



Edina Fire Prevention Bureau  
 6250 Tracy Avenue  
 Edina, MN 55436  
 (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 **\$100.00** 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 in order to get it scheduled. Cleanings done without a permit shall be charged an Investigation fee.

The current permit is available at [www.EdinaMN.gov/fire](http://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 sent to the Fire Prevention Bureau via The Compliance Engine: <http://www.thecomplianceengine.com>. 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. Contractors are responsible to call 952- 826-0378 and leave a message the day of the scheduled cleaning indicating the completion, cancellation, and/or the rescheduled date of the cleaning.

**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, 1/17, 1/18, 1/19



CITY OF EDINA POLICY/INFORMATION			
subject Commercial Hood Cleaning Inspections		code reference MSFC 104, 304, 609, 904.11 & NFPA 96	
department Fire Department		approval <i>Tom M. Schmitz</i>	
policy number SP-031-F <sub>2</sub>	revision number 4 on 01/08/2018	effective date 01/01/2018	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 kitchen hood cleanings 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:** A permit is required for each cleaning or after any system activation. This applies to all commercial cooking and food service establishments utilizing Type-I and Type-II exhaust hood systems that have been contaminated by grease laden vapors. This applies to 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.

**Permit:** A Commercial Kitchen Exhaust Hood Cleaning Permit is required to conduct hood cleanings of all Type-I and Type-II hoods that have been contaminated with grease laden vapors to coincide with MSFC Chapter 9- Section 904.11.6 through 904.11.6.3. You must obtain a permit prior to cleaning any commercial hood system, permits can be obtained and submitted electronically at: <https://epermits2.logis.org/permits/default.aspx?city=ed>

**Cleaning Requirements:** 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 609.3.3 & NFPA-96 & 17A. Cleaning and inspection frequency may also be adjusted by the Authority Having Jurisdiction (AHJ).

**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 manufacturer’s recommendations.

**Inspections:** During an inspection, if a commercial kitchen hood system is found to be contaminated with any grease laden vapor deposits, the entire system will require a cleaning by a licensed Kitchen Exhaust Cleaning (KEC) contractor.

**Fire Code Official:** The AHJ is authorized to place the following conditions upon any contractor requesting a Commercial Kitchen Exhaust Hood Cleaning Permit:

- The entire exhaust system shall be inspected for grease and residue buildup by a licensed KEC contractor.
- 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\*.
- There shall be no grease or carbonized grease remaining in the hood, duct system, filters, or fan assemblies (cleaned to bare metal).
- No coatings shall be sprayed or applied on the clean ductwork.
- All exhaust/ductwork access panels/doors shall be properly reassembled and secured after cleaning.
- Any portion of the exhaust hardware/appurtenances removed for cleaning and/or maintenance shall be reinstalled to code specifications.
- KEC contractors shall identify all damaged equipment, deficiencies, missing parts, lack of necessary access panels and notify in writing the tenant/owner and submit electronically to the AHJ via The Compliance Engine: <http://www.thecomplianceengine.com>



CITY OF EDINA POLICY/INFORMATION <sub>1</sub>			
Commercial Hood Cleaning Inspections <small>subject</small>		MSFC 104, 304, 609, 904.11 & NFPA 96 <small>code reference</small>	
Fire Department <small>department</small>		<i>Tom M. Schmitz</i> <small>approval</small>	
SP-031-F <sub>2</sub> <small>policy number</small>	4 on 01/08/2018 <small>revision number</small>	01/01/2018 <small>effective date</small>	2 of 2 <small>page number</small>
<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.</small>			



**Completion of Cleaning:**

- Upon completion, and within 7 days, the KEC contractors shall submit their cleaning reports and required photos electronically via The Compliance Engine: <http://www.thecomplianceengine.com>
  - **Photo Submittal 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
  
- Permitted cleanings shall only be approved following:
  - Passing inspection
  - Electronic submittal of the cleaning reports and photos to the AHJ via The Compliance Engine: <http://www.thecomplianceengine.com>
  
- If the KEC contractor fails to submit the required documents and photos and/or the inspection fails, the entire system is subject to a re-cleaning and additional permits and inspection fees will apply.

**KEC Contractor:** Contractors are responsible to call (952) 826-0378 and leave a message the day of the scheduled cleaning indicating the completion, cancellation, and/or the rescheduled date of the cleaning.

**The Compliance Engine:** For assistance or questions with electronically submitting cleaning reports and photos you can visit <http://www.thecomplianceengine.com> for 24/7 assistance or call (630) 413-9511.

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