

# FIRE - KITCHEN HOOD & DUCT SUBMITTAL CHECKLIST

## Overview

Getting a permit requires review of many different documents, which are detailed in this checklist.

If you are unsure about any potentially applicable submittal items, please email [PermitTech@Sammamish.us](mailto:PermitTech@Sammamish.us) or submit for Project Guidance.

## Code Reference

International Fire Code  
Adopted  
SMC 16.05.130

## Online Resources

[www.MyBuildingPermit.com](http://www.MyBuildingPermit.com)  
Applications & Forms

## Questions?

Contact the Permit Center

## ABOUT THE KITCHEN HOOD & DUCT SUBMITTAL CHECKLIST

A fire permit is required for a kitchen hood and duct because cooking appliances generate significant amounts of grease-laden vapors, which can easily ignite when accumulating in the ductwork, creating a significant fire hazard; therefore, proper installation and design of the hood and duct system needs to be inspected and approved by the fire department to ensure compliance with fire safety codes.

## FEES

### FEES APPLICABLE TO THIS PROJECT

**Kitchen Exhaust Fan/Whole House Fan (with Duct)  
Transmitter-Plan Review/Inspection  
Technology Fee – 15%**

[See current fee schedule](#)

## ONLINE SUBMITTAL INSTRUCTIONS

- 1 Create an account on [MyBuildingPermit.com](http://MyBuildingPermit.com).
- 2 Select "Apply For Permit". Then select "Sammamish" as the jurisdiction.
- 3 Select the following:
 

<u>Application Type</u>	<u>Project Type</u>	<u>Activity Type</u>	<u>Scope of Work</u>
Fire	Any Project Type	New	Kitchen Hood & Duct
- 4 Complete & save this form before uploading it in the "File Upload" section along with the required submittal documents.

## SUBMITTAL CHECKLIST: KITCHEN HOOD & DUCT

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### REQUIRED SUBMITTAL ITEMS

- Signed Fire Services Permit Application Form

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- Acceptance of Financial Responsibility - Affidavit of Applicant Status

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- Building Floor Plan

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- Special Extinguishing System Calculations

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- Manufacture Cut Sheets

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