



APPLICATION CHECKLIST

KITCHEN HOOD

SUBMITTAL REQUIREMENTS – completed online portal application with uploaded files below

No work shall be done prior to approval and issuance of permit.

1. PLANS – combine the following 24 x 36 format items into one file labelled “Kitchen Hood”

Application

- Complete Kitchen Hood Application

Kitchen Hood Plan

- Full set of plans – showing the exhaust and makeup air requirements. Plans need to be stamped by a mechanical engineer and to be noted stating “Hood has been determined to be in compliance for the specific cooking appliances shown”. Show all the required shutdown requirements for the hood.
- Kitchen Floor Plan with a profile sheet – showing distances for the appliances going under it. Show fire extinguishers, pull station locations and notification locations for bell or horn or note as connecting to fire alarm system as required.
- Roof Plan – showing the exterior hood exhaust outlet location. Show any air inlets within 10 feet of the exhaust. Any acceptations to the 10-foot horizontal or 3-foot vertical rule will need to be approved by the mechanical engineer by stamped document prior to PFD approval.

Kitchen Hood Documents

- Manufacture Sheets for the specific appliances proposed to be used under the hood.
- Designers Certification (Minimum Nicet III)

Notes:

Applicant:	Property Address:	Permit #
Contractor:	Contractor ROC:	Date Submitted: