

Instructions for completing the 2006 permit application

Page No. 1:

1. Facility Name.
2. Complete facility address, business license number and tax ID.
3. Corporate Name and mailing address.
4. Facility Contact information.
5. Corporate contact information if applicable, if not put N/A.

Page No. 2

6. List types of food served at the facility.
7. List NAICS code. Sources to obtain this code are the NAICS code book, Business license division, Internet or the Public Library.
8. Describe the activities performed in the kitchen sinks, for example: washing dishes and food preparation.
9. Is your water usage, batch (turning on facet only when need) or continuous (leave water running).
10. Months, days and hours the facility is operated.
11. List total number of employees, number of employees on each shift and shift times.
12. Total seating capacity in the dining area (from the fire inspection report).
13. List all major equipment used for food preparation.

Page No. 3:

14. List the location, number of compartment, and intended used of the kitchen sinks.
15. Wastewater pretreatment refers to your grease trap.
16. List the location, size, and model # of your grease trap and /or fryer oil removal equipment.
17. If facility fries food, record the amount of cooking oil used daily. If no frying is done skip to # 21.
18. What service company hauls your waste cooking oil?
19. Where does the service company dispose of the waste cooking oil collected at your facility? **Note: The service company manifest is an excellent source for this information.**

Page No. 4:

20. How is the fryer oil handled and where do you store your waste cooking oil?
21. List the name and address of the service company cleaning your grease trap(s).
22. List the name and address of the disposal site used by the service company listed in # 21. **Note: The service company manifest is an excellent source for this information.**
23. How often is the grease trap cleaned?
24. Describe how the service company clean your grease traps.
25. The receipt of the manifest in the mail verifies the proper disposal of grease trap waste.
26. Name and address as it appears on the water bill. If this utility is included in you rental contract, write "included in the rent" and skip to # 30.

27. Mailing address for your water bill if different from # 26.
28. Do you currently use well water? If yes, list the source.
29. Attached a copy of your latest water bill.

Page No. 5:

30. See number 30 for details.
31. Please review for accuracy, sign and date the application.

An official signature and date is needed for application approval.