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

#### General Requirements for ALL Permits
- ☐ Permit must be pulled by a properly licensed Contractor or Owner-Builders
- ☐ Contractors must be actively registered with the City of Fort Myers, with updated license and insurance information
- ☐ Owner-Builders must personally appear to sign the Owner-Builder Disclosure Statement and Permit Application

Visit [www.cityftmyers.com/180/Electronic-Permits/](http://www.cityftmyers.com/180/Electronic-Permits/) to learn about the ePlan process

#### Documents at Submittal
- ☐ Mechanical Trade Permit application, completed in its entirety and signed by the license holder or owner-builder
- ☐ Owner-Builder Disclosure Statement, if being pulled as owner-builder

#### Documents at Issuance
- ☐ Proof of Ownership, if the ownership on Lee County Property Appraiser Website ([www.leepa.org](http://www.leepa.org)) differs from the Permit Application
- ☐ 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

#### Documents Prior to Inspection
- ☐ 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

#### Plans at Submittal
- ☐ One (1) set of drawings shall be required for Mechanical to include the following:
  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)
- ☐ One (1) set of drawings shall be required for NEW A/C Units (not change outs; or mini-splits), to include:
  1. Heater Size
  2. Energy Calculations
  3. Duct Layout

**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.

### HOOD ONLY

#### Plans at Submittal
- ☐ One (1) set of drawings shall be required for Commercial Hood to include the following:
  - 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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- 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 us 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

**NOTE:** Separate Electrical Trade Permit Required for any Circuit Wiring. Separate Roofing Permit Required, if applicable.

**WALK-IN COOLER/FREEZER ONLY**

<table>
<thead>
<tr>
<th>Plans at Submittal continued</th>
<th>☐ 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Floor plan of building showing cooler location and cooler doors. If Cooler is located outside of building, the following must be provided:</td>
</tr>
<tr>
<td></td>
<td>o Wind loads, per the Building Code</td>
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<tr>
<td></td>
<td>o Screened from view, per the Zoning Code</td>
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<tr>
<td></td>
<td>o Site Plan</td>
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<td>• Material the walls are made of</td>
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<td>• How the walls are insulated including R-Valve</td>
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<td></td>
<td>• Compressor size and location (If compressor is located outside the building, it must be anchored to resist wind, per the Building Code)</td>
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<td>• Condensation discharge (not allowed in municipal sewer system)</td>
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<td>• 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.</td>
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<td>• Manufacturers specifications for pre-fab coolers</td>
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<td></td>
<td><strong>Note:</strong> Separate Electrical Trade Permit Required for any Circuit Wiring. Separate Roofing Permit Required, if applicable.</td>
</tr>
</tbody>
</table>

| Required Inspections        | ☐ 401 Rough AC – Schedule prior to concealment of ductwork/installation of ceiling (inspection will include light test) |
| ☐ 430 Above Ceiling AC – Schedule after ceiling grid installed prior to drywall |
| ☐ 402 Mechanical Final – Schedule once installation is complete |
| ☐ 404 Hood – Schedule after installation of hood |
| ☐ 899 Fire Final – Schedule through Fire Prevention, as applicable |