

# FOG Exemption Application Instructions

City of Rochester, MN

Follow this link to the Citizen Access platform:

<https://aca-prod.accela.com/ROCHESTER/Login.aspx>

\*Applicants will need to create an account then log in to start the application process.

\*This process can be completed by a business representative or a construction contractor. Many local contractors already have Citizen Access accounts and are familiar with the platform.

\*if you have questions throughout the application process, please contact the FOG Coordinator via e-mail ([FOG@rochestermn.gov](mailto:FOG@rochestermn.gov)) or via phone (507-328-2660). You can also contact Building Safety at 507-328-2600.

## CREATE AN APPLICATION:

Once you are logged in, click “Create an Application” under the Building Permits section (highlighted below).

The screenshot shows the Citizen Access platform interface for the City of Rochester. At the top, the City of Rochester logo is displayed. Below the logo, there is a navigation bar with links for Home, Building Permits, Rental Housing, City Planning, City Licensing, Historical Planning, and Fire Permits. The 'Building Permits' link is highlighted. Below the navigation bar, there is a dashboard area with several sections. The 'Building Permits' section is highlighted, and the 'Create an Application' link is highlighted in yellow. Other sections include 'Rental Housing', 'City Planning', 'City Licensing', 'Historical Planning', and 'Fire Permits'. A 'Cart (0)' section is also visible on the right side of the dashboard.

## SELECT PERMIT TYPE:

When prompted to select a permit type, select the “FOG Ordinance Exemption” option (highlighted below) then click “Continue Application” at the bottom of the screen.

The screenshot shows the City of Rochester website interface. At the top, there is a navigation bar with the City of Rochester logo and various utility links like 'Announcements(1)', 'Logged in as: Chelsea Wiegand', 'Collections (0)', 'Cart (0)', 'Account Management', and 'Logout'. Below this is a search bar and a 'Mark as Read' button. The main navigation menu includes 'Home', 'Building Permits', 'Rental Housing', 'City Planning', 'City Licensing', 'Historical Planning', and 'Fire Permits'. A secondary navigation bar contains 'Create an Application', 'Search Applications/Permits', and 'Schedule an Inspection'. The main content area is titled 'Select a Permit Type' and contains instructions for users. A search box with a 'Search' button is present. The list of permit types includes 'City Public Works', 'City Building Permit', 'City Electrical', and 'City Plumbing'. The 'FOG Ordinance Exemption' option under 'City Public Works' is highlighted in yellow.

**Select a Permit Type**

Choose one of the following available permit types.

Only licensed professionals registered with the Community Development Department can apply for Residential Appliance type permits, home owners doing work on the property in which they reside must use the non-appliance residential permits.  
For questions please call us at 507-328-2600.

For Trade Permits the majority of townhomes are Residential, please select the Residential permit types rather than Multi-Family.

- ▶ **City Public Works**
  - FOG Ordinance Exemption
- ▶ **City Building Permit**
  - Building Permit Application
- ▶ **City Electrical**
  - Commercial Electrical
  - Commercial Electrical (Temp. Service)
  - Multi-Family Electrical
  - Multi-Family Electrical (Temp. Service)
  - Residential Appliance (Electrical)
  - Residential Electrical
  - Residential Electrical (Temp. Service)
- ▶ **City Plumbing**
  - Commercial Plumbing

## STEP 1:

Search your facility's address then click "Continue Application" at the bottom of the screen.

*(Important note: if you're having issues finding your facility's address in the system, try simplifying the search criteria. Example: For 301 37<sup>th</sup> Street NW, try typing 301 for the Building No. and 37 for the Street Name, then click Search)*

## STEP 2:

Add contact information for both the applicant (yourself) and the business owner, then click "Continue Application" at the bottom of the screen.

### **STEP 3:**

Make sure to fill out each section of the application as thoroughly as possible (see circled sections below).

**Step 3: Additional Information > Detail Information** \* indicates a required field.

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#### Detail Information

\* Detailed Description:  
INCLUDE INFO SUCH AS:  
SCOPE OF PROJECT  
NEW BUILD OR REMODEL TO EXISTING STRUCTURE?  
FIXTURES BEING ADDED TO KITCHEN WITH PROJECT  
ETC.

[spell check](#)

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#### Custom Fields

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##### APPLICATION DATA

\* Facility Name:

\* Type of food service operation:

\* Hours of Operation:

\* Number of meals served per day:

\* Number of seats:

\* Typical items served (list):

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##### EXEMPTION INFORMATION

Current Grease interceptor Type:

\* Number of interceptors:

If "Other" please describe:

\* Interceptors Working:

\* Type of Exemption:

If "Other Exemption" please describe:

\* Reason:  
EXPLANATION OF WHY  
INSTALLATION OR  
FIXTURE CONNECTION  
ISN'T FEASIBLE.

[spell check](#)

[Continue Application >](#)

**STEP 4:**

Review your information.

**STEP 5:**

Pay the application fee (if applicable.)

**AFTER SUBMITTAL:**

An e-mail will automatically be sent to the FOG Coordinator once the application is submitted. We are respectful of project timelines, and it is our goal to have applications processed as soon as possible (typically within 5 business days). However, we ask that you are respectful of our time and our workload and do not wait until the last minute to submit a FOG exemption in case there is a delay in application processing due to unforeseen circumstances.

You will receive an e-mail from Citizen Access with the application status once it is approved or denied.

If you have questions, please contact the FOG Coordinator via phone (507-328-2660) or e-mail ([FOG@rochestermn.gov](mailto:FOG@rochestermn.gov)).