

# **COMMERCIAL MECHANICAL PLAN REVIEW REQUIREMENTS**

**In order to perform a thorough Mechanical Plan Review, the following specifications, drawings and details should be submitted (in duplicate drawn to a scale of 1/4" = 1 ft.)**

1. Complete signed and sealed plans and specifications of all heating, ventilating and air conditioning work.
2. Labeling criteria of all mechanical equipment.
3. Heating equipment data including the following information:
  - a. Equipment capacity (b.t.u.).
  - b. Controls.
  - c. Appliance layouts showing location, access and clearances.
  - d. Disconnect switches.
  - e. Indoor and outdoor design temperatures.
4. Ventilation data, ductwork and equipment including the following:
  - a. Ventilation air rates (c.f.m.) including exhaust and outdoor air intake (c.f.m.).
  - b. Layout showing outside air intake.
  - c. Construction of ducts, including support and sheet metal thickness.
  - d. Duct lining and insulation materials with flame spread and smoke-developed ratings.
  - e. Exhaust fan ductwork layout and termination to the outside.
  - f. Size of louvers and grilles for attic ventilation.
5. Boiler and water heater equipment and piping details including safety controls and distribution piping layout.
6. Gas and fuel oil piping layout, material, sizing, and valves.
7. Combustion air intake quantities and details.
8. Commercial kitchen exhaust equipment details including hood and fan drawings, details of automatic fire suppression, and clearances.
9. Chimney and chimney connector or vent and vent connector details and connector gages and clearances.
10. Mechanical refrigeration equipment data and details.
11. Solid fuel burning appliance details including incinerator and fireplace drawings and details.
12. Energy conservation equipment data and details.
13. Complete and return the enclosed Mechanical Plan Review Worksheet.

**APPLICANT NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**COOKING EXHAUST VENTILATION INFORMATION**

**JOB LOCATION:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**JOB NUMBER:** \_\_\_\_\_

**CANOPY HOOD** (PLEASE INCLUDE CONSTRUCTION DETAIL OF HOOD WITH REQUIRED INFORMATION)

1. Size of opening: L \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_

2. Hood open on 2, 3, or 4 sides? \_\_\_\_\_ Front only \_\_\_\_\_

3. Height of front edge off the floor \_\_\_\_\_

4. Gauge and type of metal \_\_\_\_\_

5. Removable grease troughs \_\_\_\_\_

6. Ducts: Gauge \_\_\_\_\_ Number \_\_\_\_\_

Size \_\_\_\_\_ Duct Velocity \_\_\_\_\_ fpm

7. Filters: Number \_\_\_\_\_ Wire Mesh \_\_\_\_\_

Grease Extractor \_\_\_\_\_

8. Volume of air to be exhausted \_\_\_\_\_ cfm.

9. Vaporproof Lights \_\_\_\_\_

10. Fire Suppression System \_\_\_\_\_  
(include detail/specifications of suppression system)

11. Fan(s):  
Number \_\_\_\_\_ Exhausting \_\_\_\_\_ cfm @ \_\_\_\_\_ " Static Pressure

Number \_\_\_\_\_ Make-up Air \_\_\_\_\_ cfm @ \_\_\_\_\_ " Static Pressure

12. Insulation Collars \_\_\_\_\_

13. Hood Type: \_\_\_\_\_

Std Exhaust \_\_\_\_\_ Supply Exhaust \_\_\_\_\_ Low Ceiling \_\_\_\_\_ Updraft \_\_\_\_\_

14. U.L. Tested YES NO (Please circle one)