

HATFIELD TOWNSHIP

COMMERCIAL KITCHEN HOOD, DUCT AND EXHAUST EQUIPMENT

A Commercial Kitchen Hood, Duct and Exhaust Equipment permit is required for the installation, alteration or relocation of any commercial kitchen exhaust equipment.

PART I – Location of Property – Complete address including city, state and zip code must be provided on all applications.

PARTS II thru VII – Complete every section.

PART VIII – Sign and date application. If property resident is not the owner of the property, a notarized statement indicating the owner's approval of the proposed construction must be submitted with the application. Provide phone numbers where property owner/resident and contractor may be reached. Contractors making application must provide a Certificate of Insurance verifying coverage for Worker's Compensation and their Federal or State Employer Identification Number (EIN).

ADDITIONAL INFORMATION

FEES – Permit fees must be submitted with the permit application. If paying by check, please make check payable to "Hatfield Township".

REVIEW – The Safety/Code Enforcement and Zoning Departments will review the application for compliance with all Hatfield Township codes and ordinances.

PERMIT GRANTED – **If approved, the permit will be processed and issued to you within thirty (30) business days. Work may not start until a permit has been approved and granted.** The permit cards are to be displayed so as to be visible from the street.

INSPECTIONS – Call the Township Safety and Code Enforcement office (215-855-0900) at least 24 hours in advance to schedule each inspection. Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. If the appropriate inspections are not requested, uninspected work will not be granted final approval. **If an inspection fails twice for the same code violation, a reinspection fee will be required prior to a third inspection.**

Permit Application Submittal Requirements

1. A completed permit application and fee.
2. Proof of contractor registration with Hatfield Township.
3. Three (3) complete copies of the following plans, details and information shall be provided:
 - A site plan, which includes the subject building, and all other buildings within thirty (30) feet of the hood exhaust outlet, including dimension distances from the proposed hood exhaust outlet to make-up air supply inlets, windows, doors, and property lines.
 - An elevation plan, which includes the height of all hood exhaust outlets, make-up air intakes, adjoining grade lines, rooflines, parapets, elevator shafts, etc.
 - A floor plan, which includes the kitchen layout and hood outline and overhang dimensions with the equipment below (Each piece of equipment must be specifically identified, i.e., grill, convection oven, deep fryer, etc.).
 - A section view, which includes hood, grease filter, duct and fan construction materials and/or details, connection details, adjacent wall, ceiling and roof construction details and clearances between heat producing equipment and the hood, and clearances to all combustible materials.
 - Exhaust and make-up air calculations.
 - The equipment manufacture's installation instructions.
 - Manufactures cut sheets must be provided for all equipment including fire-stopping materials (All equipment shall be listed and/or approved by an approved agency for the proposed installation and use).
 - The design and installation of all commercial kitchen hood, duct, and exhaust equipment shall be in accordance with the Pennsylvania Uniform Construction Code and Hatfield Township requirements.
 - **A FIRE PROTECTION SYSTEM PERMIT SUBMITTAL IS REQUIRED FOR ALL TYPE I HOODS.**

HATFIELD TOWNSHIP

Commercial Kitchen Hood, Duct and Exhaust Equipment Permit Application

I - LOCATION OF PROPERTY

Address: _____ Suite #: _____ City: _____

State: _____ Zip: _____ Business Name: _____

II - OWNERSHIP

☐ Private ☐ Public ☐ Tenant ☐ Other _____

III - IDENTIFICATION – To be completed by all applicants

APPLICANT Name: _____ Phone: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

OWNER Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

CONTRACTOR Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contractor's Twp. License No. _____ Expiration Date: _____

IV – PROPOSED WORK

[] New Installation [] Alteration [] Relocation [] New Equipment [] Used Equipment

V - HOOD TYPE AND QUANTITY

Number of Type I Hoods: _____

Number of Type II Hoods: _____

[] Back shelf/pass-over [] Double island canopy [] Eyebrow [] Single island canopy [] Wall-mounted canopy

A Fire Protection System Permit submittal is required for all Type 1 Hoods.

VI - DESCRIPTION OF WORK:

Description _____

VII – FEE (see fee schedule)

PERMIT FEE: \$ _____

VIII - SIGNATURE

Deposit of Check Representing the Fee for this Application does not Constitute Approval of or Granting of Same by Hatfield Township. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent and we agree to conform to all applicable laws of Hatfield Township.

SIGNATURE OF APPLICANT

DATE

SCHEDULE OF FEES

Permit Fees.

Commercial Hood - \$200.00