

## **Section A – Scope and Submission Requirements**

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This form applies to the installation of cooking and ventilation equipment in new buildings, building additions and alterations, and change of occupancy permit applications. Dwelling units, including Alternative Family Care Homes, do not require ventilation in conformance to NFPA 96.

**\*Note** – residential cook tops and ovens used in a commercial application shall conform to NFPA 96 and be addressed under this form.

### **Do I Need a Building and Development Permit Application?<sup>1</sup>**

All commercial cooking equipment not within a dwelling unit and used in processes producing grease-laden vapors shall be designed and installed in conformance with NPFA 96 *Ventilation Control and Fire Protection of Commercial Cooking Operations*. A building and development permit application is required for the following circumstances where cooking operations create smoke or grease laden vapours:

- New cooking equipment and ventilation systems in a new or existing building, or
- Alterations to existing cooking equipment and ventilation systems that involves a new exhaust hood, makeup air unit or new cooking equipment that does not fit under the footprint of the existing exhaust hood.

Exemption: A building and development permit application is not required for the following cooking operations that do not create smoke or grease laden vapors:<sup>2</sup>

- Reheating of previously prepared food (soup, stews, etc.)
- Boiling water (pasta, rice, etc.)
- Melting Chocolate
- Self-contained cooking systems
- Portable appliances used on a temporary basis, that are not hardwired or connected directly to the building services, such as slow cookers, toaster ovens, hot plates, etc.
- Cooking operations with written confirmation from a mechanical engineer that the equipment and its specified use to do not create smoke or grease laden vapours

### **Submission Requirements**

The following supporting documents are required to be submitted as part of a building and development permit application that includes cooking operations:

- *Installation of Cooking and Ventilation Equipment* form completed in full [Section B]
- Two copies of mechanical drawings detailing the system components and layout. All drawings shall be signed and sealed by a mechanical engineer licensed to practise in the province of Saskatchewan
- *Commitment Letter for Field Review of Engineered Life Safety Systems* form for the NFPA 96 systems design and installation

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<sup>1</sup> Any alterations or system maintenance that do not require a building and development permit application shall be completed in conformance with NPFA 96 and are the responsibility of the owner.

<sup>2</sup> A permanently affixed sign shall be placed adjacent to the range in a conspicuous location that states “This appliance is not to be used in processes that create grease laden vapours”.

**Section B – Application Details**

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**Project information**

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Building Address

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Building Permit Application Number

**Design Professional Information**

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Mechanical Engineer

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Company Name

**Section C – NFPA 96 Mechanical Design Information**

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The following mechanical design information shall be completed by the mechanical engineer identified in section B.

As per the 2015 National Building Code of Canada, the ventilation shall be designed in accordance with the 2014 revision date of NFPA 96

Design scope:

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Hood type and model:

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Equipment type and model covered by the hood:

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New makeup air or rooftop units are required (check one)

YES NO 

\* Sealed structural drawings and a commitment letter for field review OR written confirmation from structural engineer confirming that the additional load of the mechanical unit does not adversely affect the roof design shall be submitted.

Fire alarm system installed (check one)

YES NO 

\*If there is a fire alarm system, the activation of the automatic fire-extinguishing system shall activate the fire alarm signaling system in accordance to NFPA 96 [10.6.2]. If there is no fire alarm system, upon activation of an automatic fire-extinguishing system, an audible alarm or visual indicator shall be provided to show that the system has activated in accordance to NFPA 96 [10.6.1].

Please confirm that **ALL** items in the below table have been addressed as part of the mechanical design for the above referenced design scope by initialling beside each item.

Item	NFPA 96 Code Reference	Initials
1	All cooking equipment producing smoke or grease-laden vapours is under a hood complying with NFPA 96.	
2	Any used equipment has been restored to function according to its original condition. Restorative work shall be certified by the agency responsible for the work.	
3	All equipment clearances to combustible, limited combustible and non-combustible materials have been addressed and comply with NFPA 96 [4.2]	
4	All access panels have been designed in accordance to NFPA 96 and shall be accessible [7.3, 7.4].	
5	The fire suppression system shall comply with NFPA 96, the manufacturer's specifications, and one of the following: UL300 or ULC/ORD 1254.6 or UL197.	
6	Upon activation of any fire-extinguishing system, all sources of fuel and electrical power used for the production of heat to all equipment located under the exhaust hood(s) shall automatically shut off in accordance with NFPA 96 [10.4].	

**Signing Below Is Agreement to the Following:**

**I certify that I have read and agree to abide by the conditions above, and all information contained within this application is correct.**

\_\_\_\_\_  
Signature of Mechanical Engineer

\_\_\_\_\_  
Date (DD/MM/YY)

**Section D – System Maintenance**

- All cooking ventilation systems shall be maintained in conformance with NFPA 96.
- Portable appliances used frequently in cooking processes that produce grease-laden vapours and constitute a fire hazard may require NFPA 96 ventilation at the discretion of the Saskatoon Fire Department. If NFPA 96 is required, a building permit will be required.
- The owner or user of the facility is responsible for the care and maintenance of all existing systems and any alterations or modifications that do not required a building permit application as outlined in Section A.
- The Saskatoon Fire Department shall be notified of changes to the approved equipment layout beneath the existing exhaust hood. Please contact the SFD at (306) 975-2578 to book an inspection.