



1135 South Lake Street • Montgomery, Illinois 60538  
Engineering Inquiries (630) 301-6882  
Inspections (630) 301-6811 • FAX (630) 897-6094

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## Fox Metro Water Reclamation District Engineering Department Submittal Requirements

### Commercial Projects (new building/service)

All submittal information shall be made via email in electronic format (PDF) to:  
[submittals@foxmetro.org](mailto:submittals@foxmetro.org) - No paper/hard copies shall be accepted for review.

Contact us to determine whether or not the area requiring sanitary sewer service has been formally annexed into the limits of Fox Metro Water Reclamation District.

### Plans:

- To provide more timely reviews, please incorporate our “pre-review checklist” civil comments for new buildings or services into the initial plan submittal. Our review cannot proceed until we have confirmed that this has been done. Please include a copy of this list showing items “completed” or “n/a”.
- Submit signed and sealed civil plans, complete with appropriate site utility plan, Fox Metro W.R.D. Manhole/Sewer Pipe Specifications, General Notes, Contractor Notice and details via email in PDF format. For complete access of all required information, please visit our web site at: [www.foxmetro.org/business/engineering/](http://www.foxmetro.org/business/engineering/)
- Submit architectural cover sheet, floor plan sheets, plumbing plan sheets, and kitchen equipment (if food service) drawings via email in PDF format. HVAC, mechanical, electrical, and structural sheets are not required.
- Submit a plat of survey or Final Plat of Re-subdivision (if applicable).

### I.E.P.A.

- If the proposal includes a sanitary discharge of 15 p.e. or greater, or any amount of non-domestic waste, an I.E.P.A. permit from the Division of Wastewater Pollution Control (WPC-PS-1 or F.T.P. & A/B) is required. *The District signs these applications last.* We recommend that the engineer contact us so we may assist with assigning the proper areas on said applications for each organization to sign. To avoid delays in starting construction of building sewers, please begin processing these applications as soon as possible.

## **FOOD SERVICE ESTABLISHMENTS:**

- All kitchen plumbing fixtures, including the mop sink and all hand sinks shall be routed to the underfloor grease line.
- Unless a G.R.S. is required that is 1,000 gallon in liquid capacity or larger, dishwashers shall not flow to said G.R.S. Dishwashers that utilize chemical disinfection shall not discharge to any G.R.S.
- All multi-tenant retail buildings shall have a separate under-floor grease line that extends the length of the building to all leasable areas to within ten feet (10') of the exterior wall(s).
- An appropriately sized (to be determined by Fox Metro) exterior grease removal system (G.R.S.) and inspection manhole shall also be required for all new Non-Residential buildings where a Food Service Establishment is proposed.
- Submit plans to the applicable Health Department. Provide the comments and approval letter when available. Health Department approval letter will be required prior to issuance of the Fox Metro permit.

## **PERMITTING**

- A \$25,000 License and Permit Bond is required for the sanitary contractor. This bond will need to be received and approved before we can issue our permit. Please call 630-301-6811 for more information.
- To receive the permit, all review comments need to be completed and fees paid.
- For the convenience of our customers, the connection fee may be paid online at: <https://smartpay.profitstars.com/express/Fox%20Metro>  
After confirmation of the payment is received, the permit form will be emailed to the applicant for completion. After that time, the yellow card will be emailed to the city/village.

## **MISC.**

- If you have any questions about any of the above information, please call the District's Engineering Department at 630-301-6882. You may also email any question(s) to the previously email address at the top of this page.
- For complete access of all required information, please visit our web site at: [www.foxmetro.org/business/engineering/](http://www.foxmetro.org/business/engineering/)

