City of Portland
Development Services Center

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Bureau of Development Services **Bureau of Water Works** **Bureau of Parks and Recreation**
Portland Office of Transportation **Bureau of Fire, Rescue and Emergency Services** **Bureau of Environmental Services**

SUBMITTAL GUIDELINES
COMMERCIAL MECHANICAL

HOODS

This handout describes the information that must be submitted when applying for a permit to add one or more hoods to an existing building.

Please be aware that, since every project is unique, there may be some situations where you will be asked to provide additional information.

- ❑ Completed Application Form
- ❑ Three (3) copies of Roof and Floor Plans for the areas of proposed work and areas affected by such work. Plans must be to scale. “Sketches” are not acceptable.
- ❑ Indicate the weight of each new unit. If new unit(s) weight exceeds 400 lbs, a structural engineer must prepare calculations showing that the existing structural system is adequate, OR design any improvements required to support the loads. Engineering calculations must accompany the plans at time of submittal and may be a separate drawing. Any engineered drawings or details, however, must be incorporated into the plans or cross-referenced on the plans.

REQUIRED INFORMATION

- ❑ Location of any ventilation and combustion air openings and ducts in relationship to the property lines and in relationship to any other roof openings within 10’
- ❑ Duct work and hood sizes and location; gauge of metal
- ❑ Makeup air: cfm delivered and exhaust fan cfm
- ❑ Wall protection behind hood
- ❑ Rated shaft construction details through floor/ceiling and roof/ceiling assemblies, and required clearances
- ❑ Framing information for openings in building structure