



## Permit & Development Center

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Before installing a commercial kitchen ventilation system in a building located within the City of Milwaukee, a plan review and permit are required.

In order to show compliance with State Code Chapters Comm. 64 and 65 (HVAC and Fuel Gas) and NFPA 96 (Standard for Installation of Equipment for the Removal of Smoke- and Grease-Laden Vapors from Commercial Cooking Equipment), four sets of drawings must be submitted for review.

### Drawing Standards

The drawings must be drawn by computer or with standard drafting equipment. Plans shall be prepared under the supervision of, and stamped by, an architect, engineer, or HVAC designer if the building in which the kitchen hood is to be installed exceeds 50,000 cubic feet in volume. Hand drawn sketches will not be accepted. All drawings must be to scale, and the scale must be identified on the drawings. In accordance with standard drafting practice, important dimensions must also be indicated by value, i.e. feet and inches. The drawings must have enough contrast so that all lines and lettering are readable and able to be microfilmed for record.

### Drawing Contents

Drawings must contain at least the following:

1. A site plan, showing the location of the building, property lines, and ventilation system. This is necessary to show compliance with code requirements that limit ventilation opening locations with respect to property lines and other buildings.
2. A location plan, showing where the kitchen ventilation system is to be installed within the building. This plan does not have to replicate the entire building construction, but must indicate where the ventilation system

will be located in the building, and must identify any code issues relative to the ventilation system location.

3. Isometric or orthogonal (plan, section, elevation) drawings showing such items as: the grease hood; grease hood construction materials; plenum and duct; insulation; clean-outs; exhaust and make-up air fans; make-up air unit; make-up air unit size in CFM and BTU.
4. All relevant sizes and dimensions must be indicated.
5. Calcs for exhaust and for make-up air.
6. The grease hood manufacturer, model, and nationally recognized testing lab listing.
7. Any other relevant information needed to determine compliance with State Code requirements.
8. A Certificate of Supervision if the building in which the kitchen hood is to be installed exceeds 50,000 cubic feet in volume.

### Additional Requirements

In addition to the drawings, a [plan review fee](#), which is calculated based on the area ventilated, is required.

After the drawings are reviewed, the permit may be obtained. The permit fee will be based on the equipment installed and the make-up air unit heat input.

**Please note that a separate plan submittal and permit are required for the automatic fire extinguishing system. A separate submittal to the Milwaukee Health Department is required.**

Drawings that do not meet these standards will be returned along with the application. The permit cannot be approved until acceptable drawings are submitted and reviewed. Please note that work started without a permit is subject to a quadruple fee.