



Village of Southampton
23 Main Street
Southampton, NY 11968
DEPARTMENT OF FIRE PREVENTION
Telephone 631 283-0247 x152
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dmcnamara@southamptonvillage.org

DEAN McNAMARA
Fire Marshal

COMMERCIAL KITCHEN EXHAUST SYSTEMS INSTALLATION REQUIREMENTS

- Provide payment made payable to the **Village of Southampton** in the amount of \$200.00.
- The \$200 permit fee will provide the applicant with one submittal review, construction inspections and one witnessed final acceptance test.
- If a permit application is incomplete and requires the applicant to provide additional information a resubmittal fee of \$50.00 will be charged for each additional review.
- Should the applicant fail to install the system as required and as a result they fail their original final acceptance test there will be a \$150 fee for each additional test necessary until final approval is granted by the Fire Marshal.
- Work shall not start prior to the receipt of a permit/approval from the Department of Fire Prevention.
- Applications must include three (3) sets of shop drawings and three (3) set of cut sheets for all devices and equipment. Include make and model numbers, etc.
- All shop drawings and cut sheets shall be submitted with a signed stamp/seal from a NYS licensed Architect or Engineer.
- Drawings shall be drawn to scale and detail the physical and chemical properties and hazard characteristics of the material being conveyed.
- The cut sheets shall be provided for all air moving devices, the construction design and type of materials used in the hood & duct work, support systems, fire dampers, fire detection and/or fire suppression equipment.
- Provide a legend on the drawings indicating all symbols and or important details.
- Drawings shall provide a side view, along with a separate detail looking directly at the proposed protected appliances indicating all important information such as manufacture make and model of each cooking appliance, windows, doors, combustible materials, fire retardant wrap, duct termination locations, etc.
- All shop drawings are to include a printed statement on the plans "This installation is in accordance with the International Building, Fire and Mechanical code (2015), NFPA 96 (2014) and manufactures specifications."
- Contact the Department of Fire Prevention at (631)-283-0247 x152 at least three business days in advance to schedule an appointment for final inspection. Final inspection will include a verification of the cfm's and capture and containment test to verify the system is properly installed and functional.