

**Installation and Inspection of Field-Applied Grease Duct Products**

Inspections of field-applied grease duct enclosures shall be performed by either a City of San Jose field inspector or a City approved 3<sup>rd</sup> party inspector in accordance with the approved project plans and specifications, product listing, this statement, and section 507.2.3 of the 2007 California Mechanical Code.

Project Title: \_\_\_\_\_ Plan Check #: \_\_\_\_\_

Project Address: \_\_\_\_\_

Name of field-applied grease duct enclosure product: \_\_\_\_\_ ICC/UL listing # \_\_\_\_\_

**BEFORE A PERMIT CAN BE ISSUED:** The owner or his agent, on the advice of the registered design professional in responsible charge, shall submit two (2) copies of this completed form wet signed by all parties, to the Building Official for review and approval. The owner, 3<sup>rd</sup> party inspection inspector, and general contractor, where applicable, shall complete this form with wet signatures and submit it to the Building Official for review and approval.

1. Submit for approval two sets of detailed drawings of all Type I hoods and ductwork proposed for the subject project. Provide field-applied grease duct enclosure information and installation details per approved listing on the plans. Show all duct clean-outs and provide details of supports and seismic bracing. Include roof layout and ceiling details, as applicable.
2. Field-applied grease duct enclosure installation contractor shall:
  - a) Submit names and qualifications of each selected qualified installer to the Building Official for approval,
  - b) Review the Building Division approved plans for additional inspection and testing requirements, and
  - c) Notify the 3<sup>rd</sup> party inspection agency of additional requirements referred to in item #2b above.
3. 3<sup>rd</sup> Party inspection agency shall:
  - a) Submit names and qualifications of each selected 3<sup>rd</sup> party inspector to the Building Official for approval,
  - b) Use only Building Division approved drawings and manufacturer’s written installation instructions in accordance with the approved listing requirements,
  - c) Submit copies of all inspection reports to the Building Official and retain one copy with the job site plans, and
  - d) Immediately notify the Chief Building Official of concerns and/or problems identified in the field as a result of the hood and grease duct installation.
4. **BEFORE CLOSE OF CEILING:** The 3<sup>rd</sup> party inspection agency shall submit a statement that all items requiring inspection were fulfilled and reported. Those items not inspected shall be noted in this statement. A copy of the statement shall be maintained at the job site for City field inspector’s review prior to final inspections.
  - A. Prior to installation of field-applied grease duct enclosure (protection product), the ductwork shall be inspected and approved by the City of San Jose mechanical inspector.
  - B. 3<sup>rd</sup> party inspector shall provide continuous inspection of the field-applied grease duct enclosure during installation.
  - C. Prior to closing the ceiling, the installation of the field-applied grease duct enclosure shall be inspected and approved by the City of San Jose mechanical inspector.

**ACKNOWLEDGEMENT:**

1. Provide all signatures on a single copy of this form.
2. Submit copies of the **certifications** with this form,.

Owner or Owner’s Agent:		Print name:	Wet Sign:	Date:
Special Inspection:	<input type="checkbox"/> <b>Certified 3<sup>rd</sup> Party Inspector</b>	Print name:	Wet Sign:	Date:
	<input type="checkbox"/> <b>City of San Jose Field Inspector</b>			
<b>Certified</b> Installer:		Print name:	Wet Sign:	Date:
Project Engineer/Architect:		Print name:	Wet Sign:	Date:

Building Official (signature and date):  
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