



CITY OF HIGHLAND PARK
DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING DIVISION

Kitchen Mechanical Hood Submittal

Date
Project Name

Project Address

Index of Drawings
Project Abbreviations
General Symbols
Material Symbols

Contractor, Owner, Architect Contact Information

Name
Address
Phone Number
Email

Location of Work

Project Data

List Local Code City of Highland Park Code Information & Amendments

Square Foot of Area of Work

State Type of NFPA 96 & Mechanical Code IMC 2000

Construction Documents

1. Plans indicating complete hood, duct & mounting detail/ dimensions.
2. Roof plan indicating exhaust fans & all equipment.
3. Plans must indicate all equipment under the hood.
4. Plans must have section of ductwork.
5. Manufacturers UL or ETL listings for hood.
6. Calculations for CFM & FPM for exhaust hood & fan. Make up air calculations.
7. Notes/ details indicating shut down of fuel, electric & fans.
8. Manufacture cut sheets for all equipment (hood, filters, duct wrap, etc).

This list is subject to change (less or more information may be needed) due to the project/ scope of work.

Submit six stamp/sealed completed drawings to:

Aki Mishima
Commercial Plan Review/Inspector
847-926-1166 office
amishima@cityhpil.com

We appreciate your corporation with these requirements.