



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](mailto: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](mailto: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](http://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](mailto: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.**