



Palatine Fire Prevention Division

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www.palatine.il.us

HOOD & DUCT SUPPRESSION SYSTEM PERMIT HANDOUT



Please visit the link below to register and apply
<https://Citizen.palatine.il.us>

HOOD & DUCT SUPPRESSION SYSTEM SUBMITTAL REQUIREMENTS:

- Shall be installed per the 2021 International Fire Code, and NFPA 17A, NFPA 13, and NFPA 96 as referenced

This information is designed to assist an applicant in applying for a permit for a Hood and Duct Suppression System. This handout is not all-inclusive. It identifies items we find are most often missing in permit submittals. Special circumstances or unique designs may require Village Staff to request additional information or details. Please read the Step-by-Step Guides to the Permit Process for assistance with obtaining a permit. <https://www.palatine.il.us/620/Standard-Building-Permits>

If you are a Subcontractor you will need to coordinate with the General Contractor that you are provided access to submit through the CSS Portal. In Palatine, fire protection systems are submitted under the main permit number.

CSS APPLICATION:

- If the work is part of a larger scope of work, it shall be uploaded under that permit.
- If work is to an existing system and no other work is being done use "Building Permit for Commercial Building Alteration".

CSS PORTAL SUBMITTAL REQUIREMENTS: *Each required submittal shall be uploaded as a separate PDF*

- A fully dimensioned Hood & Duct Suppression Plan with:
 - Business name and address of protected premise
 - Designer's name
 - Installing company's name and Illinois Fire Equipment Distributors license number
 - Appliances to be protected
 - Elevation showing nozzle heights above appliances
 - Duct opening size(s)
 - Pipe size and length
 - Detector ratings and locations
 - All new or upgraded hood & duct suppression systems require a permit and shall be monitored by an approved NFPA 72 fire alarm system.
 - Indicate on the plans an activation of the system will shut down make-up air, gas, and electric appliances
- Material and equipment specifications and catalog cut sheets **with the appropriate item(s) highlighted**. All materials used shall be installed per their listing.
- A nozzle summary matrix showing the number of flow points used for each tank.
- Hood(s) shall have a minimum of 6" overhang of appliances on each end. Indicate on plans.

INSPECTIONS:

- Schedule inspection(s) through your CSS account.
- Contractor to be on-site with a printed stamped approved "job copy" of appropriate size, you will need to print this out.
- Balloons on nozzles will be required for the final inspection
- Test link shall be cut for final inspection.
- The fire equipment company's inspection report shall be uploaded to www.thecomplianceengine.com