FOOD SERVICE ESTABLISHMENT FOG APPROVAL GUIDELINES

Sec. 39.1-37. - FOG program compliance.
Compliance with the requirements of the FOG program is mandatory for all food service establishments (FSEs) within the City of Norfolk and may require existing FSEs to modify or repair any non-compliant grease control devices (GCDs) and appurtenances as noted in the written notice received by the FSE. [https://www.norfolk.gov/DocumentCenter/View/1266/Norfolk-FOG-Ordinance-080519](https://www.norfolk.gov/DocumentCenter/View/1266/Norfolk-FOG-Ordinance-080519)

1. ☐ Submission of Plans. Prior to the start of construction, plans and specifications for the construction of new FSEs (or for alteration or additions to existing FSEs) shall be submitted to the FOG Office. This may also prevent costly changes during construction. Existing FSEs need to provide photos of any GCDs onsite, photos of interior and all sides before and after cleaning, vent and flow control if present, and photos of equipment that will be re-used that empty into grease waste-line. If any defects are observed with the GCD the FOG Office is to be contacted for further guidance.

   State law requires that in certain situations, architecturally sealed (stamped) plans be submitted to the Building Official’s Office for review and approval. In those instances where stamped plans are required, they also shall be submitted to the FOG Office.

2. ☐ Approval of Plans. Written approval is a requirement prior to installation of GCD(s). Since all FSEs are not alike and may have different requirements, this procedure will help us to better advise you. In order to obtain construction permits for the project, a FOG Approval Letter must be obtained from this office to be presented to the appropriate officials.

3. ☐ Additional Changes or Alterations. Changes or alteration in the plans after submission require notice to this office so as to be added to the originals. Any alterations or changes not included on the plans may be subject to required changes by the City of Norfolk and could result in unnecessary expense. During construction, if modifications are needed that would impact the GCD(s) or equipment flowing to GCD(s), changes must be submitted to the FOG Office.
4. **Required Information to be Included:**

   a. □ **Contact Information** - It is important that the **name and phone number** of the **contact individual** for the establishment be included on the plan itself in addition to the **name and address of the establishment**.

   b. □ **Equipment** – List of equipment that flows to grease waste-line.


   d. □ **Backflow Prevention Assembly** – May be required – Email or call: utbackflow@norfolk.gov / (757) 441-5774, ext 262 or 274; Example of RP: [https://www.norfolk.gov/DocumentCenter/View/38708/CW-15?bidId=](https://www.norfolk.gov/DocumentCenter/View/38708/CW-15?bidId=)

   e. □ **Menu** - Provide intended menu.

   f. □ **Meals** – Provide estimated number of meals.

   g. □ **Specification and Submittal Sheet for Intended GCD(s)** – the intended GCD(s) must be approved and installed (w/ vent/flow control) as required per manufacturer.

   h. □ **Interior/Exterior Grease Recycling Container** – State if a yellow grease or renderable grease storage container(s) will be used, location, and surface. How will yellow grease (fryer oil) be transported and transferred to grease recycling container.

   i. □ **Certified Grease Hauler** – A certified grease hauler will be required for the cleaning of certain size GCDs and for yellow/renderable grease disposal (List of updated Certified Grease Haulers is available by request). Please contact the FOG Program Manager (#757-620-2688) to determine if your GCD will require a commercial hauler.