

Fox Metro Water Reclamation District Engineering Department Submittal Requirements

Commercial Projects (new building)

1. Most plans may be submitted for review at Fox Metro via e-mail. All plans will need to be converted to PDF files and be kept to ten (10) files (plan sheets) or less. Please forward the plans for your project to one of the following e-mail addresses:
kzollers@foxmetro.dst.il.us or smedrano@foxmetro.dst.il.us
2. In order to enable us to perform timely reviews, we require that all projects have our “pre-review checklist” comments incorporated into the initial plan submittal. This enables us to perform reviews in a much quicker time-frame. *Be reminded that our initial review cannot proceed until we have confirmed that this list has been completed. Attach the checklist to the plans, showing an “X” for complete, or “N/A” where an item does not apply.*
3. Submit one full set of architectural plans for review. A complete set of plumbing drawings will also be required. When the project consists of a food service establishment, an equipment plan will also be required.
4. If existing plumbing fixtures are proposed to be removed in older buildings (scheduled for demolition) where no previous Fox Metro record exists, a licensed architect shall prepare a set of signed and sealed drawings showing the locations of all fixtures in order to obtain credit. These plans will be evaluated by the engineering staff, and credit issued on a case-by-case basis. Where conflicting (credit) information exists between Fox Metro’s records and that of the owner/architect, Fox Metro’s records shall determine the final credit amount to be awarded.
5. Food Establishments:
 - a. It is required that plans be submitted to the Health Department in the county in which the project is proposed. We will require a copy of the Health Department’s final approval letter before our connection permit and yellow card can be issued.
 - b. It will be at the discretion of Fox Metro’s Pre-Treatment department to determine the size of the required external grease trap. Contact Debbie Ness at 630-301-6820 for more detailed information.
 - c. An equipment schedule shall be required to be submitted as a part of the full architectural review. This list shall include the size(s) of all water and waste connections.
6. Any area requesting sanitary sewer service needs to be annexed into the limits of Fox Metro Water Reclamation District. To inquire as to whether or not your area needs to be annexed into Fox Metro’s service area, contact our engineering staff.

7. All existing commercial/industrial build-outs proposing a domestic waste discharge of 1,500 gallons (15 P.E.) or greater, or where any amount of non-domestic waste will be proposed to be discharged, an Illinois EPA permit (schedule FTP with WPC-PS-1 only if applicable) will be required. We recommend that the project engineer contact our engineering department in order for us to provide assistance with the process of assigning the proper signature areas on WPC-PS-1. *Fox Metro W.R.D. can only sign these applications after all other parties have signed.*
8. A \$25,000 license and permit bond is required for the contractor that is installing the sanitary sewer service. This bond will need to be secured before we can issue our permit.

For complete access of all required specifications, general notes, details, pre-review checklists and other information, please visit our web site at: www.foxmetro.dst.il.us