COMMERCIAL COOKING HOOD REQUIREMENTS

The following information is provided for HVAC contractors applying for a permit for installation of commercial cooking hoods & exhaust systems. It is important to remember that these permits are issued for an **entire system** (exhaust hoods, exhaust ducts, exhaust fans, suppression system and make up air equipment), **not individual components!!**

A hood permit **must be issued prior to the start of any such work!**

Applications for a permit received by this office for any project where the work has already started will be assessed a penalty fee of $160.00

- A "Worksheet for Commercial Cooking Hood & Exhaust System" must be completed and signed by the design professional. A separate worksheet is required for each hood included in the application.
- A commercial cooking hood permit application must be filled out completely, and signed by the license holder.
- If HVAC equipment is located outside of the building, including on the roof, then zoning approval will be required. Please provide a plot plan, identifying the HVAC equipment, and begin the permit application at the Zoning office. Note that a $25 fee will be assessed at the zoning office, and a $40 fee for a new Certificate of Occupancy must be included with the permit fee.
- The worksheet(s) and application are then submitted to the BBI permit office along with 3 (three) complete sets of plans sealed by a registered design professional, licensed by the Commonwealth of Pennsylvania, and a check in the correct amount. The new fee schedule can be found on the permit application.

  Example: cost of work is $1,500.00; plans consist of 4 pages per set. Permit fee is $92.00: $66.00 for the first $1,000.00, $10.00 for the next $1,000.00, $12.00 to microfilm and $4.00 SETF fee. (If work has already been started at time of application, the permit fee including penalty is $252.00.)

- Once the drawings have been reviewed, and approved, you will be contacted to pick up your permit or it can be mailed to you. The design professional would be notified if any corrections are needed, and permit will not be issued until such a time as revisions are submitted and approved.

- All drawings submitted for permit must contain, at minimum, the following information and details, based on the 2009 edition of The International Mechanical Code:

- A kitchen plan view: showing the hood with dimensions and all of the cooking equipment located under the hood, the location of the hood's fire suppression system, and any required manual actuation devices (pulls).
- A detail view: showing the canopy's overhang of the cooking surfaces, the location of the grease filters, and their distance to the cooking surface.
- Specification of the material used for the hood and ductwork, including the type of joints.
- Clearances of the hood and ductwork to any other building element must be clearly shown.
- All ducts which penetrate a ceiling, a wall, or a floor, must be enclosed in a shaft assembly; full details of this shaft must be provided. If the shaft enclosure exception is being used, full details of the fire stop system must be provided. This requirement applies to all penetrations, whether or not the element penetrated has a fire resistance rating!
- Details of the suppression system's interconnection with all gas and electric supplies are required.
- For fuel fired equipment, details of the interconnection between exhaust system and fuel supply must be clearly shown.
- Clean out locations must be clearly depicted.
- All applications involving a vent termination through an exterior wall are required to show the location of the exhaust terminal, with scaled dimensions to the adjacent property line, adjacent building(s), and any window, door or air intake opening.
- Applications involving terminations above a roof need to show terminal location, with clearances above the roof surface, distance to roof's edge, and clearance to any other rooftop equipment. These requirements shall also apply to the location of any make up air equipment.
- Drawings must also include the following calculations, with all variables shown:

  1) the hood's required capacity.
  2) the designed air velocity within the duct system.