



PORTLAND MAINE

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Lee Urban - Director of Planning and Development
Jeanie Bourke - Inspection Division Services Director

Kitchen Exhaust System Checklist and code Provisions

Dear Applicant,

The following is a checklist to assist you in filing for a permit for a Kitchen Exhaust system. The applicable Mechanical Code provisions have also been attached. Please complete this and submit job specific construction documents that demonstrate compliance with the attached information.

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.

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:

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 _____

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



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.

Location/Address of Construction:		
Total Square Footage of Proposed Structure		Square Footage of Lot
Tax Assessor's Chart, Block & Lot Chart# Block# Lot#	Owner:	Telephone:
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone:	Cost Of Work: \$ _____ Fee: \$ _____ C of O Fee: \$ _____
Current legal use (i.e. single family) _____ If vacant, what was the previous use? _____ Proposed Specific use: _____ Is property part of a subdivision? _____ If yes, please name _____ Project description:		
Contractor's name, address & telephone:		
Who should we contact when the permit is ready: _____ Mailing address: _____ Phone: _____		

Please submit all of the information outlined in the Commercial Application Checklist. Failure to do so will result in the automatic denial of your permit.

In order to be sure the City fully understands the full scope of the project, the Planning and Development 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 Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division 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.

Signature of applicant:	Date:
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This is not a permit; you may not commence ANY work until the permit is issued.