



# NON-RESIDENTIAL HOOD AND DUCT

*An appointment is required to submit a non-residential permit application that is not minor in nature.*

**An appointment is not required to submit application for fire alarm/suppression or sprinkler permits.**

**Call (360) 786-5490 for an appointment with the non-residential plans examiner.**

## **Purpose**

A hood and duct application is used to apply for the installation of class I and II hoods for restaurants, bakeries, schools and similar occupancies. A separate supplemental application is required for each hood (Form SA003).

Class I hoods must be installed over any appliance which produce grease laden vapors or smoke.

Class II hood are required over appliances that produce steam or high heat including, but not limited to dishwashers, kettles, steamers, pizza ovens, etc.

Each hood and duct system requires a separate fire suppression system permit (Form No. SA009 & SA009f).

## **Codes and References**

Plans are reviewed for compliance with the building codes current at the time of application (check for year). The following is not an exhaustive list of codes or a complete list of construction requirements:

- International Building Code (IBC)
- American Society of Engineers standard 07 (ASCE 07)
- Washington State Energy Code (WSEC)
- International Mechanical Code (IMC)
- International Fire Code (IFC)
- Uniform Plumbing Code (UPC)
- Washington State Ventilation (WSEC) & Indoor Air Quality Code (VIAQ)

Washington State RCW 19.27 and Thurston County Ordinance Title 14 amend the codes.

Thurston County Ordinances are available online at [www.co.thurston.wa.us](http://www.co.thurston.wa.us). Washington State amendments are available online at the State Building Code website [www.sbcc.wa.gov](http://www.sbcc.wa.gov).

The amendments may also be purchased from the Washington Association of Building Officials at [www.wabo.org](http://www.wabo.org).

## **General Permitting Information**

Construction drawings shall be of sufficient clarity to indicate the location, the nature and the extent of the work proposed, showing in detail that it will conform to the provisions of the building code and all relevant laws and ordinances. Not all information can be provided on the plans. Information not shown on the plans is required to comply with the code.

All corrections identified by the plans examiner shall be incorporated into the plans before permit issuance.

## **Other County Requirements**

Applications may be routed to Environmental Health (EH), and the Fire Marshal Office for their review. The health department may require a new or revised food service application. Please review the Master Application (Form MA001) for additional applications that may apply to your project.

The permit will be issued when all departments approve the application. The plans examiner will call the applicant when the permit is ready to be issued.

## **Time Limitations**

### **Applications**

If a permit is not issued 180 days from the date of application, the application will be considered abandoned. The permit will be considered active if information required for approval is received within 180 days of the request for information.

Applications may be extended by requesting an extension in writing to the building official that demonstrates justifiable cause.

## **Thurston County Permit Assistance Center**

2000 Lakeridge Drive SW, Bldg 1, Second Floor; Olympia, WA 98502  
Phone: (360) 786-5490; TDD line: (360) 754-2933; Fax: (360) 754-2939  
[www.co.thurston.wa.us/permitting](http://www.co.thurston.wa.us/permitting)

Justifiable cause is a substantial reason put forth in good faith that is not unreasonable, arbitrary or irrational and that is sufficient to create an excuse for an act under the law. Monetary reasons are not considered justifiable cause.

Extension may be granted for periods not exceeding 90 days each.

In case of disagreement, the building official or designated representative shall make final determination whether or not an applicant has demonstrated justifiable cause.

Applicants must reapply and submit the required information if the permit has expired. The County does not retain submitted information from expired permits.

### **After Approval**

Permits not issued within one year of approval will expire. A new application package must be submitted if the permit expires.

### **After Issuance**

Once a permit has been issued, the permit self renews for one year from the date of the last approved inspection.

The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than one year each. The extension shall be requested in writing and justifiable cause demonstrated

### **Fees**

Mechanical fees are charged for the hood. A building inspection and plan review fee is charged based on the value of the work to be done. (Please see the fee estimation sheet). Fees are collected when the project permit is issued. The applicant is responsible for paying the plan review fee if the project is cancelled.

### **I Still Have Questions...**

The information in this bulletin is a general guideline of the procedures and rules. For additional information, speak with a staff member at the Permit Assistance Center. Contact information is listed below. You may also review all Thurston County Codes online on the County website referenced at the bottom of this page.

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