



Commercial Kitchen Hood Plan Submittal Checklist

Effective Date: January 1, 2026

Project Name: _____

Project Address: _____

New Hood Installation Existing Hood Modification

All plan submittals must include this completed checklist and be uploaded through AccessGov. Submittals shall comply with:

- 2024 International Fire Code
- NFPA 96: Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations
- Summit Fire & EMS (SFE) Life Safety Policy
- 2024 SFE Amendments
- All other applicable ICC and NFPA codes

Incomplete submittals will be marked as "**Corrections Required**" and must be resubmitted with applicable fees.

I. General Submittal Requirements

- Plans meet the minimum requirements of the 2024 International Fire Code and NFPA 96.
- Electronic plans are submitted in flattened, unsecured PDF format.
- Plans are stamped by a licensed architect, engineer, or NICET Level III designer.
- A complete scope of work is included.

II. System Design and Layout

Plans include the following details:

- Hood type (I or II) and size
- Location and layout of cooking appliances
- Ductwork size, routing, and termination location
- Exhaust and makeup air fan specifications
- Hood suppression system type and manufacturer information

- Clearance distances from combustible construction
- Access panels for duct cleaning and inspection
- Ceiling/roof penetrations with fire-rated assemblies identified
- Fire extinguisher locations (Class K required where grease-laden vapors are produced)
- Manufacturer cut sheets for hoods, fans, and suppression equipment (highlighted models if multiple are listed)

III. Additional Requirements

- Suppression system installation includes a manual pull station, located in the path of egress.
 - Fuel shutoff interlock is provided for appliances under the hood, activated by system discharge.
 - Portable Class K extinguisher provided within 30 feet of cooking equipment.
 - Hood and suppression system contractor licenses and contact information are submitted.
 - Semiannual inspection, testing, and cleaning schedules are documented per NFPA 96.
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Final Review:

- Submittal Accepted Corrections Required Resubmittal Received
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Applicant Acknowledgment:

By signing below, I acknowledge that I have read and understood all permit submittal requirements outlined in this checklist. I certify that all submitted materials meet the specified codes and standards to the best of my knowledge.

Applicant Signature: _____

Printed Name: _____

Company: _____