

COUNTY OF SUMMIT, OHIO

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Kitchen hood document submittals and permit procedures

A significant number of documents submitted to our office lack sufficient details or co-ordination efforts in order for Building Standards to provide a proper plan review. In order to avoid costly delays for any project, we request that submittals contain the following minimum information:

Required Construction Document Information:

1. Multiple hood installations for a single project may be submitted on the same set of documents, detailing each hood installation and their location in the building.
2. Submitted details shall be site and project specific.
3. A site plan including property lines, building location and setbacks.
4. The current or proposed building use classification.
5. The construction classification of the building.
6. Specific room information, (drawn to scale) are to include;
 - a. All ceilings, doors, walls, and windows
 - b. Ceiling height, above ceiling construction and material finish types
 - c. Location of all lighting, HVAC ducting, diffusers, etc. within 18" of hood
7. Provide information and specific details concerning wall finishes and all clearances to combustible / non-combustible construction.
8. Hood Details shall include;
 - a. Hood manufacturer and related equipment cut sheets.
 - b. UL or other NRTL agency listing information (UL710). Include information required by OMC 507.13 for non-listed hoods
 - c. Indicate the Type of Hood; (I or II), including dishwasher hoods
 - d. Electrical and gas systems
 - e. Operation; activation, control and compliance with OMC 507.2.1.1
9. Detail the amount of make-up and exhaust air required and provided, include individual fan specifications and hood CFM requirements.
10. Indicate number and type of support methods and structural loading. Identify the supporting structure.
11. Ductwork location, adequate and proper sizing, gauge of materials, clearances to combustibles, cleanout locations, information on shaft construction and all wrapping materials.
12. Complete venting details, locations and terminations;
 - a. Rooftop or sidewall; Exhaust and Make-up air to be located 10' apart
 - b. Roof configuration, safety platform and guardrail details / provisions
13. Any and all related specifications and installation instructions.
14. Sloped roof installations may require a platform to be installed (OMC 306.5.1).

Hood Installation Procedure / Permitting Process:

Typically, a commercial hood installation requires two separate permits, (mechanical and hood suppression) each carries a permit fee of 128.75. One for the installation, mounting method and support, associated ductwork, make-up air and exhaust units. The second permit is for the hood suppression system, under which a separate plan submittal application and fee is required (77.25). Recently we have experienced multiple contractors working on a single hood project, for this reason additional clarification is needed.

1. Individual contractors are retained for specific responsibilities:
 - i. Installation of the hood to the structure only
 - ii. Installation of all ductwork
 - iii. Connection of ductwork to the hood body
 - iv. Mounting of exhaust and make-up air units
 - v. Provide a smoke test to verify all field welds

In this case, separate mechanical permits shall be required to be issued to each individual contractor. The applicable permit fee charged will be 128.75 per contractor and their scope of work shall be clearly outlined on their permit application form.

NOTES: SINGLE PROJECT, MULTIPLE HOOD INSTALLATIONS MAY BE SUBMITTED ON THE SAME CONSTRUCTION DOCUMENTS FOR PLAN REVIEW (single application fee); AN INDIVIDUAL PERMIT IS REQUIRED FOR EACH HOOD.

KITCHEN HOOD FIRE SUPPRESSION DOCUMENTS SHALL BE SUBMITTED SEPARATELY FOR REVIEW AND APPROVAL.

GREASE DUCT and HOOD SUPPRESSION TESTING PROCEDURES:

All grease ducts associated with a Type I Kitchen hood shall have a light test completed and approved, prior to covering or installing a fire duct wrap product per OMC 503.3.3.1 (Summit County Personnel and the Local Fire Official shall witness the test).

Kitchen Hood suppression systems shall be tested in accordance to OBC 904.4.1 and 904.4.2, typically by witnessing a puff test (no water).