



BOARD OF COUNTY COMMISSIONERS DEPARTMENT OF FIRE RESCUE

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Check List for Range Hood Permitting and Review Requirements Citrus County including the Cities of Crystal River and Inverness.

Resources

- Florida Fire Prevention Code (2007 Edition)
- NFPA 96 (2004 edition).

Licensing Requirements

- County Business Tax - Citrus County Courthouse (telephone number 341-6400).
- City Business Tax - When working inside of the city limits of Inverness or Crystal River.
 - Crystal River Building and Zoning Department - 795-6511.
 - City of Inverness Development Services - 726-3401.
- Appropriate Competency Card for particular trade. Contact Contractor Services at the County Building Division (527-5333) for more information.

Information Required for a Plan Review.

- Building or project owner's name.
- Name of the State of Florida license holder and license number including mailing address and telephone number.
- Provide all equipment information and manufacturer's specification sheets. Include hood information (listing?); filter media, blower information, etc.
- Appropriate State License.

County Permitting and Review Process

(Non-residential permit and review)

- Fill out the appropriate Building Division Application.
- Submit the application with fee, plans and all applicable information.
- The Non-residential Review Coordinator files, prepares and begins routing process within 3 working days.
- The information is distributed to each applicable county agency; usually, Building Division and the County Fire Marshal's Office. The County has 10 working days to review and return the information to the applicant.
- Once all of the information is returned to the Non-residential Review Coordinator, they contact you to purchase the permit.
- Contractor installs the system and performs the air balance test.
- After the system meets the requirements, the Contractor contacts the Non-residential Review Coordinator at (352) 527-5344 and requests an inspection of the system. They also contact Citrus County Fire Rescue Fire Marshal's Office (352-527-5407) for an appointment for the inspection/test.
- A Fire Inspector will witness a complete functional system test.
- An inspection by a Fire Inspector **cannot** be performed prior to the Non-residential Review Coordinator entering the information into the Building Division's computer system.
- A copy of the test and balance report is necessary for the final fire safety inspection.

- The City permitting process is slightly different. Contact the appropriate City Building Department for their requirements.** However, all required information is transferred to the Citrus County Fire Marshal's Office for fire reviews and inspections.

Information Needed on the Plans and Drawings

- Three (3) sets of scaled floor plans, including north reference. 1/8" scale is preferred.
- A complete title block with business name, site address and installing contractor's business information.
- Floor plan with equipment locations.
- Symbol legend, including quantities, manufacturer's name, model, etc. NFPA 170 *Standard for Fire Safety Symbols* is preferred for symbols on plans, diagrams and risers. If NFPA 170 is used for the symbol legend, a note on the plans designating it as the standard is sufficient.
- Indicate ceiling and wall construction and heights. Provide typical details of all components within 18 inches of the hood.
- Location of any fire suppression components.
- Information that is required on the plans and drawings
 - Wall construction – Combustible, limited combustible, non-combustible
 - Indicate clearances to all materials within 18 inches of the hood
 - If a clearance reduction system is used, show a typical detail.
 - Hood
 - Show steel construction thickness (>18 MSG, Stainless Steel >20 MSG)
 - Detail that the hood has a continuous external weld that is liquid tight
 - Grease Removal Devices - Continuous Welded
 - Listed Grease filters, baffles, or other approved removal devices must be continuously welded
 - Filters easily removable?
 - Drip Tray and container not over 1 gal
 - Exhaust Duct Systems
 - No dips or areas that may collect grease
 - Duct distance to combustible materials
 - Horizontal ducts have personnel access openings for cleaning? (20"x20")
Construction must be of steel >16 MSG, Stainless Steel >18 MSG
 - Welds must be continuous external and liquid tight
 - Rooftop terminations must be at least 10' from adjacent buildings, property lines, and air intakes
 - Top of upblast exhaust must be at least 40" above the roof
 - The upblast fan must be hinged with flexible weatherproof electrical cable, service hold open retainer
 - Ductwork must extend 18" above the roof
 - Fan must discharge 40" above the roof
 - A safe access and work surface must be provided for fans
 - Wall Terminations
 - For noncombustible wall terminations

- Must be >10 from adjacent buildings, property lines, grade level, combustible construction, electrical equipment or lines, air intake, operable door or window at or below plane of the exhaust termination. See also degree differential
- Air movement
 - Exhaust fan must be listed and approved
 - A minimum air velocity of 1500 ft. per minute
 - Documentation must be provided from the installer as to the air velocity.
 - Exhaust fan continues to operate after suppression system activation unless required by another component of the system
 - Negative pressures for space must be less than 0.02 in. water column. An air balance and test report is required for the space prior to a Certificate of Occupancy and Compliance.
- Auxiliary Equipment
 - Lighting units listed for use above cooking equipment?

Range Hood Inspection for Compliance Will Include the Inspection of the fire suppression system;

- The installation and condition of all applicable equipment and components of the hood and suppression system.
- All submitted information for permitting, owner's manual, and other supporting documentation will be left with the owner at the completion of the inspection.

Function Testing of the Range Hood and Fire Suppression System

- Proper placarding of the fire suppression system and the location of the manual activation control.
- Manual and simulated fusible link activation.
- "Blow down" test to show balanced pressure and volume of the fire suppression system.
- Appropriate shut-down of the make-up air, ignition sources below the hood, activation of any fire alarm system, etc.
- When applicable, communications between the fire suppression and the facilities fire alarm system, central station, etc. will be tested for proper notification. Notification will include alarm and supervisory signals.

Post inspection requirements and procedures.

- Supply the owner with all of the required information such as; permitting information, owners manual, manufacturer's information, air balance test reports, etc.
- Provide a copy of the completed System Test Certificate and the air test and balance report to Fire Prevention.
- After a satisfactory inspection and test, Fire Prevention enters the necessary information for the Certificate of Compliance into the Building Division's computer system or contacts the appropriate City Building Department. An unsatisfactory inspection and test may require another complete functional test and inspection.
- The contractor contacts the Non-residential Review Coordinator (352) 527-5344 or the appropriate City Building Department for a Certificate of Occupancy and Compliance.