

MECHANICAL EXHAUST SYSTEMS

PROJECT SUCCESS CHECKLIST

Permits and inspections are required for Mechanical Exhaust Systems. These systems include kitchen exhaust hoods, paint spray booths, laboratory exhaust hoods, etc. These hoods may be reviewed as part of an overall HVAC system review, but are generally assessed permit fees separately, and inspected independently of other building mechanical systems. In many cases they are provided by different contractors as well.

To ensure timely approval and inspection, this guide explains what needs to be submitted, to whom, and what needs to be inspected, by whom, and in what sequence.



WHO'S INVOLVED

You will need approvals from some or all of the following:

- **The Building Department** – looks at distance to property line from exhaust termination, and structural, electrical, fire safety and overall ventilation issues
- **The Fire Department** – looks at fire safety and emergency response concerns
- **Public Health – Dayton & Montgomery County** – looks at sanitation and food service safety
- **Regional Air Pollution Control Agency (RAPCA)** – regulates commercial air emissions

You can find out who to contact in each jurisdiction in Montgomery County at our website:
<http://www.economicgateway.com/mcoho/building/contact-us-and-partner-agencies>

WHAT'S COVERED, AND WHAT'S EXEMPT

Building Department approvals are required for the construction and installation of mechanical exhaust systems, including exhaust systems serving clothes dryers and cooking appliances; hazardous exhaust systems; industrial process exhaust systems; smoke control systems; energy recovery ventilation systems and other systems. Contact local Building Department for specific information about when these can be combined with general HVAC permits.

Fire Department - You must check with your local fire department for their requirements.

Health Department - Approval is required whenever food is being sold to the public.

RAPCA – makes sure emissions do not exceed allowable amounts, and approves location of discharge

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WHAT NEEDS TO BE SUBMITTED FOR APPROVAL

- Plans drawn to scale
- Cut sheets for all devices/materials used
- Cut sheets for Fire Wrap used on Duct Work
- Proof of license of designer or installer
- Location and type of hood, booth, etc. such as Type I or Type II kitchen exhaust hoods
- Kitchen equipment schedule for kitchen exhaust hoods
- For other exhaust hoods, describe what is being exhausted
- Location of manual pull stations for Type I hoods
- For industrial exhaust applications, the electrical hazard zones must be identified.

WHAT NEEDS TO BE INSPECTED, AND BY WHOM

B = Building Inspection F = Fire Inspection H = Health Inspection

- Location per approved Plans – B, F
- Type of material used in construction & installation – B
- Verify equipment placement under kitchen exhaust hoods – B, F, H
- Other Fire Department requirements – F
- Smoke test – B, F
- Fire wrap on duct work - B
- Food service operations – B,H, F
- Adequate lighting under hood – H