

APPLYING FOR AN FSE FOG PERMIT

This Quick Reference Guide (QRG) will help Food Service Establishments (FSEs) in Montgomery and Prince George's counties use the online WSSC Water ePermitting system to apply for an FSE Fats, Oil, and Grease (FOG) Wastewater Discharge Permit.

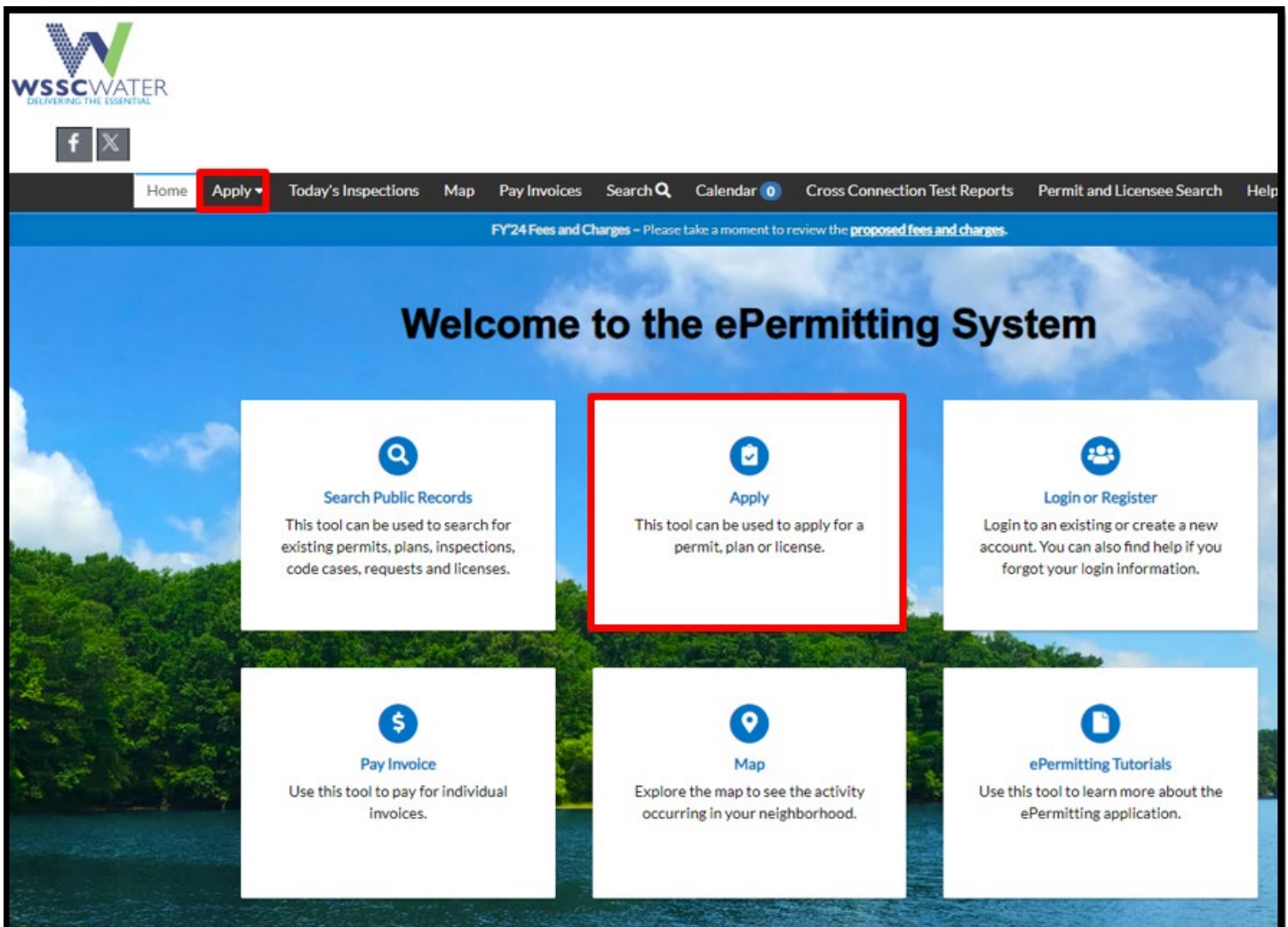
To do this, it is important to have registered for an ePermitting account. For more details, refer to the *Accessing ePermitting Quick Reference Guide*.

Begin an Application

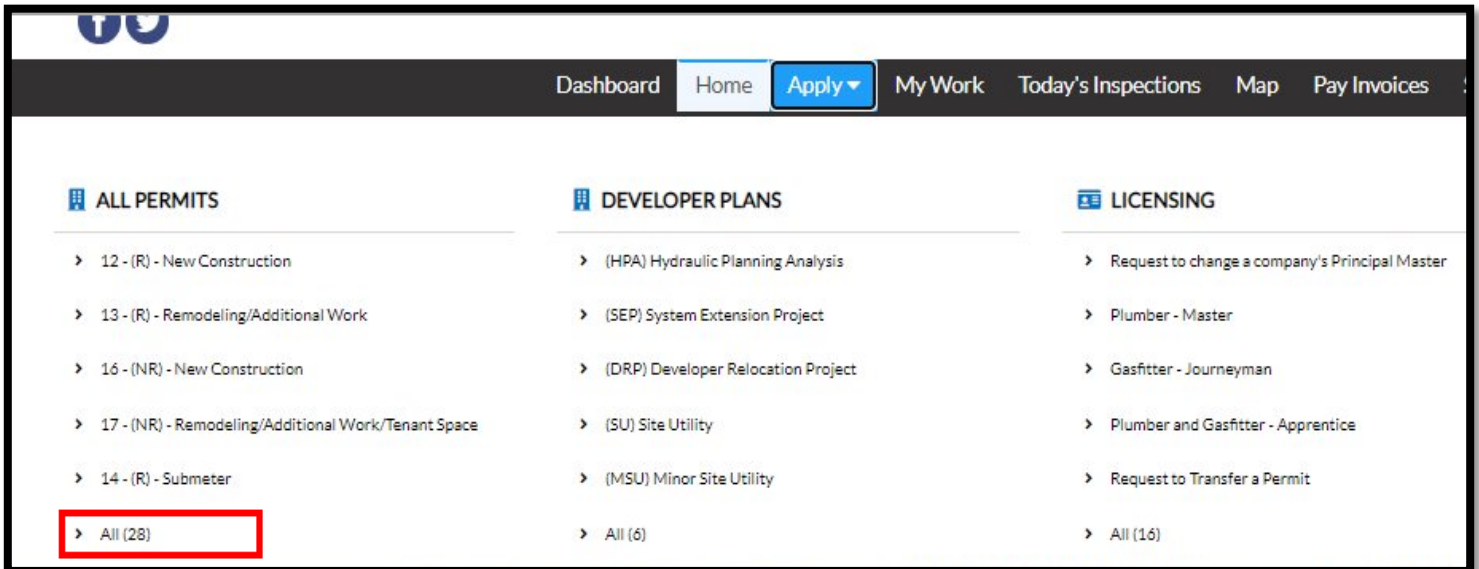
After you have logged into your ePermitting user account, you can access the FSE FOG wastewater discharge permit application from your ePermitting home page located at

https://permits.wsscwater.com/EnerGov_Prod/SelfService#/home.

1. Click the **Apply** tab from the toolbar or the **Apply** tile.



2. Select **All** under the **ALL PERMITS** column.



The screenshot shows the dashboard with navigation tabs: Dashboard, Home, Apply, My Work, Today's Inspections, Map, and Pay Invoices. Under the 'ALL PERMITS' column, the following items are listed:

- 12 - (R) - New Construction
- 13 - (R) - Remodeling/Additional Work
- 16 - (NR) - New Construction
- 17 - (NR) - Remodeling/Additional Work/Tenant Space
- 14 - (R) - Submeter
- All (28)** (highlighted with a red box)

Under the 'DEVELOPER PLANS' column:

- (HPA) Hydraulic Planning Analysis
- (SEP) System Extension Project
- (DRP) Developer Relocation Project
- (SU) Site Utility
- (MSU) Minor Site Utility
- All (6)

Under the 'LICENSING' column:

- Request to change a company's Principal Master
- Plumber - Master
- Gasfitter - Journeyman
- Plumber and Gasfitter - Apprentice
- Request to Transfer a Permit
- All (16)

3. On the **Application Assistant** screen, enter **FOG** in the search field.

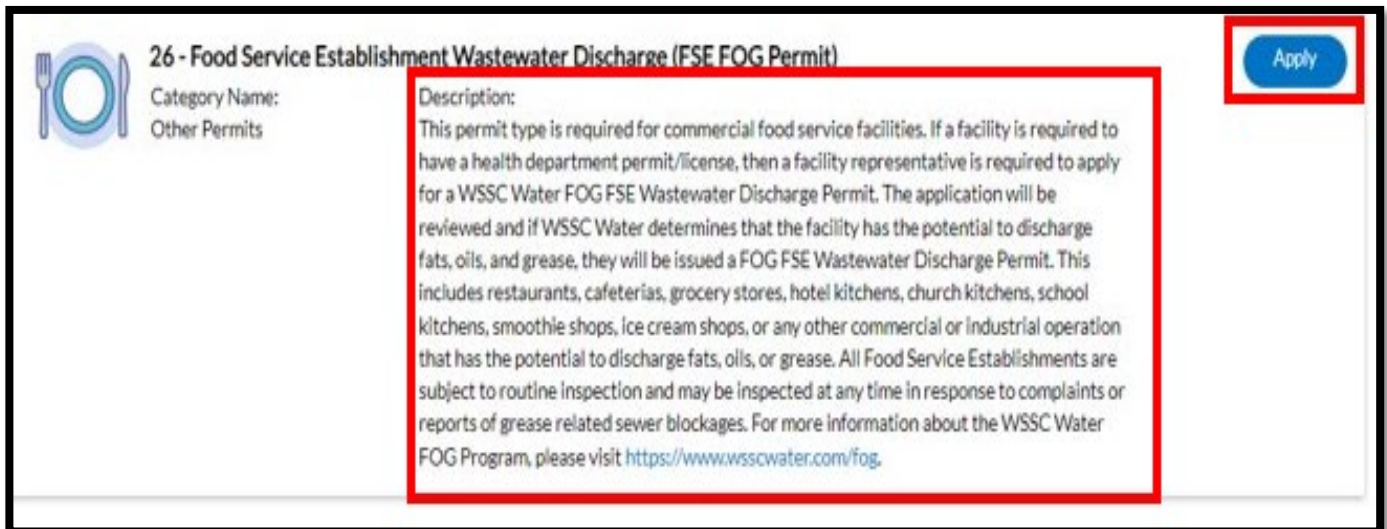
4. Click the **Search** icon.

5. Click **26 – Food Service Establishment Wastewater Discharge (FSE FOG Permit)**.



The screenshot shows the 'Application Assistant' search interface. The search field contains 'fog' and the search icon is highlighted with a red box. Below the search field, the result '26 - Food Service Establishment Wastewater Discharge (FSE FOG Permit)' is highlighted with a red box.

6. Click **Apply** on the upper right corner of the screen.



The screenshot shows the application details for '26 - Food Service Establishment Wastewater Discharge (FSE FOG Permit)'. The 'Apply' button is highlighted with a red box. The description is also highlighted with a red box:

Description:
This permit type is required for commercial food service facilities. If a facility is required to have a health department permit/license, then a facility representative is required to apply for a WSSC Water FOG FSE Wastewater Discharge Permit. The application will be reviewed and if WSSC Water determines that the facility has the potential to discharge fats, oils, and grease, they will be issued a FOG FSE Wastewater Discharge Permit. This includes restaurants, cafeterias, grocery stores, hotel kitchens, church kitchens, school kitchens, smoothie shops, ice cream shops, or any other commercial or industrial operation that has the potential to discharge fats, oils, or grease. All Food Service Establishments are subject to routine inspection and may be inspected at any time in response to complaints or reports of grease related sewer blockages. For more information about the WSSC Water FOG Program, please visit <https://www.wsscwater.com/fog>.

This will bring you to the FSE FOG Wastewater Discharge Permit application.

Complete an Application

There are five sections in the FSE FOG Wastewater Discharge Permit application form.

1. Permit Type
2. Contacts
3. More Info
4. Attachments
5. Review and Submit

Permit Type Section

The first section of the application allows you to:

1. View the **Permit Type** field.
2. Click **Next**. The system opens the next section of the permit application, **Contacts**.

Contacts Section

On the second screen, your name and address will be listed. This will auto-fill based on your registration credentials.

1. Do **NOT** add additional contacts.
2. Click **Next**. The system opens the next section of the permit application, **More Info**.

More Info Section

In the third section, complete all required fields that are marked with a red asterisk. The following sections require information on your:

1. Facility
2. Owner or Primary Contact
3. Manager (only complete if applicable).

There are three additional sub-sections that contain required and optional fields: Additional Info, Comments, and Acknowledgement.

Additional Info Section (Required)

Complete the following information:

1. WSSC Water account information
2. WSSC Water customer service address
3. Opening date
4. Type of facility
5. Type of fixtures
6. Type of grease abatement
7. Serviced by – Name of licensed grease waste hauler

Comments (Optional)

Enter any relevant information in the Comments box that you feel supports your application.

Acknowledgement (Required)

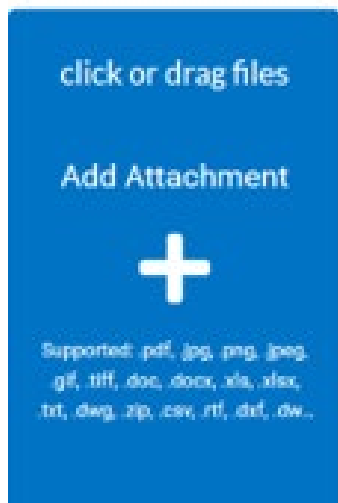
This section is directly below the Comments section.

1. Read the Introductory paragraph.
2. Select **Agree** in the **Acknowledge Responsibility** field.
3. Enter a **name** in the **Owner/Authorized Representative** field.
4. Enter the **person's title** in the **Title** field.
5. Enter the date of the application in the **Date** field.
6. Click **Save Draft** if you want to complete the application at a later time.

OR

7. Click **Next** to advance to the next section of the permit application, **Attachments**.

Attachments Section



This is where supplemental files can be added to your application.

Recommended:

- Attach a copy of your Health Department license.
- If you feel you do NOT need to be in the WSSC Water FOG Program, attach a copy of your menu.
- Check the list of supported file extensions.

After completing the **Attachments** section:

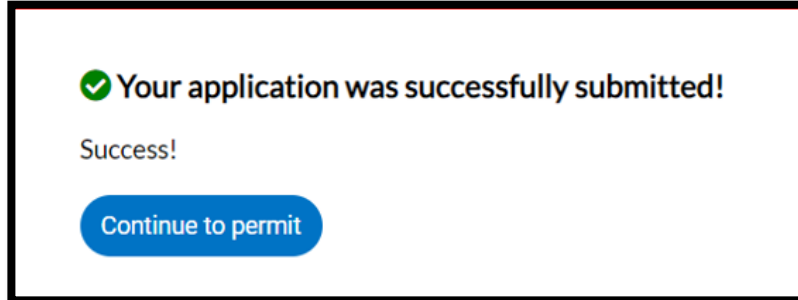
1. Click **Next** to advance to the next section of the application, **Review and Submit**.

Review and Submit Section

1. To scroll to prior pages of the application, use the **Back button** on the bottom left of the screen. Do not use the back arrow in the web browser.
2. Scroll through the application to ensure all information is correct and that all data fields with a red asterisk are filled.
3. After your review is complete, click the **Submit** button.

Successful Submission Message

After clicking the **Submit** button, you will receive a message stating:



View Application Status

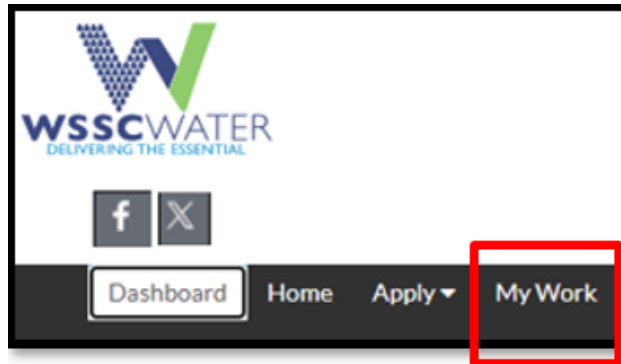
After clicking **Continue to Permit**, you can see details of your permit application, such as:

- **Permit Number** = FSE-68604-2023
- **Status** is **New / Pending**

Post Your Permit

After you receive the email stating that your FSE FOG permit has been issued:

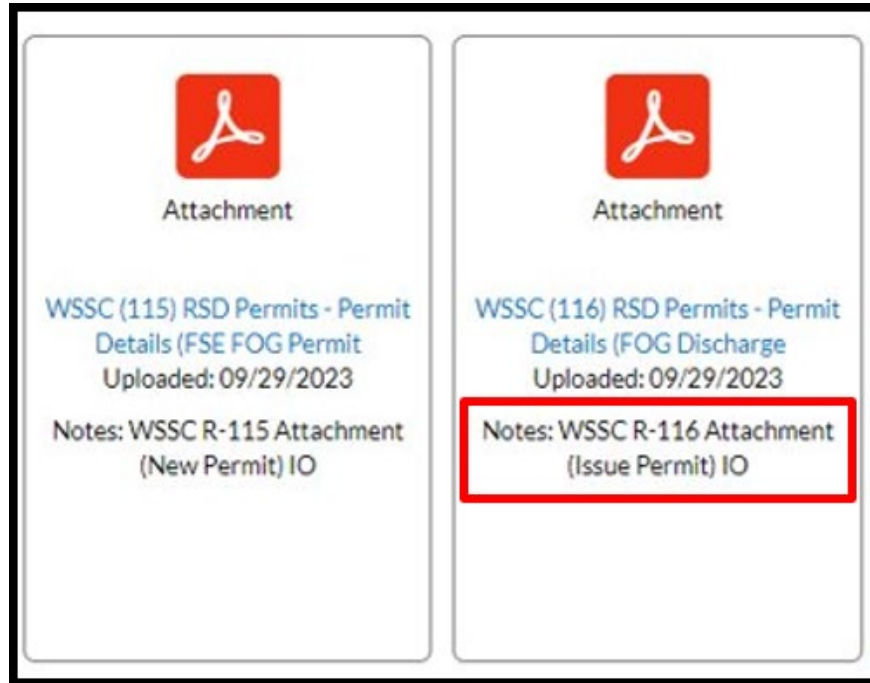
1. Log into your ePermitting account.
2. Go to **My Work** on the black ribbon on the top of the ePermitting dashboard.



3. Click **My Permits**.
4. Click your recently submitted permit. It can be found in the **Permit Number** column.
5. Click the **Attachments** tab in the middle of the screen.



6. There are two attachments:
 - a. The one on the left is a copy of your application.
 - b. The one on the right is the actual permit that has been issued.
7. Click the **WSSC R-116 Attachment Issue Permit** .PDF (on the right) to open it.



8. **Print** a copy of your WSSC Water FSE FOG Wastewater Discharge Permit.
9. **Post** the WSSC Water FSE FOG Wastewater Discharge Permit in your food service establishment.