



Permitting and Inspections Department
Michael A. Russell, MS, Director

Commercial Hood/Exhaust Application and Checklist

Please complete and submit the following for a Commercial Hood/Exhaust System permit:

- Commercial Hood/Exhaust Application
- General Building Permit Application
- Construction documents that demonstrate compliance

Type of System: Type I (fryers, grills, broilers, ovens or woks) Type II (steamers and other non-grease producing appliances)

Type of Materials

Is the hood stainless steel? Yes No If other, what type? _____

Is the duct work stainless steel? Yes No If other, what type? _____

Thickness of the steel for the hood? _____ Thickness of the duct for the hood? _____

Type of hood and duct supports? _____

Type of seams? _____

Grease gutters provided? Yes No

Hood clearance reduction to combustibles design /specs? _____

Duct clearance reduction to combustibles design /specs? _____

Vibration isolation system: _____

Air velocity with the duct system: _____

Grease accumulation prevention system: _____

Cleanouts: _____ Grease duct enclosure: _____

Exhaust termination: Roof Wall

Fire suppression system: _____

Exhaust fan mounting and clearance from the roof/wall or combustibles: _____

Exhaust fan distance from:

Property lines: _____ Other vents or openings: _____ Adjacent buildings: _____

Height above adjoining grade: _____

Hood Specs

Style of hood: _____ Capacity of hood – CFM (cubic feet per minute): _____

Type of filter: _____ Height of filter (above nearest cooking surface): _____

Make up air system description and capacity:



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Requirements for Electronic Submissions

In order to ensure the most expedient review of your application, please meet the requirements below for all submissions:

- **All applications must be submitted electronically via e-mail to permitting@portlandmaine.gov.** Paper applications will not be accepted.
- **Drawings sheets shall be submitted individually-- each PDF file shall contain no more than one drawing sheet.** Only PDF files are acceptable for plan review, and each file shall not exceed 5MB in size.*
- **Drawing files shall be named based on the drawing sheet number and name.** It is recommended to include a Category/Discipline letter (such as A for Architectural), a sheet number and a descriptive title (e.g., A1 Existing Exterior Elevation).
- **Revised file submissions must use the exact same file name as originally submitted.** The Electronic Plan Review software will recognize this submission as Version 2.
- **Supporting documents shall be submitted as an individual PDF file for each document (these documents may be multi-page PDF files) and named based on the document type** (e.g., "Deed", "Stormwater Report", "Permit Application", etc.). Searchable PDF files are requested for calculations, reports and other supporting documents.
- **A graphic scale or a scale to reference shall be included on each drawing sheet.**
- **Plans prepared by a design professional shall include a Code Analysis sheet,** referencing the Maine Uniform Building and Energy Code and Portland City Code, Chapter 10 – Fire Prevention and Protection, which includes National Fire Protection Association (NFPA) 1, Fire Code and NFPA 101, Life Safety Code. Chapter 10 of the City Code can be viewed at: <http://www.portlandmaine.gov/citycode/chapter010.pdf>.
- **Files shall be submitted via email to permitting@portlandmaine.gov.** The email subject line shall include the project address and type of permit. Multiple emails may be sent for one project if the files exceed the maximum file size.
- **Submissions should include all required documents and drawings as listed on the appropriate Submission Checklist sheet specific to the type of work being performed.**

For further information and to access PDF versions of this and other forms, visit the Permitting and Inspections Department online at <http://portlandmaine.gov/1728/Permitting-Inspections>.

*To download a free version of Adobe Acrobat Reader, please visit: <https://get.adobe.com/reader/>



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Electronic Signature and Fee Payment Confirmation

This is a legal document and your electronic signature is considered a legal signature per Maine state law. You will receive an e-mailed invoice from our office which signifies that your electronic permit application has been received and is ready for payment. Please pay by one of the following:

- Electronic check or credit card: portlandmaine.gov/payyourpermit
- Over the phone at (207) 874-8703
- Drop off to Room 315, City Hall
- Mail to:

**City of Portland
Permitting and Inspections Department
389 Congress Street, Room 315
Portland, Maine 04101**

By signing below, I understand the review process starts once my payment has been received. After all approvals have been completed, my permit will be issued via e-mail. Work may not commence until permit is issued.

Applicant Signature: _____ Date: _____

I have provided electronic copies and sent them on: _____ Date: _____

NOTE: All electronic paperwork must be delivered to permitting@portlandmaine.gov or with a thumb drive to the office.

If you or the property owner owes taxes or user charges on property within the City, payment arrangements must be made before a permit application is accepted.