



Building Division  
 306 NE 6<sup>th</sup> Ave, Bldg B  
 Gainesville, FL 32601  
 Ph: 352-334-5050

Email: [building@gainesvillefl.gov](mailto:building@gainesvillefl.gov)

## Commercial Hood Checklist

This checklist is for the installation of a Type I or II commercial kitchen hood. The submittal must include the following items and indicate compliance with the current edition of the Florida Building Code and the Florida Fire Prevention Code.

### GENERAL REQUIREMENTS:

<input type="checkbox"/>	<p><b>PERMIT APPLICATION</b> – Apply online at <a href="http://www.PermitGNV.com">www.PermitGNV.com</a> - Do not upload construction documents to PermitGNV. All construction documents must be submitted to ProjectDox for review, which you will receive access to <u>after</u> the permit application is applied for and paid.</p> <p><b>Note:</b> All sub trade work will require separate permits. (Electrical, mechanical, plumbing, gas, etc.)</p>
<input type="checkbox"/>	<p><b>SUBMITTAL QUALITY</b> –</p> <ul style="list-style-type: none"> <li>• File names must clearly identify the content and/or be named with the sheet number and title.</li> <li>• All files must be clear &amp; legible. “Optional” details must be marked off or voided, if not used.</li> <li>• All files must be orientated properly w/out requiring further rotation to read.</li> <li>• All files must have a 4" x 4" blank area at the top-right corner of the page reserved for City Seal.</li> <li>• Drawings must include owner's name &amp; project address.</li> <li>• Drawings must be drawn to an approved scale or show the dimensions of all rooms/areas.</li> <li>• Drawings must be submitted as individual files. Min. drawing sheet size 11"x17" - No Max.</li> </ul>
<input type="checkbox"/>	<p><b>DESIGNER OF RECORD</b> - Designer’s name, signature, and license number (if applicable) must be shown on the drawings. If created by a licensed architect or engineer, the drawings and documents must be digitally signed as required by Florida Statute.</p>

### SUBMITTAL REQUIREMENTS:

<input type="checkbox"/>	Provide a written scope of work. A scope of work form is available on the City website, under Building Forms. Fill in each section and/or check the boxes if no work is being done.
<input type="checkbox"/>	Show location of proposed hood(s) and identify all construction type within 3 foot of hood, in all directions including floors, walls, ceilings and roofs. The Work Area must be defined on the plans.
<input type="checkbox"/>	Provide complete construction details for all hood(s), duct work, exhaust termination, work platforms & access, and required guards.
<input type="checkbox"/>	Provide manufacturer’s shop drawings for custom and listed hoods.
<input type="checkbox"/>	Provide manufacturer’s cut-sheets and installation for all proposed equipment and appliances.
<input type="checkbox"/>	Provide sign & sealed engineering for all exterior equipment
<input type="checkbox"/>	Provide sign & sealed engineering for conditions where the installation adds additional weight to the existing structure.
<input type="checkbox"/>	<p>A Site Plan may be required for exterior exhausts/outside air requirements to show compliance with separation and termination requirements. The Site Plan must show all of the following:</p> <ul style="list-style-type: none"> <li>• All existing buildings/structures on the lot, clearly labeled.</li> <li>• Trees within 50ft of the work area and provide barricade details to protect all regulated trees.             <ul style="list-style-type: none"> <li>○ No trees to be removed without City approval.</li> </ul> </li> <li>• Visible utilities and easements including any well or tank locations, if applicable.</li> <li>• Provide and show the distances from the proposed equipment to all adjacent property lines.</li> <li>• Provide the North directional arrow and label all adjacent streets.</li> </ul>