



**CITY OF TUMWATER**  
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 (360) 754-4180

**COMMERCIAL KITCHEN  
 HOOD PERMIT  
 Submittal Checklist**

TUM -	DATE STAMP
RCVD BY	

**APPLICANT INFORMATION** *(please print neatly)*

NAME OF APPLICANT: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**SUBJECT PROPERTY INFORMATION**

ADDRESS OF PROPERTY (COMPLETE): \_\_\_\_\_

In order to install a commercial kitchen hood, you must submit a completed permit application and all items on this checklist unless modified or waived by Staff.

<b>A. PERMIT APPLICATION</b>	<b>Provided</b>	<b>Staff</b>
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1. Provide a complete and signed (by owner or authorized representative) application and applicable fee. Note: Payment of the plan check fee is required at the time of application.	<input type="checkbox"/>	<input type="checkbox"/>
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<b>B. PLANS</b>	<b>Provided</b>	<b>Staff</b>
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1. Provide two copies of all plans and two copies of all specifications. Draw plans to scale of 1/4" = 1' or larger. Minimum plan sheet size is 18"x24". All notations and drawings must be clear and legible.	<input type="checkbox"/>	<input type="checkbox"/>
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<b>C. FLOOR PLAN</b>	<b>N/A</b>	<b>Provided</b>	<b>Staff</b>
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1. Show all cooking equipment under kitchen hood.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Provide full dimensions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Plans must show the mechanical attachments for the hood, shaft, & exhaust venting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Plans must show all clearances from walls, floors, ceiling and roof assemblies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The engineering for the seismic design of mechanical equipment, attachments and their supports must be in the submittal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Provide the drawings and specifications for the makeup air system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Provide plan and section drawings showing the termination point for the exhaust system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Provide a section drawing showing the clearance from combustibles for the grease duct penetration through the roof deck.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. On multi-story buildings, show details for rated shaft.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Design engineer must provide stamped calculations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>D. ELECTRONIC SUBMITTAL</b>	<b>N/A</b>	<b>Provided</b>	<b>Staff</b>
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1. Compact disc (CD) or USB drive containing all of the plans, reports, etc. as outlined under B through C above, in PDF-file format. Maximum format shall be 300 dpi. Note: Please do not include the application or submittal checklist in electronic format.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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I verify that all required documents associated with this application have been submitted.

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 Signature of Applicant

\_\_\_\_\_  
 Date