



Wastewater Department
440 East 8th St. Marietta, Ohio 45750
(740) 373-3858 Ph. (740) 373-8214 Fax

FOOD SERVICE FACILITY OPERATIONAL CHECKLIST

STEP 1.

Report to the Washington County Building Department at 217 Putnam Street in Marietta, Ohio (Telephone #: 740-374-4185) to begin the process required by Washington County and the City of Marietta to open or transfer ownership of a food service facility.

- You will need to take with you 3 sets of sealed drawings with site plans for your building permit, zoning permit and flood plane approval.
- You need to pick up a City of Marietta Service Waste Questionnaire from the County to complete and submit to the City.

STEP 2. PLUMBING REQUIREMENT(S): A grease trap/interceptor is required for facilities with 3 compartment sinks by the State of Ohio Plumbing Code. Please contact Harold Ours, Plumbing Inspector (telephone #: 740-373-0611 extension 102 or 740-516-4396) for proper sizing and installation. A contractor may do this if you so choose. Please note that change(s) in operation may require additional sizing or capacity adjustments.

- Grease trap/interceptor installation (as required by State Plumbing Code)

STEP 3. SITE SPECIFIC REQUIREMENTS: There are other items that may be required more specific to the site or operation by the City. You need to contact the City's Pretreatment Coordinator (Telephone#: 740-373-3858 extension 4) to determine what they may be.

- Particulate Trap. This is required on the dishwasher discharge and is required by City Codified Ordinance [Chapter 922, Section 922.07(b)]
- Sampling Site Installation. This is required by all food service facilities by the City's Codified Ordinances [Chapter 922, Section 922.08 (12)]

Cold Water Tempering Device. If you have a dishwasher connected to your grease trap/interceptor this is required if the water temperature is 40 degrees Centigrade or greater by the City's Codified Ordinances [Chapter 922.03(j)]

STEP 4. CITY SEWER SERVICE ACTIVATION

Attend a meeting scheduled by the Washington County Building Department (telephone no. 740-373-4185) and the City of Marietta Water and sewer Office (740-373-3515) at 304 Putnam Street.

Submit the completed Restaurant Service Waste Questionnaire to the City's Pretreatment Coordinator at the scheduled meeting at 304 Putnam Street.

Obtain approval and sign off by the City's Pretreatment Coordinator at the scheduled meeting at 304 Putnam Street.

STEP 5. OBTAIN PERMIT TO DISCHARGE TO THE CITY'S SANITARY SEWER COLLECTIONS

SYSTEM. A permit to discharge from the restaurant to the City's sanitary sewer collections system is required by the City's Codified Ordinances [Chapter 922.08(A)]. The permit is issued by the City's Pretreatment Coordinator (Telephone #:740-373-3858 extension 4) and will not be issued until all of the above steps are completed.

Discharge Permit Obtained

STEP 6. OBTAIN SEWER SERVICE. To obtain sewer service take the approval and signed form obtained from the City's Pretreatment Coordinator (see step 4) and apply for water and sewer service at the City's Water and Sewer Service at 304 Putnam St. (Telephone #: 740-373-3515).

Thanks you for complying with the City's Codified Ordinances and policies designed to protect the public health and safety. Your business is desired and appreciated! To keep your costs low, avoid fines, and reduce fees please be sure to comply with the requirements of your discharge permit. Please contact the City's Pretreatment Coordinator with any questions pertaining to your permit requirements or associated operational costs there of (Telephone #: 740-373-3858 ext. 4). Please contact the City's Wastewater Superintendent with any suggestions to improve or enhance our services (Telephone #: 740-373-3858 ext. 2).