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Fox Metro Water Reclamation District Engineering Department Submittal Requirements

Commercial Projects in Existing Buildings (inside work only)

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

PLANS:

- Submit the architectural cover sheet, floor plan sheets, and plumbing plan sheets via email in PDF format. HVAC, mechanical, electrical, and structural sheets are not required.
- If existing plumbing fixtures are proposed to be removed/replaced in older buildings where no previous District record exists, a licensed Architect shall prepare a set of signed and sealed demolition drawings. In order to obtain connection fee credits, the locations of all fixtures (sinks, toilets, floor drains etc.) need to be shown. These plans will be evaluated by the District's engineering staff, and credit issued on a case-by-case basis. Where conflicting credit information exists between the District's records and that of the architect, the District's records shall determine the final credit amount awarded.

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 (Schedules WPC-PS-1 or F.T.P. & A/B) is required. *The District signs these applications last.* 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.
- It will be at the discretion of the District to determine if the existing G.R.S. is of adequate size, location and condition. Where a G.R.S. does not exist, a unit sized by the District shall be required.

- 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.
- For our review, a kitchen equipment plan will be required.

PERMITTING

- 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.

- Contact our Billing Department to inquire if the wastewater treatment account is current for your project's location. Before a permit and "yellow card" can be issued, the account will need to be in current standing.
- 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 questions to the previously listed 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/