

**CITY OF HALLANDALE
ADMINISTRATIVE POLICY**

DATE OF ISSUE: November 27, 1989

NO.: 2014.003/R-2

EFFECTIVE DATE: November 27, 1989

SUBJECT: Grease Trap Inspection Fees

REVISION DATE: August 26, 1998

APPROVED: _____

R. J. Intindola, City Manager

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I. PURPOSE/INTENT

The purpose of this policy memorandum is to establish procedures for the inspection, compliance with code, billing and collection of fees relating to the inspection of grease traps throughout the City limits of Hallandale.

II. DEFINITIONS

1. Grease Trap Inspections: The physical inspection of grease traps, provided by the Wastewater Collection Division of the Hallandale Utilities Department.

2. Fee Structure: As defined in the Hallandale Code of Ordinances, Chapter 8, Section 8.6(F), Plumbing Fees, 6-H provides fees as follows:

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|---|---------------------------------------|
| a. Grease Trap Inspection - Annual fee..... | See Fee
Booklet for current charge |
| b. Reinspection Fee - Annual fee | See Fee
Booklet for current charge |

3. Violation: As defined in the South Florida Building Code, Part VII, Chapter 46.12 (F); Non-compliance with Code or non-compliance with provision which requires the efficient operation of grease traps as provided by the periodic removal of accumulated contents.

III. POLICY/PROCEDURES

1. It is the policy of the City of Hallandale to inspect all commercial (interceptors) traps not less than on a quarterly basis, for the assurance of compliance with code.

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2. The following procedure shall be implemented to comply with the intent of this policy:
- a. The Wastewater Division, as a designee of the Plumbing Inspector, shall provide the physical inspection of all commercial grease traps throughout the City of Hallandale.
 - b. Subsequent to the inspections, all violations shall be provided, in writing, to the Plumbing Inspector for immediate disposition.
 - c. The Plumbing Inspector shall respond to the Wastewater Division, in writing, regarding all written violations or correspondence of a related nature within ten (10) days of receipt of the violation notice and provide the status or disposition of traps found in the violation.
 - d. The Wastewater Division shall provide reinspection of traps as requested by the Plumbing Inspector within three (3) days of notice to reinspect.
 - e. In the event of a failed reinspection, the Plumbing Inspector shall provide written notice of violation to the owner/operator of the establishment; said violation notice should indicate the applicable reinspection fee, as noted in the City of Hallandale's Fee Booklet.
 - f. The Plumbing Inspector shall provide a copy of the "Violation Notice" to the Finance Department Director or designee for proper billing for reinspection.
 - g. If at any time the failure to properly maintain a grease trap constitutes a health hazard, the Broward County Department of Natural Resource Protection shall be notified immediately by the Plumbing Inspector or designee for quick disposition of said hazard.
 - h. A complete "Grease Trap List" and the reference establishments' addresses shall be maintained by the Wastewater Division Superintendent and Plumbing Inspector. Additions to the list will be provided as required, by the Building Division, approved by the Plumbing Inspector.
 - i. All additions or deletions made to the referenced "Grease Trap List" will be forwarded to the Finance Department for required disposition, as relates to billing.
 - j. Upon receipt of the "Grease Trap List", the Finance Department shall be responsible to institute/initiate a system for billing and collection of fees contained in this policy, including, but not limited to, the following:
 1. Proper billing of all referenced establishments.
 2. Additional billing of all new or additional establishments as required.
 3. Additional billing for reinspections.
 4. Additional billing of late fees shall be provided as described in the Hallandale Code of Ordinances, Section 18-7, Fee Schedule E.
 5. New/Additional establishments requiring inspections:

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- (a) Prior to March 31 of a given year will be subject to full annual fee
 - (b) After March 31 of a given year, the annual fee will be one-half of the annual fee amount.
- 6. Annual fees will be billed on a fiscal year basis (unless otherwise stipulated, i.e., Item #5 above), from October 1 - September 30.
 - 7. Notification to establishments of intent to lien for uncollected service fees as established in General Provision of the City of Hallandale Code of Ordinances.

IV. ADDITIONAL INFORMATION, REQUIREMENTS AND RESPONSIBILITIES

The Department of Public Works, Utilities and Engineering is responsible for maintaining this policy in current form.