

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/180/Electronic-Permits/ to learn about the ePlan process
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 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	<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

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 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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