



## 2019 Commercial Kitchen Hood Inspection Checklist

Permit No.: \_\_\_\_\_ (for use by City Staff)

**This submittal checklist is required to be completed by the applicant prior to submittal with all applicable sheets identified in columns provided and will be used to ensure that all items and sufficient detail is included before accepted for review.**  
**APPLICANT SIGNATURE REQUIRED ON PAGE -- OF -- OF THIS DOCUMENT**

**DIGITAL PLAN REVIEW SUBMITTAL REQUIRMENTS:**

PDF Submittals must be complete with all required documents and clearly labeled on a Single Flash Drive, CD, or emailed in a single email to

[PlanSubmittal@CityofSLT.US](mailto:PlanSubmittal@CityofSLT.US)

Dropbox and/or Google Drive links are encouraged if emailing as file sizes are so large. Incomplete submittals will be rejected and sent back.

**All Plan Reviews, both initial submittals and re-submittals require – A Complete PDF Submittal containing the following:**

- ✓ **PDF #1 - All City Applications & Checklists on One (1) single PDF.**
  - File to be Named: Address\_Permit#\_PC#\_CityApplications
- ✓ **PDF #2 - All plan sheets combined and in order on One (1) single PDF**
  - File to be Named: Address\_Permit#\_PC#\_Plans
- ✓ **PDF #3 - Supporting Documents on One (1) single PDF with cover page.**
  - File to be Named: Address\_Permit#\_PC#\_SupDocs

**If Permit # is unknown upon first submittal please indicate TBD in place of Permit #**  
**PC# Refers to Plan Check # Starting with PC1**

<b>Applicant Use:</b>			<b>Staff Use Only:</b>	
Included    N/A			Included	Missing
<b>PDF # 1 - Applications</b>		Permit Worksheet	<a href="#">Click here for Link</a>	
		Permit/Plan Review Application	<a href="#">Click here for Link</a>	
		Property Owner Authorization	<a href="#">Click here for Link</a>	
		Commercial Hood Submittal Checklist	This Form	
		Credit Card Authorization Form	<a href="#">Click here for Link</a>	
<b>PDF # 2 - Plans</b>		All Plans Combined in order per plan index on cover sheet		
<b>PDF #3 Supporting Documents</b>		Spec Sheets		

<b>Plan Sheet Numbers Checklist to be completed by applicant</b>	Sheet #
<b>Plan sets shall consist of:</b>	
Project name & address, as well as project owner's name, address, phone number, Contractor's Contact Information and C-10 license number	
Assessor Parcel Number (APN)	
Detailed description of scope of work along with Index of drawings	
Vicinity map identifying the subject property, the adjoining streets, and the major streets in the surrounding area within a one-quarter mile radius of the site and North arrow	
Occupancy Classifications per the current California Building Code.	
Provide inspector with a copy of the "Cooking Equipment Maintenance Agreement" contract for all cooking equipment that collects grease [CMC 515.3]	

Air Balance Report by certified third party	
Equipment Legend	
<b>SPECIFIC INSPECTION REQUIREMENTS FOR COMMERCIAL HOODS</b>	
<b>CURBS FOR ROOFTOP EQUIPMENT</b>	
Provide inspector with manufacturer installation instructions, approved plans and permit.	
All hoods shall be secured in place by approved methods and supports.	
Cooking equipment used in processes of producing smoke or grease laden vapors shall be equipped with an exhaust system. [CMC 507.1]	
All equipment shall be kept in good working condition including cooking equipment, hoods, dusts fans and fire suppression. [CMC 514.3, 515.3]	
All air flows shall be maintained, maintenance and repairs shall be performed on all components at intervals necessary to maintain proper working condition of equipment.	
All Interior surfaces of the exhaust systems shall be reasonably accessible for cleaning and inspection.	
Grease gutter shall drain to an approved receptacle fabricated, designed and installed to allow for access and cleaning.	
<b>HOOD TYPES AND USES</b>	
<b>TYPE I HOODS</b>	
Type I hood is a kitchen hood for collecting and removing grease and smoke. [CMC 508 & 506.1.1]	
Type I hoods are required to be installed at or above all commercial type deep fat fryers, broilers, fry grills, steam jacketed kettles, hot top ranges, ovens, BBQ, rotisseries, or other grease or smoke producing equipment. [CMC 508]	
<b>TYPE II HOODS</b>	
Type II hood is a general kitchen hood for collecting and removing steam, vapor, heat, or odors. Approved for coffee and non-conveying pizza ovens. [CMC 508 & 506.1.1 Exc 2]	
Type II Hoods are required to be installed at all steam vapor, heat, or odors	
Under counter high heat commercial dishwashers require a Type II hood (low heat under counter dishwashers do not require a hood)	
<b>HOOD CONSTRUCTION MATERIALS</b>	
Type I hoods shall be constructed and supported by a steel not less than (.043 inch) (#18 MSG) in thickness, stainless steel not less than (.037 inch) (# 20 MSG) <b>OR</b> shall be a <b>listed</b> exhaust hood. [CMC 5089.1.1]	
Type II hoods shall be constructed of at least (.024 inch) (#24 gauge) steel. [CMC 508.1.1 Exc 2]	
All joints and seams of hoods shall be substantially tight, and smooth. [CMC 508.1.1 Exc 2]	
<b>HOOD CANOPY SIZE AND LOCATION REQUIREMENTS</b>	
Hoods for canopy type commercial cooking shall overhang or extend 6" inch horizontally beyond the edge of the cooking surface on all open sides and shall not exceed 4' feet vertically from the cooking surface to the lip of the hood except listed exhaust hoods are to be installed with the terms of their listings and installation instructions. [CMC 508.4.1]	
<b>DEEP-FAT FRYERS</b>	
All deep-fat fryers shall installed with a minimum clearance of 16" inches between the fryer and surface flames from adjacent cooking equipment except when a steel or tempered glass baffle-plate is installed at a min. 8" inches in height between the fryer and surface flames of the adjacent appliances. [CMC 508.1]	
Deep-fat fryers shall be equipped with a separate high-limit control in addition to the adjacent operating control (thermostat) to shut off fuel or energy when the fat temperature reaches 475 degrees F at one (1) inch below the surface.	
<b>AIR BALANCING REQUIREMENTS</b>	
Air balance test by third party tester report required at final inspection.	
Replacement air quantity shall be adequate to prevent negative pressure in the commercial cooking area(s) from exceeding 0.02" inch water column [cmc 511.3]	
Make up air is required when installing commercial hoods and shall be provided to replenish air exhausted by the ventilation system and shall be located so as to avoid recirculation of contaminated air within enclosures [CMC 505.3]	
<b>RECIRCULATION SYSTEM INTERLOCKS</b>	
Recirculation systems shall be provided with interlocks of all critical components and operations such that if any interlock components are interrupted the cooking appliance shall not be able to operate. [CMC 516.3]	
<b>GREASE DUCT REQUIREMENTS</b>	
Listed grease ducts shall be installed per the manufacturer's instructions. [CMC 510.5]	
<b>GREASE DUCT CONSTRUCTION MATERIALS</b>	

Required to be constructed of and supported by steel not less than (#16 MSG) (.054") thickness or stainless steel not less than (#18 MSG) (.043"). [CMC 510.5.1]	
All seams, joint, and penetrations of the hood enclosure shall have liquid tight continuous external welds to the hoods lower outermost perimeter. Internal joints are required to be made greasetight [CMC 510.5.2]	
<b>GREASE DUCT CLEARANCES</b>	
Listed grease ducts shall be installed per their listings and manufacturers' installation instructions. [CMC 510.4]	
Grease ducts require 18" clearances to combustibles materials, 3" to limited-combustible materials, and 0 inches to noncombustible materials. [CMC 510.7.1.3]	
Clearances may be reduced when the device is listed for lesser clearances, or may be achieved by using methods approved by the Building Official. [CMC 510.7.1.3 Exc]	
<b>FIELD APPLIED AND FACTORY BUILT GREASE DUCT ENCLOSURES</b>	
Shall be a UL 2221 Listed assembly and installed per the manufacturers installation. [CMC 507.2.4 -2.6]	
Ensure no physical damage may occur to any material or product. [CMC 507.2.6.1]	
Verify number of wraps and attachment methods	
Ducts shall not come in contact with combustible surfaces. [CMC 507.2.6.3]	
<b>GREASE DUT OPENINGS</b>	
Openings shall be provided at the sides or at the top of the duct, whichever is more accessible, and at change of direction. Not required at accessible front entry or discharge. [CMC 510.3]	
<b>Hoods with dampers</b> in exhaust or supply collar shall have an access panel for cleaning and inspection. The access panel shall be as close to the hood as possible not exceeding 18" inches. Assess is not required if damper is accessible from under hood. [CMC 510.3.1]	
<b>Exhaust fans</b> with ductwork connected to both sides shall have access for cleaning and inspection within 3' feet of each side of fan. [CMC 510.3.2]	
<b>Horizontal</b> ducts shall have at least one 20" x20" opening for personnel entry and shall be secured sufficiently to allow for the weight of personnel entry to duct. When openings of this size are not possible, openings large enough to permit cleaning shall be provided at 12' foot intervals. Supports 24" and larger shall be designed for the weight of the ductwork plus 800 lbs at any point of the duct system. [CMC 510.3.3]	
<b>Vertical</b> ductwork where personnel entry is possible, access shall be provided at the top of the vertical riser to accommodate descent. If personnel entry is not possible, adequate access for cleaning shall be provided on each floor level. [CMC 510.3.3.3]	
<b>ACCESS PANELS FOR SERVICE AND INSPECTION</b>	
Openings for installation, servicing, and inspection of listed fire protection system devices and for duct cleaning shall be provided in ducts and enclosures. [CMC 510.3]	
Openings required to reach access panels in the ductwork shall be large enough for the removal of the access panel. [CMC 510.3.3.5]	
Access panels shall be listed grease duct access door assemblies, or shall be constructed of the same materials as the duct. [CMC 510.3.3.4]	
Signage shall be placed on all access panels stating the following: ACCESS PANEL-DO NOT OBSTRUCT. [CMC 510.1.5]	
<b>GREASE REMOVAL FILTERS AND DEVICES IN HOODS</b>	
Listed grease filters, baffles, or other approved Grease Removal Devices (GRD) in commercial looking equipment shall be tested in accordance with UL 1046. [CMC 509.1]	
The distance between the GRD and cooking surface shall be as great as possible but not less than 18" inches [CMC 509.2]	
Where a GRD is used in conjunction with charcoal/charcoal type broilers the minimum vertical distance of 4' feet shall be maintained between the lower edge of the GRD and the cooking surface. [CMC 509.2.1]	
Grease filters shall be easily accessible and shall be equipped with a drip tray beneath their lower edge. [CMC 509.2.3-4]	
<b>TERMINATION OF EXHAUST DUCT SYSTEMS</b>	
<b>ROOF TOP TERMINATION</b>	
Grease collection kit is required for roof-mounted exhaust equipment. The grease collection device shall be non-combustible, enclosed and rainproof. [CMC 510.8.1 (30)]	
Exhaust flow shall be directed up, away, and not less than 40" from roof surface [CMC 510.8.1(2)]	
Exhaust shall terminate no less than 3' above or 10' from property line, adjacent buildings, and air intakes. [CMC 510.8.1 (10)]	
<b>WALL TERMINATION</b>	
Exhaust shall terminate no less than 10' from the outlet to adjacent buildings, property lines, combustible construction, electrical equipment, or air intakes including operable doors and windows at or below the plane of	

exhaust termination. [CMC 510.8.2(1)]	
Where an air intake, operable door or window are located above the plane of exhaust termination, the termination point shall be 10' plus 3" for each 1 degree from horizontal. [CMC 510.8.2 (1)]	
<b>ELECTRICAL REQUIREMENTS</b>	
Wiring systems of any type shall not be installed in ducts. [CMC 512.2]	
Motors, lights, and other electrical devices shall not be installed in ducts or hoods or located in the path of travel of exhaust products. Except where specifically approved for such use. [CMC 512.2.1]	
Lighting units in hoods shall be listed for use over commercial cooking appliances and installed per the terms of their listing. [CMC 512.2.3]	
<b>FIRE PROTECTION REQUIREMENTS</b>	
Contact the City Building department for fire suppression requirements 530-542-6010.	

**I verify that I am submitting all the required materials on this checklist and I acknowledge that failure to comply with these requirements may result in my application not being accepted and/or may extend the length of time needed to review the project.**

**Applicant (Applicant Representative) Name Print:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_