



Edina Fire Prevention Bureau
 6250 Tracy Avenue
 Edina, MN 55436-0393
 (952) 826-0339
 Fax (952) 826-0393

City of Edina



FIRE - COMMERCIAL KITCHEN EXHAUST HOOD & DUCT CLEANING PERMIT APPLICATION

PERMIT # _____

NOTE: Please print or type, sign and return this permit application along with a check payable to "City of Edina" to the Edina Fire Department.

SITE ADDRESS _____ SUITE/UNIT # _____

NAME OF JOB SITE _____

SITE CONTACT NAME _____ PHONE _____

CONTRACTOR NAME _____

CONTRACTOR ADDRESS _____ PHONE _____

CITY _____ STATE _____ ZIPCODE _____ FAX _____

EMAIL ADDRESS _____

CLEANING SCHEDULE: Start Time _____ am pm Date _____

Estimated Time of Completion _____ am pm Date _____

*If job site has multiple hoods, please list those to be cleaned: _____

PLEASE READ AND UNDERSTAND THE FOLLOWING STATEMENTS, THEY ARE PART OF YOUR AGREEMENT WITH THE CITY OF EDINA.

Permit Application and fee of **\$94.00** payable to the City of Edina, shall be submitted to the Edina Fire Prevention Bureau five (5) days prior to starting the job. If less than the required five (5) days is necessary, arrangements shall be made via telephone to the Edina Fire Prevention Bureau at 952-826-0339. Please follow up the phone call by faxing at 952-826-0393 or emailing the application to Kitchenexhaustcleaning@EdinaMN.Gov in order to get it scheduled. Cleanings without a permit shall be charged an Investigation fee.

The current permit is available at www.EdinaMN.gov/fire either as an e-commerce permit or in a paper form to fill out, download and print. A check made payable to the City of Edina shall accompany the permit which can be mailed to the address above.

Fire Prevention Bureau Policy requires before and after digital photographs to be emailed to the Fire Prevention Bureau at Kitchenexhaustcleanig@EdinaMN.gov. The morning following a scheduled cleaning (or the Monday following a weekend cleaning) a fire inspector will go to the site for a visual inspection. The Edina Fire Prevention Bureau Policy stating the requirements is attached to this permit. Please also send any cancellations or postponements to the email address or call 952-826-0339 as soon as possible.

Contractor's Signature _____ Date _____

Received by _____ Permit issued _____
Revision 3/01, 1/05, 1/07, 7/07, 2/09, 1/12, 1/13, 1/14, 1/16



CITY OF EDINA POLICY/INFORMATION ₁			
subject Commercial Hood Cleaning Inspections		code reference MSFC 104, 304 & 904.11, NFPA 96	
department Fire Department		approval <i>Tom M. Schmitz</i>	
policy number SP-031-F ₂	revision number 2 on 12/29/2015	effective date 1/1/2016	page number 1 of 2
1. All Building Safety sheets adopted by Fire Department and Inspections Department. 2. Sheet numbers with B suffix developed by Inspections Dept. Sheet numbers with F suffix developed by Fire Dept.			

Purpose: Provide policy and procedures for commercial hood and exhaust cleaning and inspections.

Scope: All buildings containing commercial cooking and/or food service establishments, including Mobile Food Vendors, utilizing a type I or type II exhaust hood in the City of Edina.

Requirements:

The permit requirement imposed by this policy **shall be required every-6-months, or after system activation** and apply to all commercial cooking and food service establishments utilizing Type-1 and Type-II exhaust hoods that have been contaminated by grease laden vapors inside any building or portion thereof; portable and/or stationary, or equipped motorized mobile food service vehicles conducting business within City of Edina limits for the preparation and serving of food that produces grease laden vapors. The term “food service” is further defined to include operations such as preparing, handling, cleaning, cooking, and packaging food items of any kind.

(a) **Hood cleaning permit.** A permit is required at least every 6-months to conduct hood cleaning of all Type-1 and Type-II hoods that have been contaminated with grease laden vapors to coincide with MSFC Chapter 9- Section 904.11.6-904.11.6.5. Every application for such a permit shall be made in writing to **Edina Fire Prevention Bureau** at least five working days in advance of the proposed cleaning date.

(b) **Permits** can be submitted electronically at: <https://epermits2.logis.org/permits/default.aspx?city=ed> or manually on paper at: http://edinamn.gov/edinamfiles/files/City_Offices/Fire/Permits/2014%20Comm%20Kitchen%20Exhaust%20Cleaning%20Permit.pdf

(c) **Cleaning:** All hoods, grease-removal devices, fans, ducts and other appurtenances shall be cleaned at intervals necessary to prevent the accumulation of grease, as specified by the Minnesota State Fire Code (MSFC) Section 904.11.6.3 & NFPA-96 & 17A.

(d) **Upon inspection,** if exhaust system(s) are found to be contaminated with grease laden vapor deposits, the entire exhaust system shall be re-cleaned.

The Fire Code Official is authorized to place the following conditions upon Kitchen Exhaust Cleaning (KEC) applicants requesting a KEC hood cleaning permit:

(a) **Inspection for grease buildup:** The entire exhaust system shall be inspected for grease and residue buildup by an approved KEC Contractor.

(b) **Cooking equipment maintenance:** Inspection and servicing of the cooking equipment shall be at **least annually**. Cooking equipment that collects grease below the surface, behind the equipment, such as griddles or char broilers, shall be inspected and, if found with grease accumulation, cleaned to the **manufacturers recommendations**.

(c) **Hoods, grease removal devices, fans, ducts, and other appurtenances shall be cleaned to remove combustible contaminants to a minimum of (0.002 in) pursuant to the NFPA-96 Section 11.6.2***

(d) **There shall be no grease or carbonized grease remaining in the hood, duct system, filters, or fan assemblies (cleaned to bare metal).**



CITY OF EDINA POLICY/INFORMATION ₁			
Commercial Hood Cleaning Inspections <small>subject</small>		MSFC 104, 304 & 904.11, NFPA 96 <small>code reference</small>	
Fire Department <small>department</small>		<i>Tom M. Schmitz</i> <small>approval</small>	
SP-031-F ₂ <small>policy number</small>	2 on 12/29/2015 <small>revision number</small>	1/1/2016 <small>effective date</small>	2 of 2 <small>page number</small>
1. All Building Safety sheets adopted by Fire Department and Inspections Department. 2. Sheet numbers with B suffix developed by Inspections Dept. Sheet numbers with F suffix developed by Fire Dept.			

- (e) **No coatings shall be sprayed or applied on the clean ductwork.**
- (f) **All exhaust/ductwork access panels/doors shall be properly reassembled and secured after cleaning.**
- (g) **Any portion of the exhaust hardware/appurtenances removed for cleaning and/or maintenance shall be reinstalled to code specifications.**
- (l) **KEC Contractor(s) shall identify all damaged equipment; deficiencies; missing parts; lack of necessary access panels and notify-in writing both tenant/owner and the Fire Code Official upon completion.**
- (m) **Upon completion and submittal of each job, any portion of the hood; plenum; exhaust duct work and associated building trunk-line system(s) not cleaned; the entire system fails and shall not be approved.**
- (m) **Upon completion, and within 7 days, KEC Contractor(s) shall submit to Edina Fire Inspections before and after cleaning photos of the entire hood; plenum; exhaust duct; including associated building trunk-line system(s) & appurtenances to the following web-address: Kitchenexhaustcleaning@EdinaMN.Gov**
- (o) **At the discretion of the Fire Code Official, periodic fire inspections shall be conducted. Each permitted cleaning shall only be approved pursuant to KEC Contractor(s) submittal of documented photos to Edina Fire Inspections.**
- (p) **KEC Contractors shall be fully responsible for all photo documentation and photo submittals. And must submit within 7 days of completion all documented photos to: Kitchenexhaustcleaning@EdinaMN.Gov**
- (q) **KEC Photo-Requirements:**
 - Clear digital photo of work order # (not statement) identifying building address and tenant
 - Before and after photos of all hood components
 - 2 adjacent sides of roof area around exhaust fans
 - Horizontal and Vertical building duct/trunk-lines
 - Back side of fan blades and fan exhaust bowls
 - Roof mounted fans must show hinged side in full open position
 - Vertical rise of exhaust viewing up and down
 - Horizontal and vertical access plates
 - Filter rails top and bottom; plenum; front and rear of filters
 - Address and business name displayed in email subject line
 - Clear photo of the KEC contractor’s sticker adhered to plate showing date of cleaning

Note: The City of Edina does not issue confined space entry permits. It is the KEC Contractor’s responsibility to comply with OSHA Standards.