



# Environmental Services Division (ESD)

## OVER THE COUNTER PLAN REVIEW

**ALL OVER THE COUNTER PLANS REVIEWS ARE BY APPOINTMENT ONLY  
PLEASE CALL 602-534-6502 TO SCHEDULE AN APPOINTMENT**

**To submit plans over the counter the following must apply:**

- 1) The job is small and involves **plumbing only**.
- 2) For grease interceptors **only like for like replacements can be done over the counter**.

## ELECTRONIC PLAN REVIEW

**PLANS THAT REQUIRE MAJOR PLUMBING CHANGES INCLUDING INSTALLATION OF A NEW GREASE INTERCEPTOR MUST BE SUBMITTED ELECTRONICALLY  
NOTE: OVER THE COUNTER SUBMITTALS WILL NOT BE ACCEPTED FOR MAJOR PLUMBING CHANGES**

**To submit for electronic plan review:**

- 1) Begin your submittal by clicking <https://apps-secure.phoenix.gov/PDD/EPR/Home/Dashboard> to complete the online application. Once completed, you will receive an invitation from ProjectDox (with a temporary password) to upload drawings.
- 2) Drawings must meet naming requirements per: <https://www.phoenix.gov/pddsite/Documents/EPR%20Submittal%20Guidelines%20Checklist.pdf>
- 3) For additional How to documents, please visit <https://www.phoenix.gov/pdd/online-services/electronic-plan-review>

## ALL PLAN REVIEWS

**A CERTIFICATE OF OCCUPANCY IS REQUIRED FOR ALL PLAN REVIEWS.**

**Submitted permits must include the following:**

Business Information:

- 1) Name of business
- 2) Address of business. Including the Number, Direction, Street Name, Street Type, and Zip Code (include the Suite Number if the business is one of several suites at the address).
- 3) Show all existing Grease Bearing Fixtures (GBF)\* on the plans that are within the restaurant.
- 4) The plans should also show that ALL GBF are routed to appropriately sized Grease Trap or Grease Interceptor.
- 5) The plans must have an orientation mark (an indication of North for example).



**City of Phoenix**  
WATER SERVICES DEPARTMENT  
ENVIRONMENTAL SERVICES DIVISION  
Quality Reliability Value

**The Pretreatment Device**

- 1) The name of the manufacturer of the pretreatment device.
- 2) The Model Number and size of the pretreatment device. Note that all pretreatment devices must be pre-approved by the City of Phoenix Environmental Services Division.
- 3) Gravity Grease Interceptor: The device must be an approved model from a City of Phoenix approved vender. The ESD can provide a list of approved devices and venders. The smallest model Grease interceptor allowed by the Environmental Services Division is 2-compartment 2-man-way 500-gallon unit.
- 4) Hydromechanical Grease Trap: The device must be PDI, IAPMO (International Association of Plumbing and Mechanical Officials) approved or UPC (Uniform Plumbing Code) listed.

**Other Considerations**

- 1) If there is any re-piping involved, then the drawings must be submitted for review. A Plumbing Floor Plan Layout and an Isometric Drawing must be included in the submittal for review. (For example, a fixture that must be rerouted OR a new fixture added then an Isometric Drawing must be included that depicts the pipe size and venting. If all the plumbing is to remain the same with only a different pretreatment device, then an only Plumbing Floor Plan Layout will be required.
- 2) If the device is being installed because an Environmental Services Division inspector made installation a requirement, please submit a copy of the Commercial Inspection Report.
- 3) **ALL DRAWINGS MUST BE LEGIBLE OR THE REVIEW WILL BE DENIED.**

**Please call (602) 495-0278 at least 24-hours in advance to schedule an appointment such that an Environmental Services Division inspector can be on hand to conduct the ESD portion of the review.**

**\*GREASE BEARING FIXTURES (GBF)** include floor sinks, floor drains, mop sinks, trough sinks, trough drains, pre-wash sinks, prep sinks, pot sinks, can wash sinks, dishwashers, garbage disposals, etc. in the kitchen prep or wash area. Hand wash sinks do not apply. **Condensate or cooler drain lines shall not be routed to the MS/GW line.**