



Edina Fire Department  
 6250 Tracy Avenue  
 Edina, Minnesota 55436-2580  
 (952) 826-0330  
 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 \_\_\_\_\_

**CLEANING SCHEDULE:** Start Time \_\_\_\_\_ am or pm Date \_\_\_\_\_

Estimated Time of Completion \_\_\_\_\_ am or 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 **\$90.00**, 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 Prevention Bureau at 952-826-0339. Please follow up the phone call by faxing the application to get it scheduled at 952-826-0393. Cleanings without a permit shall be charged an additional \$85.00.

The Permit Application and fee shall be mailed to Edina Fire Prevention Bureau

When the cleaning has been **nearly completed**, call the Edina Fire Department at **952-826-0330** for an inspection. Personnel from the fire department will respond to conduct an **inspection** of the cleaning area. Cleaning Crews should have all their work completed. **All Access Panels shall be open for inspection.**

**Emergency calls take priority over inspections and may delay or interrupt the inspection.**

**Contractor's Signature** \_\_\_\_\_ Date \_\_\_\_\_

Contractors Printed Name \_\_\_\_\_

Received by \_\_\_\_\_

Date \_\_\_\_\_

Permit issued \_\_\_\_\_