



**Department of Permitting and Inspections**

# Commercial Hood / Exhaust Application

Dear Applicant,

The following is a checklist to assist you in filing for a permit for a Kitchen Exhaust system. Please complete this and submit job specific construction documents that demonstrate compliance.

## 1. Type of System:

Type I \_\_\_\_\_ Type II \_\_\_\_\_

Type I systems are systems that vent fryers, grills, broilers, ovens or woks.

Type II systems are systems that vent steamers and other non-grease producing appliances.

## 2. Type of Materials:

Is the hood Stainless steel or other type of steel? \_\_\_\_\_

If other, what type? \_\_\_\_\_

Is the duct work Stainless steel or other type of steel? \_\_\_\_\_

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 and Joints \_\_\_\_\_

Grease Gutters provided? \_\_\_\_\_ Hood Clearance reduction to Combustibles design /specs:

\_\_\_\_\_

Duct Clearance reduction to Combustibles design /specs:

\_\_\_\_\_

Vibration Isolation System: \_\_\_\_\_



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Air Velocity within 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: \_\_\_\_\_

Exhaust fan distance from other vents or openings: \_\_\_\_\_

Exhaust fan distance from adjacent buildings: \_\_\_\_\_

Exhaust fan height above adjoining grade: \_\_\_\_\_

**3. Hood Specs**

Style of Hood: \_\_\_\_\_

Type of Filter: \_\_\_\_\_

Height of filter above nearest cooking surface: \_\_\_\_\_

Capacity of hood CFM: \_\_\_\_\_

Make up Air system description and capacity:  
\_\_\_\_\_  
\_\_\_\_\_



## Department of Permitting and Inspections

### **Electronic Signature and Fee Payment Confirmation**

*Notice: Your electronic signature is considered a legal signature per state law.*

By digitally signing the attached document(s), you are signifying your understanding this is a legal document and your electronic signature is considered a **legal signature** per Maine state law. You are also signifying your intent on paying your fees by the opportunities below.

1. Once the complete application package has been received by us, and entered into the system,
2. You will receive an e-mailed invoice from our office which signifies that your electronic permit application and corresponding paperwork have been entered, ready for payment, to begin the process.
3. You then have the following four (4) payment options:

provide an on-line electronic check or credit/debit card (we accept American Express, Discover, VISA, and MasterCard) payment

call the Inspections Office at (207) 874-8703 and speak to an administrative representative to provide a credit/debit card payment over the phone

hand-deliver a payment method to the Inspections Office, Room 315, Portland City Hall,

deliver a payment method through the U.S. Postal Service, at the following address:

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

By Signing below, I understand the review process starts only once my payment has been received. After all approvals have been met and completed, I will then be issued my permit and it will be sent via e-mail. ***No work shall be started until I have received my permit.***

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have provided digital copies and sent them on: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: All electronic paperwork must be delivered to [buildinginspections@portlandmaine.gov](http://buildinginspections@portlandmaine.gov) or by physical means ie; a thumb drive or CD to the office.



# General Building Permit Application

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

<b>Address/Location of Construction:</b>		
<b>Total Square Footage of Proposed Structure:</b>		
<b>Tax Assessor's Chart, Block &amp; Lot</b> Chart#      Block#      Lot#	<b>Applicant Name:</b> Address  City, State & Zip	Telephone:  Email:
<b>Lessee/Owner Name:</b> (if different than applicant) Address:  City, State & Zip:  Telephone  E-mail:	<b>Contractor Name:</b> (if different from Applicant) Address:  City, State & Zip:  Telephone  E-mail:	Cost of Work: \$ _____  C of O Fee: \$ _____  Historic Rev \$ _____  Total Fees: \$ _____
<b>Current Use</b> (i.e. single family) _____		
<b>If vacant, what was the previous use?</b> _____		
<b>Proposed Specific use:</b> _____		
Is property part of a subdivision? If yes, please Name _____		
<b>Project description:</b>		
<b>Who should we contact when the permit is ready:</b>		
<b>Address:</b>		
<b>City, State &amp; Zip:</b>		
<b>E-mail Address:</b>		
<b>Telephone:</b>		

**Please submit all of the information outlined on the applicable checklist. Failure to do so causes an automatic permit denial.**

In order to be sure the City fully understands the full scope of the project, the Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Department of Permitting and Inspections on-line at [www.portlandmaine.gov](http://www.portlandmaine.gov), or stop by the office, room 315 City Hall or call 874-8703.

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

<b>Signature:</b>	<b>Date:</b>
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**This is not a permit; you may not commence ANY work until the permit is issued.**