDF on CD)
3. Submittal of site map showing the connection to the public sewer and water systems
4. \$275 processing fee

Submitting the above package to the District generates the Final Water and Sewer letter (Will Serve letter) by the District which is given to the City/County authorities so that the building permit can be issued.

## OCCUPANCY

1. Inspection of the construction by the District Inspector
2. Internal inspection by the District Cross-Connection Inspector
3. Certification of the backflow assemblies
4. \$275 processing fee

Submitting the above package to the District generates the Final Water and Sewer letter (Will Serve letter) by the District which is given to the City/County authorities so that the building permit can be issued.

For questions about these requirements and/or assistance in completing the Wastewater Discharge Permit Application, contact via email [justinjm@smwd.com](mailto:justinjm@smwd.com) or (949) 459-6648.

26111 Antonio Parkway, Rancho Santa Margarita, CA 92688 • Mailing - P.O. Box 7005, Mission Viejo, CA 92690-7005 Web:

[www.SMWD.com](http://www.SMWD.com)

Customer Service (949) 459-6420 • Administration (949) 459-6507 • Operations (949) 459-6551



**SANTA MARGARITA WATER DISTRICT**

**WASTEWATER DISCHARGE PERMIT APPLICATION**

**PART A - GENERAL INFORMATION**

**NOTE: THIS APPLICATION MUST INCLUDE A SIGNATURE, COMPLETE SET OF PLUMBING PLANS, A SITE MAP, A LIST OF FIXTURES, AND AVERAGE WASTEWATER FLOW RATE INFORMATION.**

CITY PLAN CHECK or COUNTY NR Number \_\_\_\_\_ TRACT/PARCEL MAP NUMBER \_\_\_\_\_

1. APPLICANT BUSINESS NAME \_\_\_\_\_

2. ADDRESS OF PREMISE DISCHARGING WASTEWATER:

STREET \_\_\_\_\_ SUITE \_\_\_\_\_ CITY \_\_\_\_\_

3. BUSINESS ADDRESS: \_\_\_\_\_

4. MAILING ADDRESS: \_\_\_\_\_

5. OWNER/CEO:

NAME \_\_\_\_\_ TITLE \_\_\_\_\_ PHONE \_\_\_\_\_

6. PERSON TO BE CONTACTED ABOUT THIS APPLICATION:

NAME \_\_\_\_\_ TITLE \_\_\_\_\_ PHONE \_\_\_\_\_

7. EMAIL ADDRESS: \_\_\_\_\_

8. CERTIFICATION: I certify that the information above and on the following Parts is true and correct to the best of my knowledge and I am an authorized agent of the applicant.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_ TITLE \_\_\_\_\_

TENANT IMPROVEMENTS:  YES  NO

PLUMBING CHANGES (Yes if New Construction):  YES  NO

If yes, what type of plumbing changes:  
\_\_\_\_\_  
\_\_\_\_\_

9. FOG CONTROL PROGRAM MANAGER INFORMATION (IF APPLICABLE):

NAME \_\_\_\_\_ TITLE \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## PART B – BUSINESS DESCRIPTION

PURPOSE: The Business Description is primarily used to determine substances which may enter into the wastewater discharge from the business activity.

1. TYPE OF BUSINESS: Complete a separate Part B for each major business activity occurring on the premise.

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2. Mark off the type and fill in the number of fixtures that will discharge to the sewer and grease interceptor:

- \_\_\_ Hand Sink     \_\_\_ Prep Sink     \_\_\_ Mop Sink     \_\_\_ Washing Machine  
 \_\_\_ Floor Drain     \_\_\_ Floor Sink     \_\_\_ Toilet     \_\_\_ Three-Compartment Sink  
 \_\_\_ Utility Sink     \_\_\_ Dishwasher     \_\_\_ Other \_\_\_\_\_

3. OTHER LIQUID WASTES: List the type and volume of liquid wastes removed from the premise by means other than community sewers and disposal site, i.e. water softening brine tank, bulk grease, etc.

DESCRIPTION	VOLUME (GAL/MO)	REMOVED BY (BUSINESS)	BUSINESS CONTACT INFO

4. AVERAGE WASTEWATER FLOW RATE: \_\_\_\_\_ GALLONS/DAY

## PART C – BUILDING SEWER DISCHARGE

1. WASTEWATER CONSTITUENTS: Indicate what constituents, characteristics or substance are or can be present in your wastewater discharge as a result of your operation.

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2. WASTEWATER STRENGTH ESTIMATES: Enter the average annual and maximum wastewater strength from this building for each of the following elements of wastewater strength for the period covered by the permit.

**ANY SIGNIFICANT DEVIATION FROM THESE CAN RESULT IN TERMINATION OF THE PERMIT**

ELEMENTS OF WASTEWATER STRENGTH	UNIT	CODE	AVERAGE	MAXIMUM
Suspended Solids	Mg/l	TSS		
Total Chemical Oxygen Demand	Mg/l	CODT		
Filtered Chemical Oxygen Demand	Mg/l	CODF		
Oil and Grease	Mg/l	O & GT		
Chlorine Demand	Mg/l	CL2D		
Biochemical Oxygen Demand	Mg/l	BOD5		
Total Dissolved Solids	Mg/l	TDS		

**PART D – POLLUTION ABATEMENT PRACTICES**

1. WASTEWATERPRETREATMENT: Check the type of treatment, if any, given wastewater from this building sewer before it is discharged to the District sewer.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> None               | <input type="checkbox"/> Grinding              | <input type="checkbox"/> Screening            |
| <input type="checkbox"/> Holding Tank       | <input type="checkbox"/> Sedimentation         | <input type="checkbox"/> Chlorination         |
| <input type="checkbox"/> Grease Trap        | <input type="checkbox"/> pH Adjustment         | <input type="checkbox"/> Biological Treatment |
| <input type="checkbox"/> Grease Interceptor | <input type="checkbox"/> Oil & Water Separator | <input type="checkbox"/> Other _____          |

DESCRIPTION: Describe the DFU calculation, loading rates, design capacity, physical size, etc. of each pretreatment facility checked above.

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## GRAVITY GREASE INTERCEPTOR SIZING

<b>DFUs <sup>(1)</sup></b>	<b>Interceptor Volume</b>
<b>8</b>	<b>500 gallons</b>
<b>21</b>	<b>750 gallons</b>
<b>35</b>	<b>1,000 gallons</b>
<b>90</b>	<b>1,250 gallons</b>
<b>172</b>	<b>1,500 gallons</b>
<b>216</b>	<b>2,000 gallons</b>
<b>307</b>	<b>2,500 gallons</b>
<b>342</b>	<b>3,000 gallons</b>
<b>428</b>	<b>4,000 gallons</b>
<b>576</b>	<b>5,000 gallons</b>
<b>720</b>	<b>7,500 gallons</b>
<b>2112</b>	<b>10,000 gallons</b>
<b>2640</b>	<b>15,000 gallons</b>

2. Please circle the maximum allowable DFU's plumbed to the kitchen drain lines that will be connected to the grease interceptor.

## **GREASE INTERCEPTOR MAINTENANCE REQUIREMENTS**

- A. Grease Interceptors shall be maintained in efficient operating condition by periodic removal of the full content of the interceptor which includes wastewater, accumulated FOG, floating materials, sludge and solids.
- B. All existing and newly installed grease interceptors shall be maintained in a manner consistent with a maintenance frequency approved by the FOG Control Program Manager pursuant to this application.
- C. No FOG that has accumulated in a grease interceptor shall be allowed to pass into any sewer lateral, sewer system, storm drain, or public right of way during maintenance activities.
- D. Food Service Establishments with grease interceptors may be required to submit data and information necessary to establish the maintenance frequency grease interceptors.
- E. The maintenance frequency for all Food Service Establishments with a grease interceptor shall be determined in one of the following methods:
  - 1. Grease interceptors shall be fully pumped out and cleaned at a frequency such that the combined FOG and solids accumulation does not exceed 25% of the total design hydraulic depth of the grease interceptor. This is to ensure that the minimum hydraulic retention time and required available hydraulic volume is maintained to effectively intercept and retain FOG discharged to the sewer system.
  - 2. All Food Service Establishments with a Grease Interceptor shall maintain their grease interceptor not less than every 6 months.
  - 3. Grease interceptors shall be fully pumped out and cleaned quarterly when the frequency described in (1) has not been established. The maintenance frequency shall be adjusted when sufficient data have been obtained to establish an average frequency based on the requirements described in (1) and guidelines adopted pursuant to the FOG Control Program. The FOG Control Program Manager may change the maintenance frequency at any time to reflect changes in actual operating conditions in accordance with the FOG Control Program. Based on the actual generation of FOG from the Food Service Establishment, the maintenance frequency may increase or decrease.
  - 4. The owner/operator of a Food Service Establishment may submit a request to the FOG Control Program Manager requesting a change in the maintenance frequency at any time. The Food Service Establishment has the burden of responsibility to demonstrate that the requested change in frequency reflects actual operating conditions based on the average FOG accumulation over time and meets the requirements described in (1), and that it is in full compliance with the conditions of its permit and these Regulations. Upon determination by the FOG Control Program Manager that requested revision is justified, the permit shall be revised accordingly to reflect the change in maintenance frequency.
  - 5. If the grease interceptor, at any time, contains FOG and solids accumulation that does not meet the requirements described in (1), the Food Service Establishment shall be required to have the grease interceptor serviced immediately such that all fats, oils, grease, sludge, and other materials are completely removed from the grease interceptor. If deemed necessary, the FOG Control Program Manager may also increase the maintenance frequency of the grease interceptor from the current frequency.