

Hood Fire Suppression System Permit Electronic Submittal Checklist

The following Hood Fire Suppression System Permit Electronic Submittal Checklist is required information for electronic hood fire suppression system permit review. Use of this form does not guarantee that plans will be accepted on the first submittal, but will aid in reducing the number of resubmittals required due to lack of information or conflicting information being provided. **This checklist should not be considered to be all inclusive. Additional information may be required. Use of this checklist will not eliminate the requirement for a good knowledge and understanding of NFPA 17A, Standard for Wet Chemical Extinguishing Systems, and/or NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations.**

The following information is required for electronic review of hood fire suppression system plans prior to issuance of the hood fire suppression system permit:

- Apply for the permit either by mail, online, or in person. Verify that mail-in permit forms (if used) are correct and complete. (All addresses, license data, etc. are correct.)
- Include payment for permit fees. (When submitting by mail, contact the permit technician at (352) 334-5050 to determine the permit fees prior to applying. Do NOT submit plans by mail.)

Once the permit technician has generated your permit application in our system, you will receive an E-mail invite to upload your plans. While uploading: Plan drawings must be uploaded to the Drawings folder as single plan pages and should be named according to the National CAD naming standards. Multi-page documents such as battery calculations, and submittal data should be uploaded to the Documents folder as individual multi-page documents.

- Plans are drawn to scale or suitably dimensioned**
 - To Scale: Verify that scale is adequate to represent the system and to provide necessary information and that the scale is simple enough to provide ease of calculation. (Architect or Engineering scales are recommended.)
 - Dimensioned: Provide dimensions for the following items: Length and width of exhaust hood, Length and width of exhaust duct, Distance of exhaust duct from end of exhaust hood, Dimension of transition ducts (if applicable)
- Provide sufficient detail to identify the hazard**
 - Identify type of hood (V-Bank or Single Plenum)
 - Type of cooking devices and dimensions of cooking surfaces. (If the fryer has a dripboard, you need to identify it as such and provide the dimensions of the dripboard. Where burners of ranges are covered by a backshelf, you should provide the dimensions of the backshelf and show it on the plans.)
 - Identify the energy sources for each appliance (i.e. gas, electric, solid fired, etc.)
 - Additional information as may be required by the system manufacturer (see the manufacturer's design, installation, and maintenance manuals for special design concerns relating to the system installation.)
- Provide system details**
 - Identify the pipe size and pipe type of all pipe sections.
 - Identify the length of each pipe. (The length of branch line piping shall be within 3" +/- tolerance of the field installed length. The length of supply line piping shall be within 6" +/- tolerance of the field installed length.)
 - Approximate nozzle locations are shown on the plans
 - Manufacturer's design and installation data is provided to show the specific locations of nozzles with respect to the cooking surface.
 - The piping arrangement is shown using an isometric (3-dimensional) view or a coordinated top, front, and side view.
 - The system design shall comply with the manufacturer's design, installation, and maintenance manual.
- Provide information pertaining to:**
 - The location and function of detection devices
 - Operating devices (i.e. manual pull stations, etc.)
 - Auxiliary Equipment (i.e. gas shutoff valves, electrical shutoff switches, alarm activation, etc.)
 - Electrical circuitry
- Provide a floor plan showing the location of the agent suppression tank(s), gas shutoff valve, and manual pull station in relation to the exhaust hood and exit(s).

I attest that the information noted above has been provided for review and approval and take full responsibility for its content.

Signature of contractor or contractor's representative

Date