



# Special Pollution Abatement Permit Commercial

www.knoxvilletn.gov/engineering/  
(Chapter 22.5 of the Knoxville City Code)



**Official Use Only**

SPAP #:		Issued Date:	
New <input type="checkbox"/>	Renewal <input type="checkbox"/>	Fee (\$200) Paid On:	

**I. Facility Information**

Name of Facility:			
Mailing Address:	<small>Street</small>	<small>City</small>	<small>State</small> <small>Zip</small>
Physical Address:	<small>Street</small>	<small>City</small>	<small>State</small> <small>Zip</small>
Watershed:			

**II. Contact Information** (Individual responsible for long-term maintenance of site)

Name:	Title:
Phone:	Email:
General Corporate E-mail for Compliance Notices:	
Address:	<small>Street</small> <small>City</small> <small>State</small> <small>Zip</small>

**III. Facility Type** (Check all that apply)

- Food Service Facility:
  - Restaurant       Grocery Store       Food Processing       Other
- Vehicle or Equipment Facility
  - Repair Shop       Storage or Sales       Fueling Station       Wash Facility
- Large Parking Lot
- Facility with Outside Animal Housing
- Recycling or Salvage Yard
- Other: \_\_\_\_\_

#### **IV through IX. Pollution Abatement Controls**

Attach the following:

- Map of the facility with all stormwater facilities shown.
- Calculations verifying that water quality units/systems are sized correctly.
- Operation and maintenance information for proprietary stormwater treatment facilities
- Supplemental information describing further structural or management controls

Check each box to indicate that you understand, agree to, and will enforce the corresponding control at the facility. **Provide a detailed justification for any unchecked box in section IX.**

#### **IV. Stormwater Treatment**

##### *Structural Controls*

- A. Stormwater treatment device (e.g., catch basin inserts, vault separation device, etc.), will be installed to treat runoff from all drainage basins.

List Brand and Model of Units: \_\_\_\_\_

Green Infrastructure: \_\_\_\_\_

##### *Management Controls*

- B. Stormwater treatment facilities with low storage capacity (e.g. inserts, sumps, skimmers, etc.) will be inspected at least monthly and cleaned out at least quarterly. Documented maintenance records will be stored on site and made available to inspectors.
- C. Stormwater treatment facilities with large storage capacity (e.g. vaults, o/w separators, etc.) will be inspected at least quarterly and cleaned out at least annually. Documented maintenance records will be stored on site and made available to inspectors.
- D. Green Infrastructure will be inspected at least quarterly and cleaned out at least annually or maintained to the manufacture's/designer's specifications. Documented maintenance records will be stored on site and made available to inspectors.

#### **V. Parking Lots / Loading Areas / Drive Throughs**

##### *Management Controls*

- A. All wastewater generated from cleaning parking, loading, and drive through areas will be contained before it enters the storm drain system and disposed of properly.
- B. Pressure washing will be prohibited or done in accordance with the *Knoxville BMP Manual*. A vacuum or other manual/mechanical method should be used to clean the parking area and/or drive-thru lane. If pressure washing is necessary, all wastewater will be properly disposed in a sanitary sewer or by other acceptable methods. No wash water will ever be discharged to the stormwater system.
- C. Mop water shall be disposed of indoors to a floor drain, sink, or other sanitary sewer drain, or disposed in a grassy or landscaped area large enough to allow all wastewater to infiltrate the ground.
- D. Overflows from grease traps onto the ground shall be cleaned immediately in such a way that prohibits any non-stormwater discharges to the storm drain system.
- E. An abandoned shopping cart prevention plan has been included.

## VI. Dumpsters / Grease Bins / Trash

### *Management Controls*

- A. Dumpster lids and doors shall be kept closed when not in use and drain plugs shall be in place at all times.
- B. Only dry material shall be disposed in dumpsters.
- C. Dumpster pads shall be inspected at least weekly and any potential illicit discharges or spills shall be cleaned immediately to prevent non-stormwater discharges to the storm drain system.
- D. If dumpsters will not be utilized, specify in Section IX how trash will be serviced.
- E. If dumpsters will not be utilized, trash will be stored inside or in a spill proof container.
- F. Grease bins shall be placed away from storm drain grates or inlets and inspected daily for spills, drippings, or potential illicit discharges to the storm drain system. Any spilled material shall be cleaned immediately in such a way that prevents non-stormwater discharges to the storm drain system. A spill kit will be maintained on site.

## VII. Vehicle Maintenance and Repair

### *Structural Controls*

- A. All interior drains must discharge to sanitary sewer.
- B. An emergency spill prevention kit will be maintained on site.
- C. All repair work must be completed under cover.

### *Management Controls*

- D. All wastewater from washing vehicles will be disposed properly, preferably using the indoor drains.
- E. All illicit discharges will be cleaned up promptly and reported to the City of Knoxville's Water Quality Hotline (865-215-4147).
- F. All leaking vehicles will be moved indoors, or a drop cloth or drip pan will be used to prevent any automotive fluids from entering the storm drain system.

## VIII. Kitchen Exhaust

### *Structural Controls*

- A. Secondary grease trapping device will be installed around all roof/wall mounted exhaust vents.

### *Management Controls*

- B. The secondary grease trapping device will be inspected **monthly**. It will be cleaned out and maintained according to manufacturer's recommendations or as necessary.
- C. Any wastewater generated from the cleaning of hoods, plenums, filters, baffles, exhaust stacks, roof fans, and all other kitchen exhaust system components shall be contained before it enters the storm drain system and disposed of properly without any discharge to the storm drain system.

**IX. Provide justifications for any unchecked boxes.**

**X. Permit Information**

- A. Some facilities which are not yet constructed may not have selected a permanent contact person who will ultimately be responsible for permit compliance. In these instances, the contact person may be a technical person within the company who is generally responsible for environmental compliance issues.
  
- B. The president, owner, or other ranking official who certifies this document is responsible for keeping the City of Knoxville up to date concerning the name of the contact person. The president, owner, or other ranking official who certifies this document is also responsible for notifying the City of Knoxville if he is no longer an official with the company.
  
- C. Permit expires five years from the date of issuance.

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Permit renewals and new permits for projects that do not require building or site permits should mail this permit application to the following address:

Stormwater Management  
Suite 317A, City County Building  
P.O. Box 1631  
Knoxville, TN 37901  
Phone: (865) 215-2890

Projects that require a building or site permit should submit this application to Development Services along with other required applications, plans, and supporting documents. For general inquiries contact:

Email: [bldginspections@knoxvilletn.gov](mailto:bldginspections@knoxvilletn.gov)  
Phone: 865-215-3669.

**XI. Special Pollution Abatement, Maintenance, and Access Certification**

“I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and attached exhibits. Based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine or imprisonment.”

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
President, Owner, or Ranking Official (Permittee)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Contact Person)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If any information changes or is subsequently found to be in error, please resubmit necessary pages of the Special Pollution Abatement Permit application along with new signatures and dates.