



City of Hood River
Building Department
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MECHANICAL SUBMITTAL GUIDELINES- TYPE I & II KITCHEN HOOD PERMITS

This handout describes the information to be submitted when applying for new or replacement Type I & II kitchen hood permits. Please be aware that, because every project is unique, there may be situations where you will be asked to provide additional information. The permitting time frame will vary depending on the extent and completeness of the submitted documents.

In order for the Building Department to fully process your building permit, all applicable items below must be provided by the applicant to ensure a complete submittal.

CONSTRUCTION DOCUMENTS

- Site plan**
 - North arrow
 - Project address and identification of adjacent streets by name
 - All site related improvements affected by mechanical work with distances to all property lines
 - Location of all new and existing structures on the site with distances indicated between adjacent structures
- Floor plan**
 - North arrow
 - Complete building layout with dimensions showing all shafts, rooms, and areas and their uses
 - Location and rating of fire resistive construction (walls, floors, shafts, smoke control walls, etc.)
 - Location of manual activation device for fire suppression system
- Kitchen equipment plan** (the following information may be included in floor plan if that plan is sufficiently large scale and detail to be clear and understandable).
 - Locations of all kitchen equipment including ranges, cook tops, hot plates, steam tables, dishwashers, hoods etc.
 - Locations of all ducts/vents serving kitchen equipment or direct vent appliances and that provide make-up air
 - Location of penetrations of all fire resistive construction
 - Provide an equipment schedule listing all kitchen equipment
- Kitchen equipment and hood elevations**
 - Provide elevation drawings showing all cooking equipment, steam tables, dishwashers and the hoods serving them
- Roof plan** N/A
 - North arrow
 - Location of all roof mounted equipment
 - Location of roof access including scuttles, ladders, stairs, catwalks, and guardrails
 - Location of parapets and roof elevation changes that affect the mechanical design
 - Location with dimensions of all roof penetrations for ducts, vents, intakes, roof access hatch(s), and exhausts including distances to property lines and dimensions to these items from each other.

- Cross sections through hoods, ducts, and shafts** N/A
 - Provide section drawings through hood(s), duct(s), and shaft(s) showing construction materials, fire ratings of materials, clearances, duct clean outdoors, hood and duct supports etc.
- Fire-rated construction details** N/A
 - Provide complete details and specifications for all penetrations of fire-rated construction. Include listing information, manufactures installation instructions, and construction details for all fire-stopping material(s) and fire/smoke dampers
- Fire suppression details** N/A
 - Provide complete details and specifications for fire suppression system for the hood(s) and exhaust duct(s)

SUPPORTING DOCUMENTS

- Structural calculations for vertical loads and lateral loads for equipment weighing over 400 lbs.**
 - Provide structural calculation for vertical and lateral loads prepared by a licensed engineer verifying adequacy/design of the support structure for additional or replacement equipment weighing more than 400 lbs. Calculations must include bracing, anchorage, and fastener details for all equipment
- Make-up air calculations**
 - Provide calculations for make-up air volumes for all equipment requiring make-up air. Provide equipment specifications which indicate the make-up air requirements for that equipment
- Equipment manufacturer's catalog "cut sheets" or specifications** N/A
 - Provide equipment manufacturers catalogue "cut" sheets and installation instructions for all equipment
- Hood/grease extractor listing documentation** N/A
 - Provide manufacturers literature and listing information for hood(s) and grease extractor(s)
- Hood/grease duct sizing calculations** N/A
 - Provide calculations for sizing of hood(s) and grease duct(s)
- Fire suppression information** N/A
 - Provide complete specifications and manufacturer's installation instructions for the fire suppression system for the hood(s) and duct(s)