

GUIDE

COMMERCIAL COOKING EXHAUST SYSTEMS

GUIDE OVERVIEW

This guide is intended to assist the applicant with their drawing requirements for a building permit application. This is only an example of the information required for a drawing set submission, and is not intended to be reproduced for a building permit application.

This guide is intended to compliment the Tenant Improvements Guide.

Cooking equipment used in processes producing smoke or grease-laden vapours must be equipped with an exhaust system that complies with all the equipment and performance standards of NFPA 96. These cooking installations are generally found in commercial cooking operations but may also be encountered in assembly or multi-family settings where cooking for groups takes place.

The incorporation of commercial cooking equipment into a building is treated as a tenant improvement. You should consult the Tenant Improvements Guide for the requirements applicable to such permits. The remainder of this Guide focuses on additional requirements specific to applications for commercial cooking equipment.

Are you:

- Starting a new food establishment?
- Purchasing a new business with a kitchen?
- Changing a kitchen setup?
- Changing your menu or kitchen equipment?

Restaurants, cafés, and businesses with commercial kitchens need City-approved kitchen ventilation and fire protection systems to:

- Safely remove grease-laden vapours.
- Prevent grease build-up.
- Avoid serious fires.

If you will be cooking foods that produce smoke or grease-laden vapours, you will need to:

- Have the right kitchen ventilation and fire protection equipment.
- Install or upgrade your equipment with the right permits and inspections.

Clean and maintain your equipment. Make sure the existing or new kitchen has the right equipment, i.e. exhaust hoods, ecology units, and automatic fire-extinguishing equipment, to safely ventilate greasy fumes and put out fires.

Also, note that existing kitchens may have only been approved to cook food that did not create greasy fumes. Depending on your menu, you may need to install or upgrade your kitchen ventilation and fire protection equipment.

- Fire alarm panel replacement.

SUBTRADES

All subtrade permits shall be obtained by a certified trade contractor, licensed in the City of Coquitlam. Please note, the City of Coquitlam, issues plumbing and sprinkler permits however electrical and gas permits are applied for through [Technical Safety BC](#). Electrical Information such as load calculation and single line diagram showing the size and type of service equipment, grounding, over current devices, feeders, branch circuits, distribution panels and electrical room layout may be required. Depending on the extent of new plumbing work proposed, information regarding size of water pipes, plumbing vent termination and sanitary tie-ins may also be required.

GENERAL REQUIREMENTS

This is a general list consolidating common requirements compiled for information only and should not be considered a complete list.

- Applicant to engage a professional when preparing drawings for this application.
- Substandard drawings will not be accepted.
- Permit drawings must provide sufficient information to describe the full scope of work.
- Submissions are required to comply with the latest version of the [British Columbia Building Code](#) and applicable City of Coquitlam bylaws and regulations.
- All drawings are to be neat, to scale and of draftsman quality.
- Metric or Imperial standard may be used, but not mixed.
- Agent Authorization Form (if applicable).
- Development Planning and Plumbing approvals may be required.

PERMIT APPLICATION REQUIREMENTS

- Four (4) site/key plans showing area where kitchen exhaust system and equipment is located.
- Four (4) floor plans detailing kitchen exhaust system and equipment in existing building. Include sufficient details showing sizes, clearances, construction, sprinklers, hoods, etc.
- One (1) sealed original Schedule B1/B2 for the kitchen exhaust system (mechanical, sprinkler and electrical interlocks).
- Four (4) sealed original sets of kitchen exhaust system and equipment drawings with full details showing compliance to Building and Fire Codes.
- NFPA 96, 2008 edition compliance must be demonstrated.
- UL 300/ULC 1254.6 kitchen suppression wet-chemical system compliance must be demonstrated.

PERMIT APPLICATION REQUIREMENTS CONTINUED

- Interlock with fire alarm system. If no fire alarm system exists in the building, a local alarm will be required.
- Exhaust fan sequence (exhaust air stays on, local make-up air forming part of the hood assembly shuts off) shall be shown.
- Gas/electrical appliances shutoff shall be shown.
- Check for exhaust duct clearances to construction and for height above roofs.
- Fire Services approval is required. Development Planning and Plumbing approvals may be required.

FEES

Per the City of Coquitlam's Fees and Charges Bylaw, you will have to pay an application fee when you apply. The permit fee is based on the calculated construction and equipment value within your tenant space and is payable when the permit is ready to be picked up and issued. The fees are broken down as follows:

- 25% of the permit value when the application is made.
- Balance of the permit value when the permit is issued.

INSPECTIONS

Complete information on inspections can be found on our Inspections page.

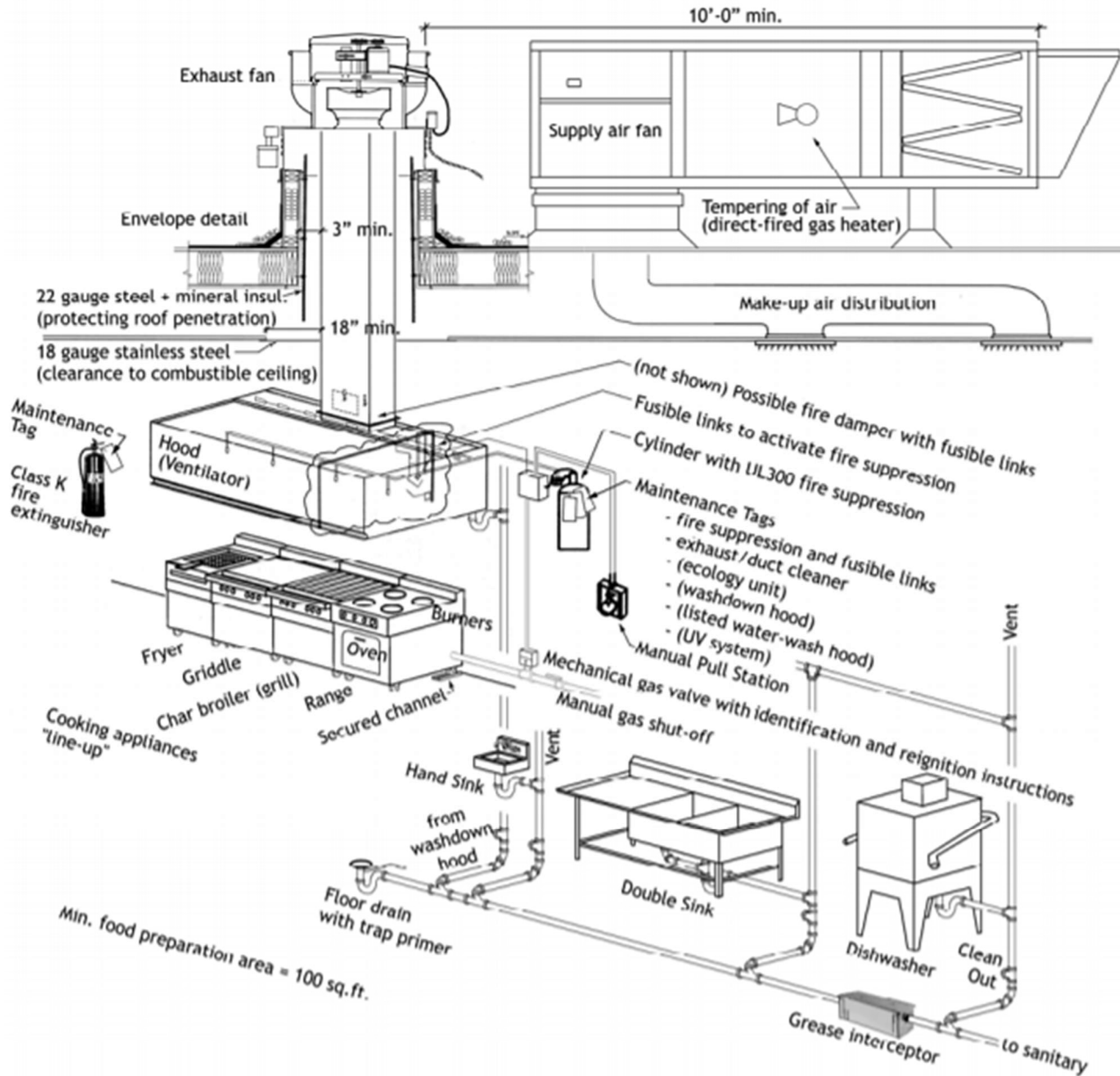
- Buildings and/or structures requiring a building permit will also require inspections performed by City Building Officials.
- Plumbing permits for new plumbing systems and services will require inspections by City Plumbing Officials.
- Fire suppression systems (building sprinklers) will require inspections by City Plumbing Officials.

SEE THE FOLLOWING PAGES FOR BC BUILDING CODE EXAMPLES

This information is provided for convenience only and is not in substitution of applicable City Bylaws, Provincial or Federal laws and regulations. Always refer to official documents. The City is not responsible for errors found in copies or alterations of this document.

STANDARD SET-UP

EXAMPLE



Planning & Development | 3000 Guildford Way | Coquitlam, BC | V3B 7N2
 604-927-3441 | permits@coquitlam.ca






 | coquitlam.ca/building
 Document 3979454 / PDF 3981831

Coquitlam

WITH AN *ECOLOGY* UNIT

EXAMPLE

"**Ecology Unit**" means a device used for the cleaning of exhaust air and is listed in conformance with ULC- 5647-05, Standard for Exhaust Cleaning and Recirculation Assemblies for Commercial and Institutional **Kitchen** Exhaust Systems.

