

Genesee County Drain Commissioner's Office
Division of Water and Waste Services

**Instructions for Completing a Nondomestic Discharge Permit
Application**

The Nondomestic Discharge Permitting program is intended to identify all nondomestic users discharging to Genesee County WWS sewer systems for treatment at the publicly owned treatment works (POTWs). The application for Nondomestic Discharge Permit is designed to provide all the necessary information to enable Genesee County WWS to determine the pretreatment levels necessary for a particular nondomestic user, prior to their connection to the sewer system.

The General information on page one asks for a contact person and their mailing address and then the name of the business applying for discharge along with that address and City or Township it's located in. On page one fourth line down, Business Name refers to the business that is applying for discharge.

The application requires both an Authorized Representative signature and a Property Owner signature. If the same person is the Property Owner and the Authorized Representative, he/she should sign both statements. If the User is a corporation, the Authorized Representative would be a responsible corporate officer. The application is not considered complete without both signatures.

The Application is intended to encompass all types of nondomestic discharges, from retail shops through a large industrial facility. For businesses that only discharge domestic waste the application is considered completed if all of Section I is filled out. If the business discharges wastes other than domestic waste the application must be filled out completely.

Thad Domick can be contacted by email at tdomick@gcdcwws.com and by phone at (810) 232- 7662, ext 2233. If you would like an electronic version of the Nondomestic Discharge Application it can be found on our web site at <http://gcdcwws.com> or contact Thad by email.

The Environmental Compliance Office will evaluate the application and send a review letter asking for additional information if needed, or telling you the application was received and a permit will be issued soon.

Once the application is approved, a Nondomestic Discharge Permit (IPP) is issued to the applicant and copied to the local community. Only when the applicant has received a Permit will the local municipality issue a *Building Connection Permit*, or *Occupancy Permit*.

General Requirements

Nondomestic users shall have a sampling manhole outside that provides access to the discharge from their facility. This requirement can be waived if the user has installed a pretreatment system, such as a grease interceptor, that meets GCDCWWS specs for manhole access and sampling ports.

Nondomestic Users with a process waste water discharge shall have a sampling manhole outside that provides access to the wastestream without sanitary waste contribution.

Multi-tenant spaces are required to install two separate sewer lines in the building. One line for sanitary sewage and the other for any process sewage produced by a user, including but not limited to grease or food waste. The second line should be connected to an appropriate pretreatment or collection system. Applications are required for both the multi-tenant space AND the individual tenants as they occupy the building.

Industrial, Significant, and Categorical users must complete the IPP Industrial User Application. Septage haulers must complete the Septage Discharge Application for either or both Receiving Stations to which they intend to discharge. **All other users may complete the General Permit Application.**

Transferability:

“Nondomestic Discharge Permits” are not transferable. New owners are required to apply for a new permit by completing an “Application for Nondomestic Discharge Permit.” New applications are also required upon change of ownership, remodeling, addition, or change of use of the building.

Fees and Payment:

Permit fees are determined by a tier system that corresponds with the amount of regulatory oversight required and risk to the sanitary collection system and / or POTW an applicant may potentially pose due to their waste characteristic and past operational practice upon renewal.

1. General Users

- Non-domestic users with no process wastewater, requiring no pollution mitigation or pretreatment

Total Application and Permit Fee: \$235.00; Renewable every 5 years

2. **Minor Pretreatment and Risk**

Facilities producing a **small volume or concentration of non-domestic wastewater** that requires a properly operated minor pretreatment system. Business types include Food Service, Dentist (except Orthodontists), Photo Development, Car Wash, Oil Change and Repair, and any other facilities that have grease interceptors, oil/water separators, amalgam separators, or silver recovery systems.

Total Application and Permit Fee: \$310.00; Renewable every 3 years

3. **Moderate Pretreatment and Risk**

Non-industrial facilities producing a **moderate to high volume or concentration of non-domestic wastewater** that requires a properly operated minor pretreatment system. Business types include Food Service, Dentist (except Orthodontists), Photo Development, Car Wash, Oil Change and Repair, and any other facilities that have grease interceptors, oil/water separators, amalgam separators, or silver recovery systems.

Total Application and Permit Fee: \$465.00; Renewable every 3 years

4. **Cannabis Growing or Processing, Industrial, Significant, and Categorical Users.**

Cannabis Growing and Processing can use this form; Industrial, Significant and Categorical industries need to complete the IPP Industrial User Application
Application Fee: \$50; Itemized Costs of Sampling and Inspection Invoiced Annually

The application and permit fees may be delivered in person or mailed, and can be paid by cash, check or money order. Credit card payment is currently not accepted. Make checks payable to Genesee County Drain Commissioner.

The completed application along with any fee payments, can be mailed or delivered in person to our main office at: Genesee County Drain Commissioner's Office G-4610 Beecher Road, Flint, MI 48532

Definitions: See the Sewer Use Ordinance online at <http://gcdcwws.com> for a complete set of definitions and requirements for discharge to the sewer.