



City of Albany Public Works Department

(541) 917-7676

Non-Residential Plumbing (Waste Drainage Only)
Permit Application Checklist

THE FOLLOWING ITEMS ARE REQUIRED FOR PLAN REVIEW

TO BE COMPLETED BY THE APPLICANT

1. A complete set of legible plans will be required on all new construction, remodels, or modifications to private sewer plumbing for the purpose of determining Public Works requirements. (Size may range from 8½" × 11" to 24" × 36".) The plans shall include a plumbing plan view and waste riser diagram. All proposed new sewer drainage fixtures such as sinks, toilets, etc. shall be drawn in a prominent line weight. Existing drainage fixtures shall be shown in a dashed or lighter line weight. All plumbing fixtures/equipment shall be clearly labeled with any fixtures to be removed called out. The intent of these plans is to give an accurate, final net fixture/equipment count (increase or decrease) and any additional information required to determine System Development Charges (SDC) fees or credits. (See sample diagrams on reverse side.)

Questions regarding SDC fees may be directed to Rob Goings, City of Albany Engineering, (541) 917-7657.

2. Commercial and/or industrial construction or remodels must be signed off by the City of Albany Environmental Services division of Public Works.

Is this project:

- | | Yes | No |
|--|--------------------------|--------------------------|
| a. A commercial/industrial facility that proposes any sink/lavatory installation? | <input type="checkbox"/> | <input type="checkbox"/> |
| b. A commercial/industrial facility that proposes any floor drain/sink installation? | <input type="checkbox"/> | <input type="checkbox"/> |
| c. A commercial/industrial facility that proposes or is required to have an oil/water separator installation? | <input type="checkbox"/> | <input type="checkbox"/> |
| d. A food service establishment necessitating installation of a grease removal device as required by Albany Municipal Code Chapter 10.06 or is adding/remodeling plumbing fixtures/equipment? | <input type="checkbox"/> | <input type="checkbox"/> |

3. Is the facility a commercial or industrial discharger facility?

- | | | |
|---|--------------------------|--------------------------|
| a. A commercial discharger ? A commercial discharger is defined as any person or facility that contributes, causes, or permits the contribution of wastewater into the City's publicly owned treatment works, which by nature of the services rendered is of a dissimilar volume or chemical makeup than that of a domestic discharger. Examples of commercial dischargers may include but are not limited to restaurants, grocery stores, and car washes. | <input type="checkbox"/> | <input type="checkbox"/> |
| e. An industrial discharger ? An industrial discharger is defined as any non-domestic user who discharges solid, liquid, or gaseous waste resulting from any industrial, manufacturing, trade, or business process or from the development, recovery, or processing of natural resources, into the publicly owned treatment works. | <input type="checkbox"/> | <input type="checkbox"/> |
| f. A commercial/industrial facility that proposes any stormwater discharge through parking lot drains or other stormwater conveyance features? | <input type="checkbox"/> | <input type="checkbox"/> |

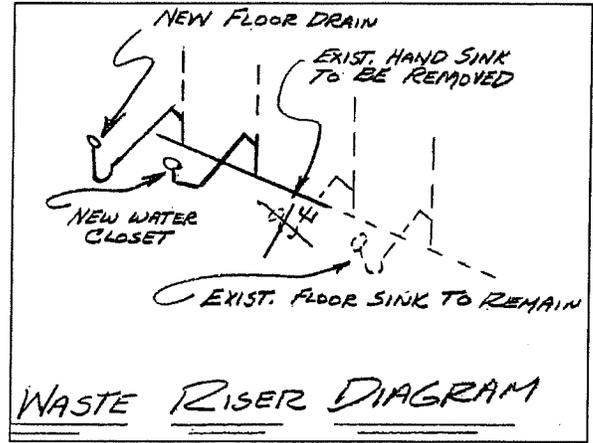
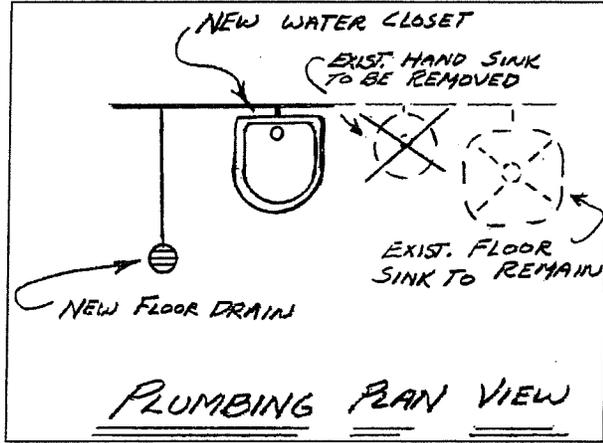
If you answered "yes" to any of the questions above, you are required to submit plumbing plans to the City of Albany Public Works Department for plumbing plan approval. Commercial or industrial connection to the City's publicly owned treatment works or stormwater collection system without Environmental Services approval is a violation of Albany Municipal Code Chapter 10.06 and/or Chapter 12.01.

Questions regarding Environmental Services plumbing plan requirements may be directed to:

Mark Humphrey (541) 497-6223 or Terri Ayres (541) 917-7613,
City of Albany Environmental Services.

Check with the Building Department to determine if building/plumbing permits are required.

SAMPLE DIAGRAMS



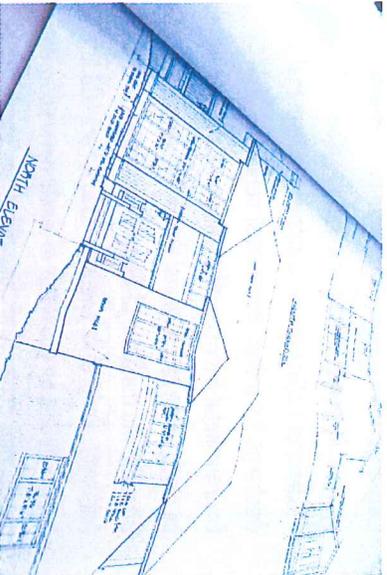
Applicant's Signature _____

Date _____

TO BE COMPLETED BY CITY STAFF		Yes	No
Public Works – Engineering Approval	_____	<input type="checkbox"/>	<input type="checkbox"/>
	Initial Date		
Public Works – Environmental Services Approval	_____	<input type="checkbox"/>	<input type="checkbox"/>
	Initial Date		
Building Permit Number _____			

Plumbing Plans required for industrial/ commercial sites

Industrial/commercial wastewater consists of waste material (solid, gas, or liquid) generated by a commercial, industrial, or non-residential activity. This waste differs from residential household wastewater which includes *domestic sewage* from toilets, showers, washing machines, and other household-related activities.



For all new construction and remodels that add or modify non-domestic private sewer plumbing, a plumbing plan is required showing waste drainage plumbing fixtures, locations, and a waste riser diagram. Please complete the Non-Residential Plumbing questionnaire and submit the form with your plumbing plan.

A Clean Water Connection

When your business properly disposes of wastewater, the local community benefits from cleaner water and reduced wastewater treatment costs. This flyer as well as other information will provide you with guidelines for discharging industrial and commercial wastewater into the sanitary sewer system in Albany. Our goal is to help you conduct your business while you comply with the regulations.

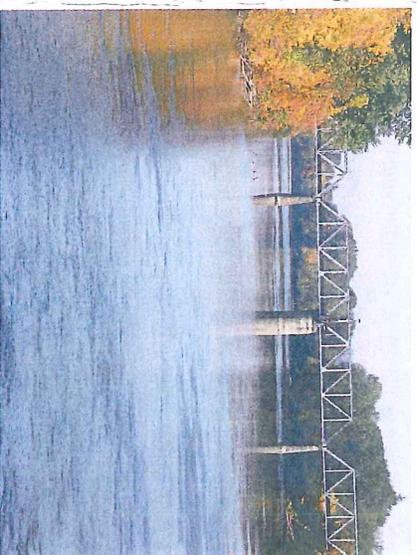
Pollution Prevention

We encourage all sewer users to practice pollution prevention! This means planning chemical purchase and usage to minimize the harmful discharges to the sewer, as well as to the storm drain system and the air. Many businesses find taking steps to prevent pollution actually saves money, for example, cutting back on chemical use, or using less water. We may have pollution prevention information for your business, or we can refer you to available resources.

Albany Environmental Services Program Contacts:

300 Vine Street SW, Albany, OR 97321
Mark Humphrey, ES Technician II Phone: 541-497-6223
Herb Hoffer, ES Manager Phone: 541-917-7631

Industrial and Commercial Wastewater Pretreatment Regulations



City of Albany Environmental Services Program

http://www.cityofalbany.net/publicworks/env_services/index.php

The Industrial/Commercial Pretreatment Program

The City's Environmental Services Program administers the federal, state, and local industrial waste regulations for local businesses that discharge non-residential wastewater to the City's sewage treatment system. As required, the City has written applicable regulations into the Albany Municipal Code (AMC) Chapter 10.06, including prohibitions on discharge of wastestreams that could adversely affect the treatment system. The City has also developed local limits on certain pollutants in order to provide further protection of the wastewater process and the Willamette River. Program activities include administration of waste discharge permits, inspections, enforcement, sample collection to determine compliance, and collection of surcharge and monitoring fees. Routine monitoring is conducted to trace discharges that could harm workers or disrupt treatment plant operations. Environmental Services staff also work with businesses to help them identify and employ pollution prevention practices.

Hazardous Waste Regulations

Hazardous waste is a federal and state designation for waste material that is toxic, flammable, corrosive, or reactive; this kind of waste requires special handling and disposal in compliance with state regulations. Hazardous waste may include any of the following: solvents, paints, pesticides, and strong acids or caustics.

Businesses that may generate hazardous waste include cleaning and maintenance, chemical manufacturers, metals manufacturing, metals finishing, furniture refinishing, pesticide applicators, and vehicle maintenance, to name a few.

Sewer Discharge Prohibition:

Hazardous waste is prohibited from discharge to the sewer system without prior written authorization from the Environmental Services Program.

Primary Hazardous Waste Regulator: DEQ

If you generate any hazardous waste, contact the Oregon Department of Environmental Quality regarding storage and reporting regulations.

DEQ Salem Office: 503-378-8240

<http://www.oregon.gov/deq>

Albany's Hazardous Waste Notification Requirement

Albany is required by Federal Pretreatment regulations 40 CFR Part 403.8(f)(2) to notify industrial users of "any applicable Pretreatment Standards and any applicable requirements under sections 204(b) and 405 of the (Clean Water) Act and subtitles C and D of the Resource Conservation and Recovery Act." As stated, prior written approval must be obtained for any proposed discharge of hazardous material to the wastewater system. All non-domestic users of the Albany wastewater collection and treatment system that discharge hazardous waste must notify the City's Environmental Services office, and notification must also be made to the EPA Regional Waste Management Division Director and the State of Oregon Hazardous Waste Authority. Federal Regulations 40 CFR Part 403.12(p) specify details on quantities of waste covered by the notification, contents of the notification, timeliness of the notification, and how to count the volume of any approved hazardous waste discharged. Complete text of the notification requirements is available from the Environmental Services office and will be posted on our website, http://www.cityofalbany.net/publicworks/env_services/index.php