



Johnson County Sewer and Environmental Regulations for Food Service Facilities

Welcome to Johnson County, Kansas! We're glad you are planning to open a food service facility in our county. To help the process go smoothly for you, we have prepared this brochure to guide you.

All food service facilities in the County are subject to the Kansas Food Code Regulations. Only those facilities within the Johnson County Wastewater boundaries are subject to the County's grease management and sewer hookup permits. Visit: www.jcw.org for the most current map or call 913-715-6915.

If you are outside this wastewater service area, please contact zoning and building code officials for your location to find out the appropriate grease management and sewer hookup requirements.

Please be sure to contact the city or county building codes department for any other permits, licenses or approvals needed for your facility. If located in Overland Park, a separate license is also required by the city. For more information, contact the city at 913-895-6270.

All county forms are available on the applicable departmental webpage or by calling the departments. See back panel of this brochure for the contact information.

Please Note: There are three different permits/fees, each one covers a different aspect of the facility: sewer connection, food licensing, and grease interceptor permitting.

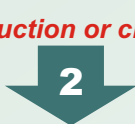


Please Follow these Steps for Permits and Licenses

For the quickest completion of the permitting process, submit plans and applications to the City Building Department, Johnson County Wastewater and Johnson County Environmental at the same time.

Please Note: The initial review period is approximately 2-3 weeks. If changes are required, plan on an additional 2-3 weeks for revision review.

If your facility is new construction or change of use of the property:



- A State of Kansas food service establishment license is required by law for all food service facilities and is renewable annually. The initial license fee is \$400 and is sent directly to the Kansas Department of Agriculture (KDA) in Topeka (<http://www.ksda.gov/>). Annual license renewal is \$200, paid to KDA by December 31st of each year.
- Submit a complete set of construction plans along with the plan review forms and menu to Johnson County Environmental.
- If located in Overland Park, a separate license is also required by the city. For more information, contact the city at 913-895-6270.



A **sewer connection fee** is required for new construction or with a change of use of the property (e.g., from retail space to a restaurant). To apply for a sanitary sewer permit, an application, building plans and a site plan are to be submitted to Johnson County Wastewater Department (JCW) for review and approval. *The sewer connection fee can run between \$5,000 and \$30,000. All commercial users of the wastewater system are charged a sewer use and a sewer capital fee that appears on the property's annual real estate tax bill.*



A **grease interceptor** is required for nearly all food service facilities. A plan review/permit fee of \$288.75 must be submitted with the application to the Environmental Department and once issued, the permit must be renewed annually.

If you are a low flow, minimal grease producer, you may be eligible for alternative grease removal technology, low grease discharge waiver or pumping schedule. Request for a variance is subject to an application fee of \$346.50. These are considered on an individual basis and are not transferrable.

The grease interceptor must be located outside of the building below ground and of sufficient size to provide a 30-minute detention of the peak waste water flow. The minimum size is 1000 gallons and maximum size is 2000 gallons. The interceptor must be easily accessible for pumping and inspection. Indoor "under sink" grease traps are not permitted in new facilities.

Installation costs for an interceptor can vary widely from around \$5,000 to \$20,000+. It is advisable to request multiple bids.

SHARED INTERCEPTORS: Under certain conditions, more than one restaurant may share an interceptor. Special permitting applies including permitting of the property owner. Contact the Grease Program Manager directly for more information, 913-715-6937.

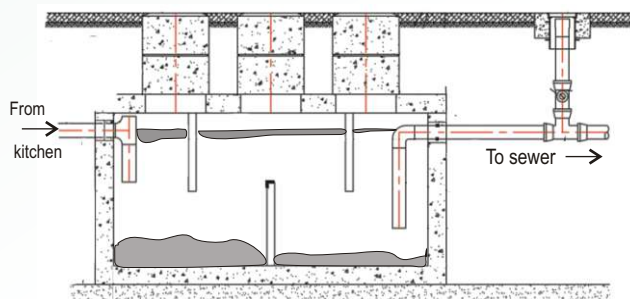
If your facility is an existing food service facility:



- A State of Kansas food service establishment license is required by law for all food service facilities and is renewable annually. The initial license fee is \$400 and is sent directly to the Kansas Department of Agriculture (KDA) in Topeka (<http://www.ksda.gov/>). Annual license renewal is \$200, paid to KDA by December 31st of each year.
- Call Johnson County Environmental to determine what specific information is required: 913-715-6915.
- If located in Overland Park, a separate license is also required by the city. For more information, contact the city at 913-895-6270.



If there will be any changes to your interior or exterior plumbing, submit building plans and a site plan to Johnson County Wastewater Department (JCW) for review and approval. **If the type of food service facility changes, sewer fees for change of use may also apply.**



A typical grease interceptor design. For detailed specifications, visit the following website: <http://www.jcw.org/engforms.htm>

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County Plan Review Process

Food License Review

Upon review of food licensing plans, Environmental will email an approval form to the building codes department, notifying them that the plans are approved. A review sheet will also be emailed to the applicant.

Grease Interceptor Plan Review

Upon review of grease interceptor plans, Environmental will mail a letter to the applicant stating whether or not a grease interceptor is required. A copy of this letter will also be sent to the Wastewater Department.

Sewer Connection Review

Upon review of acceptable wastewater plans and application including grease interceptor review letter, Wastewater will fax the applicant notice of the cost of the permit which is then payable when the permit is picked up at their office.

Prior to starting any construction related to the grease interceptor or associated piping and plumbing, the food service facility must have (1) received approval for your food service plan from JCED; (2) received a letter approving your facility's grease interceptor plumbing plans from JCED and; (3) been issued a sewer connection or modified use permit from JCW.

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Inspections

After the sewer connection permit is issued, the JCED must be called to inspect the interior plumbing fixtures that are attached to the interceptor **before the plumbing piping is covered**. JCW must be called (913-715-8520) to schedule an inspection of the installed interceptor and exterior piping **prior to backfilling**.

The **Pre-opening Food Service Establishment Inspection** is performed once the facility is ready to open. Contact the JCED at 913-715-6915 prior to opening to schedule a time for the licensing inspection.

If located in Overland Park, a separate license and inspection are also required by the city. For more information, contact the city at 913-895-6270.

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Grease Interceptor Operating and Maintenance Requirements

Exterior grease interceptors must be pumped at least once every 90 days or more frequently if necessary. Requests for longer pumping schedules are considered through a variance request procedure.

A County licensed sanitary disposal contractor must be used to provide pumping, cleaning, and disposal service for grease interceptor waste.

Grease interceptors must be adequately maintained and repaired as necessary. Facilities must maintain grease interceptor maintenance records in a Log Book (provided by JCED) for on-site inspection.

NOTE: Fees are subject to change. Check with the departments to obtain current fees. Contacts on back panel of this brochure.

For more Information:

Johnson County Wastewater and Johnson County Environmental--working together to keep Johnson County a great place to live, work, and eat!



Johnson County Wastewater
www.jcw.org
11811 S. Sunset Dr; Suite 2500
Olathe, KS 66061
913-715-8500 Fax: 913-715-8501
Permit Dept: 913-715-8520

Johnson County Environmental
<http://jced.jocogov.org>
11811 S. Sunset Dr; Suite 2700
Olathe, KS 66061
913-715-6900 Fax: 913-715-6970

Johnson County government does not discriminate on the basis of race, color, national origin, gender, religion, age or disabled status in employment or provision of services. Please call to request ADA accommodation.



If printing this brochure, please print on recycled paper. Revised 12/09

Opening a Restaurant or Food Service Facility in Johnson County, Kansas?



2010 Permitting and Licensing Procedures

- **Grease Interceptors**
- **Sewer Connection**
- **Food License**

