



SUBMITTAL REQUIREMENTS FOR Mechanical Commercial Kitchen Hood

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The purpose of this handout is to assist the public in complying with the detailed permit submittal requirements. It is not a complete list of permit or code requirements and should not be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness. Only complete applications will be accepted by the city for review.

PERMIT REQUIRED:

A Commercial Kitchen Hood Mechanical Permit is required for the installation, alteration, or relocation of commercial kitchen hoods. The International Mechanical Code (IMC) requires that a Type I Hood be installed over any appliance that produces grease or smoke. A fire suppression system must be installed for the protection of the commercial cooking equipment in conjunction with a Type I Hood.

A separate Fire Suppression System Permit is also required and all systems must meet UL 300 requirements in accordance with the International Fire Code (IFC). A permit is also required for the installation or relocation of Commercial Type II Hoods above dishwashers and light-duty appliances that produce heat or moisture and do not produce grease or smoke.

CODES:

- International Mechanical Code (Current Edition)
- International Fire Code (Current Edition)
- International Fuel Gas Code (Current Edition)
- NFPA (Current Edition)

SITE PLAN

- Location of building(s) within twenty (20) feet of hood exhaust outlet.
- Dimension distances from proposed exhaust outlet to supply ducts, windows, doors, and property lines.

COMMERCIAL KITCHEN HOOD WORKSHEET

- Download the Kitchen Hood Worksheet: [Commercial Kitchen Worksheet](#)
- Clearly show and coordinate information contained in worksheet on the plans.

MECHANICAL PLANS THAT INCLUDE:

1) GENERAL NOTES

- Property address, floor and/or suite number and name of business.
- Designate the use of building or tenant space (i.e., office, retail, medical, etc.) and occupancy group (i.e., B, A3, etc.).
- Specify type of construction of the building (i.e., Type IA, IIB, VA, VB etc.).

2) ELEVATION VIEW

- Height of exhaust outlet above adjoining grades, roof lines, parapet or elevator shaft, etc.
- Location of proposed exhaust hood outlet on exterior of building.

3) FLOOR PLAN

- Outline of hood overhang with equipment below. (specify each piece of equipment, i.e., grill, oven, etc.).
- Dimension hood overhang.
- Provide wall construction detail including sheetrock, heat shield, etc.
- Grease filter location, cleanouts, and minimum clearance to combustibles.

4) SECTION VIEW OF SHAFT WALL AND HOOD/EXHAUST SYSTEM

- Detail shaft wall materials.
- Detail ductwork enclosure and ductwork construction.
- Exhaust system details.