



THE STATE OF WYOMING

## **Department of Fire Prevention and Electrical Safety**

### **Commercial Kitchen Hood Systems**

Wyoming Statute 35-9-108(q) mandates that a plan review be submitted for commercial kitchen hood systems. Please use this information to help you submit a plan for the State Fire Marshal's Office for review. Please fill out the information below and submit plans and fee as required for your kitchen hood system.

The applicable Codes and Standards are: The 2015 Editions of the International Fire, Building, and Mechanical Codes, the 2017 Edition of the National Electrical Code, and the latest Editions of the respective NFPA Standards.

### **Is a plan review required?**

A plan review will generally be required for installations of appliances requiring a Type I hood and fire suppression system. Please use the following to determine if your installation will require a plan review.

#### **Plan Review Required**

- A new type I commercial kitchen hood and suppression system installation
- A new ventless commercial kitchen hood and suppression system installation
- A new/upgraded suppression system installation in an existing hood
- Residential cooking appliances being used for commercial purposes requiring ventilation and fire suppression systems.

\* These may require appropriate ventilation and fire suppression systems. Please contact your local Fire Inspector to discuss and determine the requirements for your appliances.

#### **Plan Review NOT Required**

- Alterations to an existing suppression system in an existing hood to adjust for changes in cooking equipment within the current suppression systems design capability.
- Self contained appliances with integrated ventilation and suppression systems that are listed as a complete single unit.

Type II hoods designed for ventilation of appliances that do not produce grease laden vapors and not requiring a fire suppression system do not require a plan review.

Please note that all cooking appliances must be listed and labeled. Fire suppression systems must be UL 300 compliant.

## Electronic Plan Review Email Submittal Instructions

We now have electronic plan review, allowing submittal by email attachment. Sending all plan review documents by email attachment is highly recommended. This helps to reduce paperwork, cost of postage, and can speed up the turnaround time for a review.

### Important Notes:

We can accept documents in PDF or in CADD- DWF format. Before emailing drawings as attachments, they should be converted from DWG to DWF or PDF format. Your current CADD programs should have DWG to DWF Conversion. If not you may have to convert it to PDF. Never send DWG ( or other actual CADD drawings) over the internet.

We have no web payment service, so if a fee is required you still must send the review fee by regular mail. Refer to the fee / payment information in the plan review packet.

Although we prefer you send everything ( except payment of the plan review fee ) by email attachment, you still have the option of submitting all the documents by regular mail. Please be aware that this will slow down the review process substantially.

### Required Documents for Plan Review

Submit one set of each document specified below, by email attachment:  
4 sets of each document specified below if submitting by regular mail:

- 1.) **Completed Project Information Sheet:** We need this information in order to log your project into our database.
  - 2.) **Drawings:** Email drawings in PDF or CADD-DWF Formats. Drawings should include:
    - A.) Mechanical catalog/equipment cut sheets for your hood, exhaust fans, makeup air units. These are available from the manufacturer's/vendors as PDF Files.
      - Mechanical specs may have been provided with a building review submittal, however the appropriate mechanical information needs to be included with this submittal.
    - B.) General floor plan / elevation drawings showing location of appliances, hood, ductwork, fans. Drawings should include location of manual pull station and portable fire extinguisher. Details for construction of walls and ceilings surrounding the cooking equipment should also be included.
      - Drawings may have been provided with a building review submittal, however the appropriate drawings needs to be included with this submittal.
    - C.) Shop drawings of the fire suppression system showing listings, piping layout, number of flow points with arrangement and sizing calculations of suppression nozzles. These are provided by your fire suppression system installer or may be provided by the hood manufacturer if the suppression system is integrated in the hood from the factory.
- **Do not** submit the plan review checklist or additional information pages. These are for your benefit. If you provide everything in the checklist, the review should go smoothly and quickly.

Send the above design documents as email attachments to: [kristofer.kolstad@wyo.gov](mailto:kristofer.kolstad@wyo.gov)

Fee schedule per Wyoming Statute 35-9-108(q)(ii) is \$50.00 per hour for a standard review. Send \$50.00 payable to the Department of Fire Prevention & Electrical Safety (D.F.P.E.S). Reviews taking more than 1 hour will be billed per the Statute.

**Note: There is no fee for Governmental Entities or Schools. If this work is associated with a current New Building or Remodel Plan Review through our Office there is no additional fee required for the hood review.**

**Send all mailed plans and a check for the plan review fee to:**  
 (Submit 4 sets of each document if submitting by regular mail)

Department of Fire Prevention & Electrical Safety  
 ATTN: Kristofer Kolstad  
 117 South 2<sup>nd</sup> Street, Suite #1  
 Douglas, WY 82633

**Your hood installation and fire protection system must be acceptance tested prior use of the hood and cooking equipment. Please contact the Fire Inspector for your area to witness the tests prior to use of the hood and cooking equipment.**

**For questions, please feel free to call Kris Kolstad at 307-358-0752 or your Fire Inspector for your area.**

<p><b><u>Nick Hudson</u></b>  <b>307-347-8639</b>            Big Horn            Park            Washakie            Hot Springs</p>	<p><b><u>Kris Kolstad</u></b>  <b>307-358-0752</b>            Converse            Goshen            Niobrara            Platte</p>	<p><b><u>Jim Stevens</u></b>  <b>307-875-2585</b>            Lincoln            Sweetwater            Uinta            Sublette</p>	<p><b><u>Brad Carroll</u></b>  <b>307-777-8772</b>            Albany            Laramie            (Burns, Pine Bluffs, &amp;            Albin)</p>
<p><b><u>Al Rood</u></b>  <b>307-856-8211</b>            Fremont            Carbon</p>	<p><b><u>Mike Miller</u></b>  <b>307-673-4399</b>            Sheridan            Johnson</p>	<p><b><u>Dawna Fogg</u></b>  <b>307-631-8664</b>            Crook            Weston            Town of Wright</p>	

**Project Information Sheet**  
**Commercial Kitchen Hood Systems**

<b>Is this work part of a New Building or Remodel over \$40,000?</b>		Yes	No
<b>Valuation \$:</b>		<b>Plan Review # for associated Building project:</b>	

<b>Is this work a fire suppression system upgrade only to an existing hood?</b>	Yes	No
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<b>Name of Business:</b>			
<b>Address of Business:</b>			
<b>City/Town:</b>		<b>State:</b>	<b>Zip:</b>
<b>Business Phone #:</b>		<b>GPS Lat/Long</b>	

<b>Building Occupancy or Use:</b>				
<b>Number of Stories:</b>		<b>Basement:</b>	Yes	No
<b>Fire Alarm System:</b>	Yes	No	<b>Fire Sprinkler System:</b>	Yes
				No

**Project Contact Information**

<b>Plans Submitted by:</b>	
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<b>Building Owner:</b>			
<b>Address:</b>			
<b>City/Town:</b>		<b>State:</b>	<b>Zip:</b>
<b>Phone #:</b>		<b>Email Address:</b>	

<b>General Contractor:</b>			
<b>Address:</b>			
<b>City/Town:</b>		<b>State:</b>	<b>Zip:</b>
<b>Phone #:</b>		<b>Email Address:</b>	

<b>Mechanical Contractor:</b>			
<b>Address:</b>			
<b>City/Town:</b>		<b>State:</b>	<b>Zip:</b>
<b>Phone #:</b>		<b>Email Address:</b>	

<b>Electrical Contractor:</b>		<b>WY License #</b>	
<b>Address:</b>			
<b>City/Town:</b>		<b>State:</b>	<b>Zip:</b>
<b>Phone #:</b>		<b>Email Address:</b>	

<b>Hood Fire Suppression Contractor:</b>			
<b>Address:</b>			
<b>City/Town:</b>		<b>State:</b>	<b>Zip:</b>
<b>Phone #:</b>		<b>Email Address:</b>	

## Plan Review Submittal Check list

**Do not submit this check list or the following informational pages. It is only for your benefit.**

**Completed Project Information Sheet:** (see preceding page) Please fill out the project information sheet as completely as possible with applicable information. Copies of the plan review will be emailed to all parties who provide an email address.

### **Hood, Duct, Ventilation, and Owner items required: New Hoods**

Provide manufacturer's equipment/cut sheets for the hood showing their listings, type, and construction specifications. Provide electrical wiring schematics for equipment.

Provide manufacturer's equipment/cut sheets for the exhaust fan showing their listings, type, construction specifications, and CFM ratings. Provide electrical wiring schematics for equipment.

Provide manufacturer's equipment/cut sheets for the make up air unit showing their listings, type, construction specifications, and CFM ratings. If a unit will not be provided, please provide details of other available make up air within the building. Provide electrical wiring schematics for equipment.

Provide a general floor plan of the facility showing the location of the hood, exhaust fan, and make up air units.

Provide an elevation drawing showing the construction around the hood and cooking equipment detailing wall and ceiling construction. Show details of the space that ductwork will be penetrating and details on fire rated enclosure or duct wrap for the duct. Also show details of the exhaust fan mounting/termination.

### **Hood, Duct, Ventilation, and Owner items required: Existing Hoods**

Provide information for existing hoods, if available, as listed above for new hoods. If no information is available please provide photos of the existing installation. It is recommended that you contact the Fire Inspector for your area to look at your existing hood installation to identify any deficiencies that may need to be corrected.

### **Fire Suppression System Information Required: New and Existing Hoods**

Provide a shop drawing or manufacturer's info showing the listing of the fire suppression system.

Provide a system design layout showing agent tank sizes, piping, fusible link location/temperatures, and nozzle types/location showing the appliances intended to be protected.

Provide a drawing of the room the cooking equipment is in showing by scale or dimension, the size of the room, location of equipment and its size, manual pull locations, location of class K extinguisher, and fuel shut off solenoid or breaker location for electrical shut down.

Provide electrical wiring details for connection of suppression system micro switches for electrical shut off and fire alarm system interconnection if applicable.

### **Plan Review Fee/ Submittal**

If submitting electronically, email one set of the above information to: [kristofer.kolstad@wyo.gov](mailto:kristofer.kolstad@wyo.gov)

If submitting by mail, mail 4 sets of the above information to:

D.F.P.E.S.

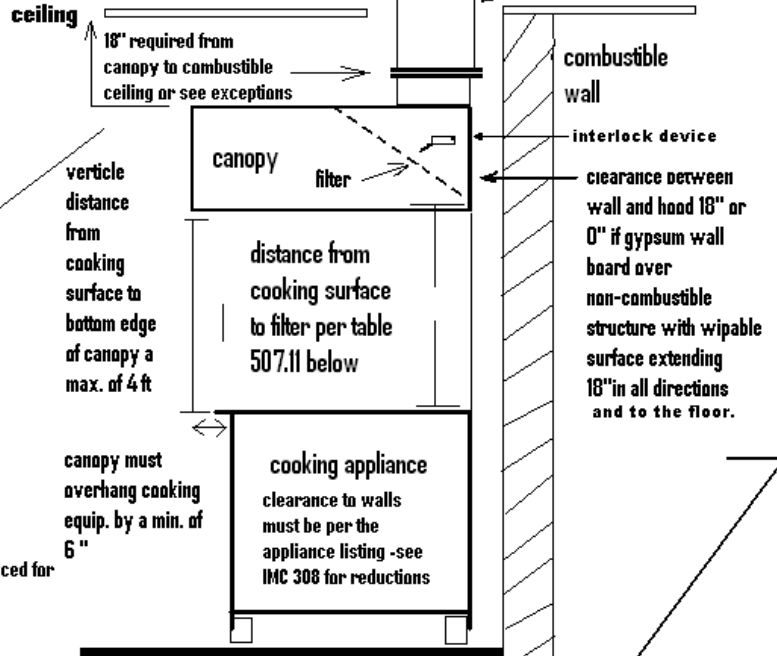
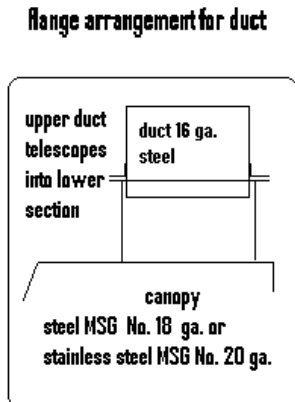
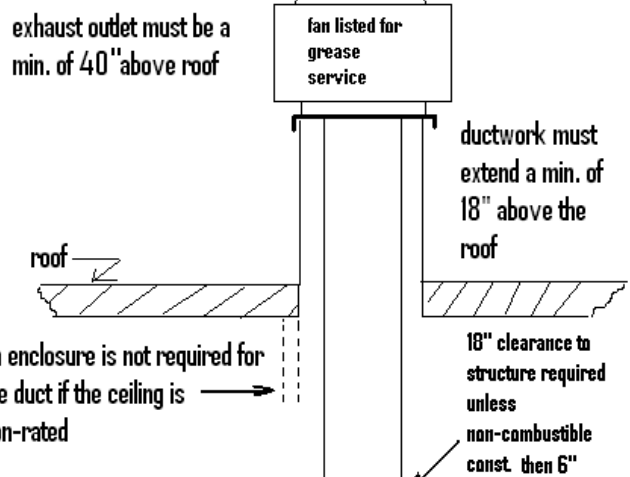
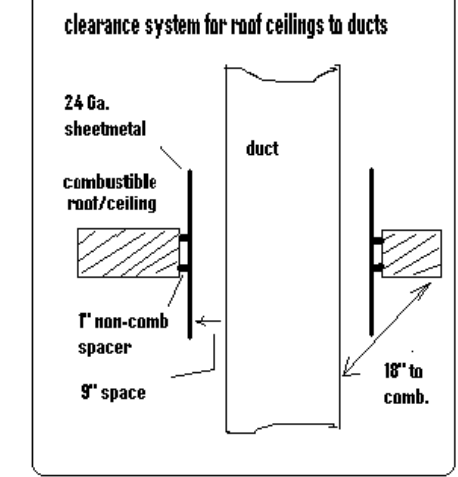
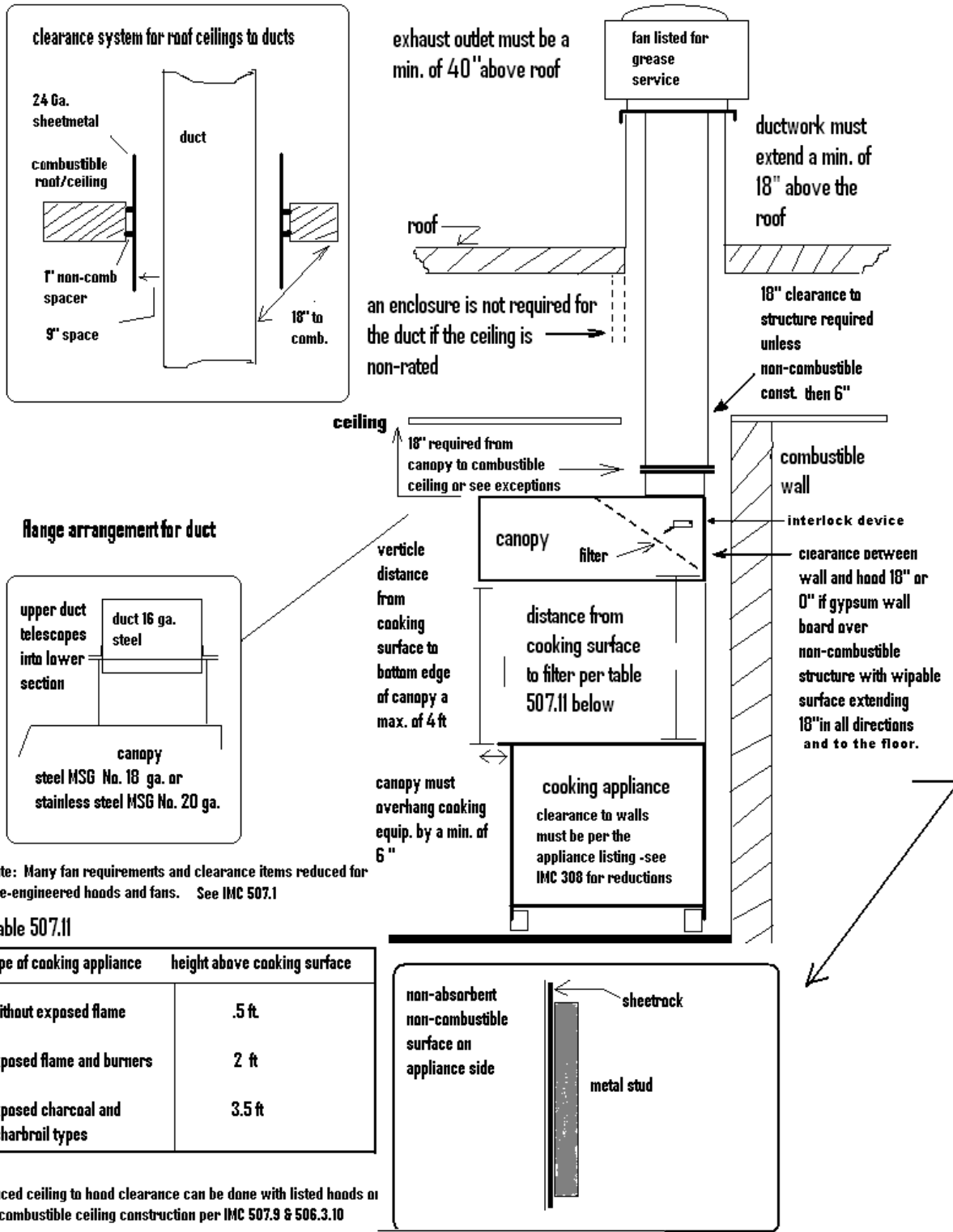
Attn: Kristofer Kolstad

117 South 2<sup>nd</sup> Street, Suite #1

Douglas, WY 82633

If a review fee is required, mail a check in the amount of \$50.00, made payable to D.F.P.E.S., to the address above.

# Illustration A - Hood and duct requirements for clearances to combustible construction

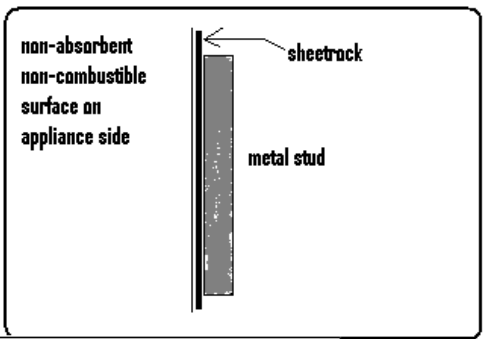


Note: Many fan requirements and clearance items reduced for pre-engineered hoods and fans. See IMC 507.1

Table 507.11

type of cooking appliance	height above cooking surface
Without exposed flame	.5 ft
Exposed flame and burners	2 ft
Exposed charcoal and charcoal types	3.5 ft

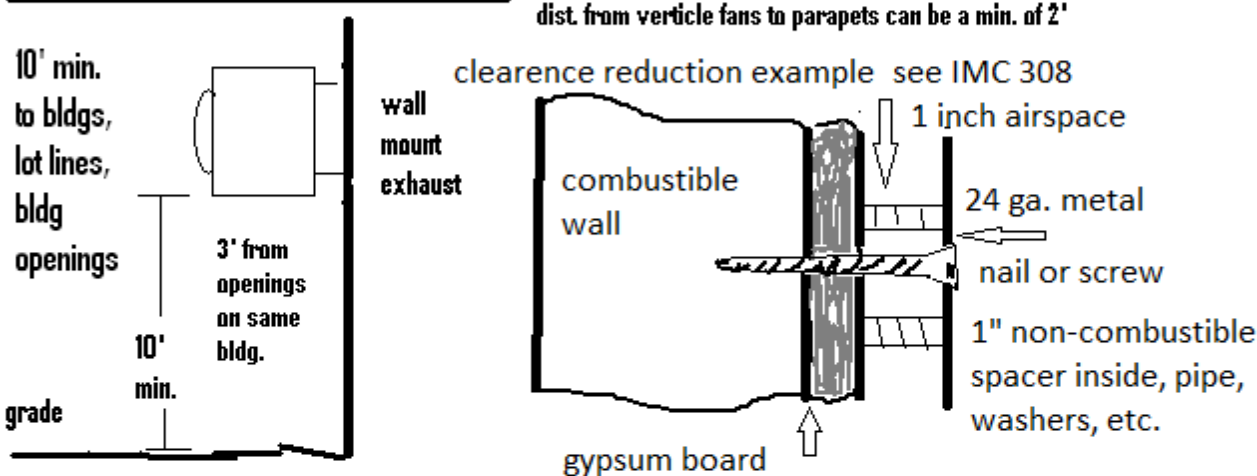
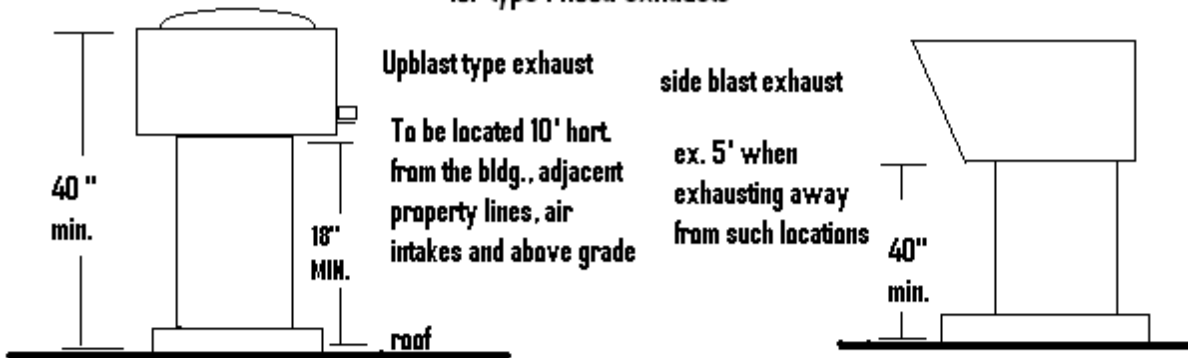
Reduced ceiling to hood clearance can be done with listed hoods on non-combustible ceiling construction per IMC 507.9 & 506.3.10



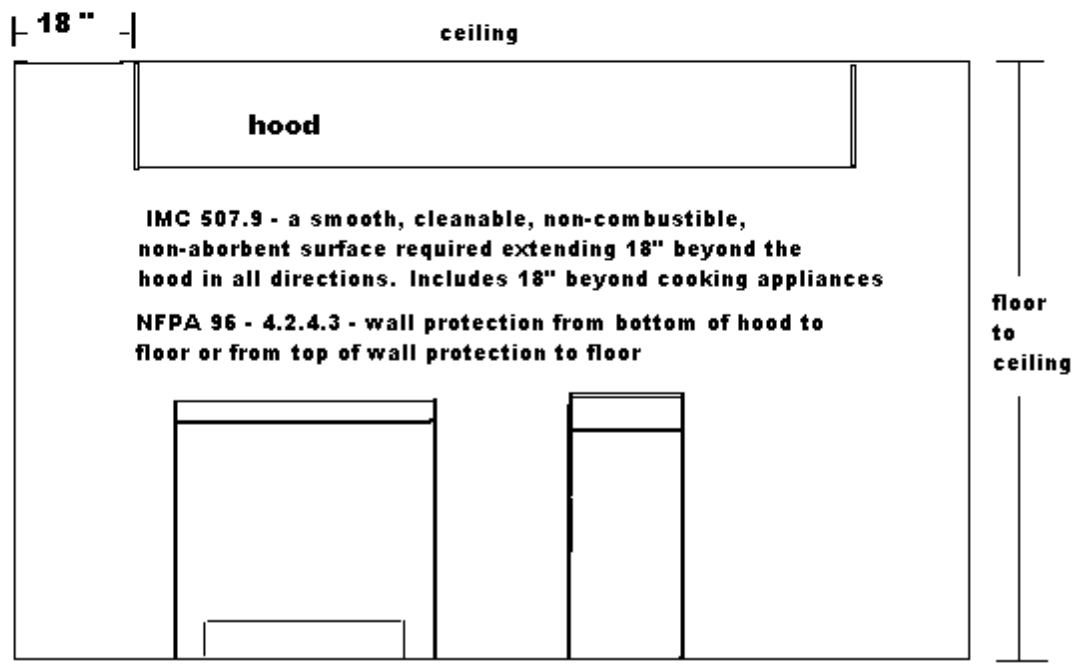
Clearance to combustibles can be obtained by: using a listed zero clearance hood or providing a non-combustible wall/ceiling or by use of a listed fire wrap material or reduction of clearance requirements by use of IMC section and table 308.

**ILLUSTRATION B**

**Roof and Wall fan locations  
for type I hood exhausts**



**Front view of hood installation with back wall wipeable surface.**



See IMC commentary for sec. 507.9