



## **Building Department CHECKLIST FOR EXHAUST PERMITS**

**Pre-Approval required by:**  
**Planning Department, if located in a Historic District**  
**Fort Pierce Utilities**

**PERMIT APPLICATION** – The following information must be completed on the permit application:

- For office use only - Permit number and pin number
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Commercial/Residential
- Note if replacement or new equipment
- Valuation
- Notarized Contractor/owner builder signature

**PLANS AND DOCUMENTS** – Provide 2 copies

- Original plans signed and sealed by a Florida licensed Architect/Engineer. Plans must be no larger than 24" x 36" unless approved by a supervisor prior to submittal or digitally stamped signed and sealed plans. See our website for online submittals.
- Sub-contractor agreements, if applicable
- Manual N Heat Load Calculations, if applicable
- Manufacturer cut sheets for all kitchen equipment
- If type 1 hood, it will also require a fire suppression permit, approved by the Fire Department. This permit shall be submitted at the same time as the exhaust hood permit.
- Recorded Notice of Commencement for work valued at \$7500 or more. (NOC must be submitted to the Building Department prior to scheduling the first inspection.)
- **\*\*If applying for the permit as an owner builder, a copy of the recorded warranty deed or property card showing owners name from the property appraiser's website must be submitted, along with an Owner Builder Affidavit.**
- Debris Form

**NOTES:**

- If the structure is located in a special flood hazard area (SFHA), the application is subject to substantial damage/improvement review.

***This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.***