



FOOD SERVICE CHECKLIST

Building Department Issued Permit Number:
Submittal Date:
Project Address:
Project Name:
Applicant Name:
Applicant Phone Number:
Applicant Email:

Purpose:

Applies to any facility conducting commercial cooking operations including dishwashing activities and equipment cleaning that generate grease-laden wastewater. This checklist assists Building Permit applicants and those responsible for the design and installation of food service establishments to comply with the California Plumbing Code (CPC) and Santa Clara City Code (SCCC).

Plan Submittal Requirements:

The plans submitted shall include this checklist completed with all requested information and referencing plan page numbers to obtain approval. All plan submittals shall be processed by Building Services, 1500 Warburton Ave, City Hall, 2nd Floor or call 408-615-2440. Building Services will route a plan set to Water & Sewer Utilities for review.

1. Grease Interceptors (SCCC 13.10.380(a)) known as grease control devices (GCDs) shall be sized per CPC 1014 and 1015. All food service establishments must have a GCD sized equal to or greater than the minimum size set forth in the following sizing criteria (refer to CPC 1014.3.6, "Sizing Criteria"). A single gravity grease interceptor (GGI) is preferred. A combination of a hydromechanical grease interceptor (HGI) and engineered systems are allowed in order to meet this code and other applicable requirements where space or existing physical constraints or buildings necessitate such installations (CPC 1014.1).
 - a. Plumb all drainage fixtures where Fats, Oils, or Grease (FOG) may be a source shall drain to a GCD. Such fixtures include, but are not limited to:
 - (1) Pre-rinse (scullery) sinks
 - (2) 3-compartment sinks (pot sinks)
 - (3) Drainage in dishwashing room
 - (4) Floor drains in dishwashing area and kitchens
 - (5) Prep sinks
 - (6) Mop (janitor) sinks
 - (7) Drains in outside areas designated for equipment washing
 - (8) Drains in trash/recycling enclosures
 - (9) Wok stoves, rotisserie ovens/broilers, or other FOG generating equipment with drip lines
 - (10) Kettles and tilt/braising pans and associated floor drains/sinks

b. Confirm the following drainage fixtures and equipment do not plumb to a GCD. No facility is authorized to plumb high temperature discharge lines or drainage fixtures not a source of FOG to a GCD, including, but not be limited to:

- (1) Dishwasher machines
- (2) Steamers
- (3) Pasta cookers
- (4) Handwashing sinks
- (5) Hot-well discharge lines from buffet counters and kitchens
- (6) Ice machine drip lines
- (7) Soda machine drip lines
- (8) Bar area discharge lines

c. Plan Page No.: _____ GCD Calculation: Complete a sizing calculation.

GCD Sizing Calculation:

Drainage Fixture	DFU		Quantity		Product	Total DFUs	GCD (gal)
Pre-Rinse Sink	4	x		=		8	500
3 Compartment Sink	3	x		=		21	750
2 Compartment Sink	3	x		=		35	1000
Mop Basin	3	x		=		90	1250
Prep Sink	3	x		=		172	1500
Floor Drain	2	x		=		216	2000
Trench Drain	3	x		=		307	2500
Floor Sink Draining _____	2	x		=			
		x		=			

Total DFUs & Sized to:

d. Proposed size: _____ gallon GCD for the facility based on the Total DFUs calculated.

e. Plan Page No.: _____ Alternate GCD Design. If one interceptor, calculated using CPC 1014 and 1015 (sizing criteria for GCDs), is not feasible due to site constraints, alternative proposals with multiple GCDs in series may be acceptable. Provide a written explanation of the site constraints that prevent installation of an adequately sized GCD and how the proposed alternative will provide equivalent grease control. Include the explanation with the resubmitted plans for review by City of Santa Clara Water & Sewer Utilities.

f. Plan Page No.: _____ If proposing a grease & solids monitoring device, provide manufacturer's installation and monitoring specifications.

g. Plan Page No.: _____ Proposed GCD location, manufacturer specifications, and installation details.

h. Plan Page No.: _____ GCD access: All GCDs installed shall be in a suitable location to allow easy access for inspection, cleaning, and maintenance.

- (1) All in-ground GCDs greater than 750 gallons shall select the option from a manufacturer with the most manholes or access ports; to allow visibility over inlet piping, baffle (divider) piping, and outlet piping to ensure accessibility for inspection, cleaning, and removal of all contents.
- (2) If the existing GCD is proposed for future use, contact the Water & Sewer Utilities for required inspection of the device or provide a licensed contractor report of inspection.

- i. Plan Page No.: _____ Sample Boxes: Shall be installed downstream of all in-ground GCDs and proposed device details must be included on the plans.
2. Plan Page No.: _____ Plumbing Diagram: Provide grease waste and sanitary sewer pipe locations on the plans.
3. Plan Page No.: _____ Attach a copy of a signed Grease Hauler service contract agreement for future service. Contents of GCDs shall be removed by a licensed third-party contractor (SCCC 13.10.380(i)(1)).
4. Plan Page No.: _____ Attach a copy of a signed Tallow Hauler service contract agreement for future service. Tallow shall be removed by a licensed third-party contractor (SCCC 13.10.380(i)(2)).

Prohibitions:

1. Dishwasher machines plumbed to GCD (CPC 1014.1.3).
2. Food service establishments shall not install food grinders (disposers), food scrap collectors, or pulpers (SCCC 13.10.370).
3. Addition of chemicals or products composed of enzymes, solvents, and surfactants into GCDs (SCCC 13.10.380(e)).

Operations & Maintenance:

1. Owners/operators are responsible for staff and contractors conducting work at the facility.
2. All GCDs shall be maintained by the time 25 percent combined solids have been accumulated inside a GCD, every 30 days for HGLs or grease traps and every 90 days for GGI or grease interceptors (SCCC 13.10.380(f)).
3. Sewer lines to and from GCDs and sanitary sewer pipes shall be kept in good repair and clear of any FOG accumulation or obstructions (SCCC 13.10.040).
4. No FOG that has accumulated in a GCD shall be allowed to pass into any sewer lateral, the sanitary sewer system, storm drain system, or public right-of-way during maintenance activities (SCCC 13.10.240).

Records:

Owners/operators are required to keep GCD maintenance and tallow service records on-site for three years and have available for inspections (SCCC 13.10.380(i)).