

## MECHANICAL / HOOD / WALK-IN COOLER-FREEZER PERMITS - CHECKLIST

<b>General Requirements for ALL Permits</b>	<input type="checkbox"/> Permit must be pulled by a properly licensed Contractor or Owner-Builder <input type="checkbox"/> Contractors must be actively registered with the City of Fort Myers, with updated license and insurance information <input type="checkbox"/> Owner-Builders must personally appear to sign the Owner-Builder Disclosure Statement and Permit Application Visit <a href="http://www.cityftmyers.com/1650/Electronic-Permits/">www.cityftmyers.com/1650/Electronic-Permits/</a> to learn about our Customer Self Service Portal.
<b>Documents at Submittal</b>	<input type="checkbox"/> Mechanical Trade Permit application, completed in its entirety and signed by the license holder or owner-builder <input type="checkbox"/> Owner-Builder Disclosure Statement, if being pulled as owner-builder
<b>Documents at Issuance</b>	<input type="checkbox"/> Proof of Ownership, if the ownership on Lee County Property Appraiser Website ( <a href="http://www.leepa.org">www.leepa.org</a> ) differs from the Permit Application <input type="checkbox"/> Additional Permit Required Affidavit for Fire Alarm, signed by license holder, if CFM exceeds 2,000 and the building/unit has a Fire Alarm system
<b>Documents Prior to Inspection</b>	<input type="checkbox"/> Certified Copy of recorded Notice of Commencement for all jobs over \$2,500. For Repair/Replacement of Existing Air Conditioning Units, job value exceeds \$7,500.

### MECHANICAL – A/C

<b>Plans at Submittal</b>	<input type="checkbox"/> One (1) set of drawings shall be required for <b>Mechanical</b> to include the following: <ol style="list-style-type: none"> <li>1. A/C Change outs Over 15 tons, or \$50,000 value</li> <li>2. Commercial Ductwork</li> <li>3. Spray Booth</li> <li>4. Commercial Gas Heater / Other Gas Appliances (include anchoring details)</li> </ol> <input type="checkbox"/> One (1) set of drawings shall be required for NEW A/C Units (not change outs; or mini-splits), to include: <ol style="list-style-type: none"> <li>1. Heater Size</li> <li>2. Energy Calculations</li> <li>3. Duct Layout</li> </ol> <p><b>NOTE: Separate Electrical Trade Permit Required to be secured from the Building division for any Circuit Wiring, and separate Fire Alarm permit shall be secured from the Fire Prevention division for A/C units which exceed 2,000 CFM and are tied into an existing Fire Alarm System. Contact the Fire Prevention division staff at (239) 321-7350 for questions pertaining to the separate Fire Alarm permit.</b></p>
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### HOOD ONLY

<b>Plans at Submittal</b>	<input type="checkbox"/> One (1) set of drawings shall be required for <b>Commercial Hood</b> to include the following: <ul style="list-style-type: none"> <li>• Gauge and type of material used for hood/ducts</li> <li>• All welds shall be “liquid tight external welds”</li> <li>• Dimensions of cooking facilities</li> <li>• Type of filters and by whom listed</li> <li>• Distance between cooking surface and filters</li> <li>• Distance between bottom edge of hood and floor</li> <li>• Depth of hood from bottom edge to top edge</li> <li>• Type of construction of adjacent walls. Provide protection required for combustibles</li> <li>• Type of construction of ceiling, attic space and roof through which duct will pass. Provide protection of combustibles required</li> </ul>
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	<ul style="list-style-type: none"> <li>• Details of design of shaft or protection of combustibles when required</li> <li>• Distance of duct from combustible material</li> <li>• Objects within ten, (10), feet of blowers or intake, including property lines, air intakes, adjacent buildings, adjoining grade levels or plumbing stacks</li> <li>• Height of exhaust duct termination above roof</li> <li>• Provide cut sheets (1 set) of fire damper in make-up air (required when hood has integrated make-up air)</li> <li>• Fan motors must be electrically interlocked</li> <li>• Manufacturer, model number, horsepower, CFM and static pressure of fans</li> <li>• Replacement air system specification and CFM's</li> <li>• One-hundred percent (100%) make-up air is required; indicate such</li> <li>• Lights or other objects under hood are listed for use in grease laden vapor areas</li> <li>• Indicate cleanouts are required at each change of direction in exhaust ducts</li> <li>• Exhaust fans must be hinged, supplied with flexible weatherproof electrical cable and service hold-open retainers; must be indicated on plans</li> <li>• All solid fuel cooking equipment shall be served by hoods and duct systems that are separate from all other cooking exhaust systems</li> <li>• Detail for reinforcing roof structure</li> <li>• Details for hanging of exhaust hood</li> </ul> <p><b>NOTE: Separate Electrical Trade Permit Required for any Circuit Wiring. Separate Roofing Permit Required, if applicable.</b></p>
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### WALK-IN COOLER/FREEZER ONLY

<b>Plans at Submittal continued</b>	<p><input type="checkbox"/> One (1) set of drawings required for <b>Commercial Walk-In Cooler/Freezer</b>; Each Cooler/Freezer Requires a Separate Permit); No plan review required for equipment change-out/replacements.</p> <ul style="list-style-type: none"> <li>• Floor plan of building showing cooler location and cooler doors. If Cooler is located outside of building, the following must be provided:             <ul style="list-style-type: none"> <li>○ Wind loads, per the Building Code</li> <li>○ Screened from view, per the Zoning Code</li> <li>○ Site Plan</li> </ul> </li> <li>• Material the walls are made of</li> <li>• How the walls are insulated including R-Value</li> <li>• Compressor size and location (If compressor is located outside the building, it must be anchored to resist wind, per the Building Code)</li> <li>• Condensation discharge (not allowed in municipal sewer system)</li> <li>• If building has Fire sprinklers, then a statement on the drawings that a State-licensed Fire Systems Contractor shall obtain a fire systems permit from the office of the Fire Marshal. Call (239) 321-7350 for more information.</li> <li>• Manufacturers specifications for pre-fab coolers</li> </ul> <p><b>Note: Separate Electrical Trade Permit Required for any Circuit Wiring. Separate Roofing Permit Required, if applicable.</b></p>
<b>Required Inspections</b>	<p><input type="checkbox"/> 401 Rough AC – Schedule prior to concealment of ductwork/installation of ceiling (inspection will include light test)</p>

## **MECHANICAL / HOOD / WALK-IN COOLER-FREEZER PERMITS - CHECKLIST**

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| <input type="checkbox"/> 430 Above Ceiling AC – Schedule after ceiling grid installed prior to drywall |
| <input type="checkbox"/> 402 Mechanical Final – Schedule once installation is complete                 |
| <input type="checkbox"/> 404 Hood – Schedule after installation of hood                                |
| <input type="checkbox"/> 899 Fire Final – Schedule through Fire Prevention, as applicable              |