

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

General Requirements for ALL Permits	<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 www.cityftmyers.com/1650/Electronic-Permits/ to learn about our Customer Self Service Portal.
Documents at Submittal	<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
Documents at Issuance	<input type="checkbox"/> Proof of Ownership, if the ownership on Lee County Property Appraiser Website (www.leepa.org) differs from the Permit Application <input type="checkbox"/> Additional Permit Affidavit required for Fire Alarm, signed by license holder, if CFM exceeds 2,000 and the building/unit has a Fire Alarm system <input type="checkbox"/> Additional Permit Affidavit Required for Electric Hook up for Mini Split.
Documents Prior to Inspection	<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 \$15,000.

MECHANICAL – A/C

Plans at Submittal	<input type="checkbox"/> One (1) set of drawings shall be required for Mechanical to include the following: <ol style="list-style-type: none"> 1. A/C Change outs Over 15 tons, or \$50,000 value 2. Commercial Ductwork 3. Spray Booth 4. Commercial Gas Heater / Other Gas Appliances (include anchoring details) <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"> 1. Heater Size 2. Energy Calculations 3. Duct Layout <p>NOTE: Separate Electrical Trade Permit Required to be secured from the Building division for any Mini Splits, 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.</p>
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HOOD ONLY

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

Plans at Submittal continued	<p><input type="checkbox"/> One (1) set of drawings required for Commercial Walk-In Cooler/Freezer; Each Cooler/Freezer Requires a Separate Permit); No plan review required for equipment change-out/replacements.</p> <ul style="list-style-type: none"> • 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"> ○ Wind loads, per the Building Code ○ Screened from view, per the Zoning Code ○ Site Plan • Material the walls are made of • How the walls are insulated including R-Value • Compressor size and location (If compressor is located outside the building, it must be anchored to resist wind, per the Building Code) • Condensation discharge (not allowed in municipal sewer system) • 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. • Manufacturers specifications for pre-fab coolers <p>Note: Separate Electrical Trade Permit Required for any Circuit Wiring. Separate Roofing Permit Required, if applicable.</p>
Required Inspections	<p><input type="checkbox"/> 401 Rough AC – Schedule prior to concealment of ductwork/installation of ceiling (inspection will include light test)</p>

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| | <ul style="list-style-type: none"><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 |
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