



Department of Planning, Building and Code Enforcement

Building Division

Installation and Inspection of Field-Applied Grease Duct Enclosures

Inspections of approved field-applied grease duct enclosure products shall be performed by CSJ pre-approved 3rd party Special Inspectors certified and endorsed by the product manufacturer to provide inspection services, or the CSJ Mechanical Inspectors, in accordance with the approved plans, specifications, product listing, manufacturer's installation instructions and applicable sections of the California Mechanical and Building Codes. The City of San Jose reserves the right to assume special inspection responsibilities or defer inspection services to a certified and approved 3rd party Special Inspector at any time when deemed appropriate.

Project Title _____ Plan Review # _____

Project Address _____

Product Manufacturer _____ ICC-ES # _____

BEFORE A PERMIT IS ISSUED: The building owner, building owner's agent or registered design professional shall submit appropriate plans to the City of San Jose Building Department for review of the proposed mechanical systems. Mechanical plans shall include detailed information for all Type I hoods, ducts, fans, support systems, cleanouts, and equipment prior to approval. Roof plan, floor plan and installation details for mechanical systems and field-applied grease duct enclosure shall be included. Two copies of this completed form wet signed by all parties shall be submitted for review and approval prior to permit issuance.

1. Mechanical contractor shall:
 - a. Install all mechanical systems in compliance with the approved Mechanical plans, ordinances and local Codes.
 - b. Request inspection and obtain approval of mechanical grease exhaust systems prior to concealing or product installation.
2. Field-applied grease duct enclosure installing contractor shall:
 - a. Present names, qualifications and/or certifications to the Building Official for each installer upon request.
 - b. Review the approved plans and this document for installation and inspection requirements prior to product installation.
 - c. Confirm authorization by CSJ Mechanical Inspector to install product prior to any product installation.
 - d. Install product in accordance with the terms of the listing and the manufacturer's installation instructions.
 - e. Confirm that where CSJ Inspector is used, only first layer of product will be installed before product inspection is requested.
 - f. Confirm that where 3rd party Special Inspection is provided, product installation will only proceed in the presence of the Special Inspector named on this document.
3. Field-applied grease duct enclosure 3rd party Special Inspector shall:
 - a. Be certified by the product manufacturer and approved by the City of San Jose to inspect the specific product installed.
 - b. Use only the approved Mechanical plans, City of San Jose field inspector's notes, manufacturer's installation instructions and terms of listing to ensure proper product installation.
 - c. Provide continuous inspection services and immediately notify the Building Official of any concerns, problems or issues.
 - d. Submit complete inspection reports to the Building Official during and/or upon completion of product installation, as required.
 - e. Remain in good standing and repute with the City of San Jose Building Department.
4. City of San Jose Mechanical Inspectors shall:
 - a. Perform inspections on grease duct systems and approve installations prior to allowing product installation.
 - b. Perform two-staged inspections. First layer initial inspection followed up by second layer final inspection.
 - c. Perform final inspection of and approve field-applied grease duct enclosure installation prior to ceiling closure in all cases.
 - d. Have the authority to request a certified 3rd party Special Inspector at any time during the process, when deemed appropriate.

Acknowledgement: Provide all wet signatures on a single copy of this form. Copies of installer and/or inspector certifications may be required.

Choose One _____ 3rd Party Special Inspector _____ City of San Jose Mechanical Inspector

Building Owner or
Owner's Agent Name _____ Signature _____ Date _____

Certified Installer
Print Name _____ Signature _____ Date _____

Certified Special Inspector
Print Name _____ Signature _____ Date _____

Project Engineer
Print Name _____ Signature _____ Date _____

Building Department Representative _____ Date _____

List of Approved Field-Applied Grease Duct Enclosure 3rd Party Special Inspectors

Inspections of approved field-applied grease duct enclosures shall be performed by pre-approved 3rd party Special Inspectors certified and endorsed by the product manufacturer to provide inspection services, or the City of San Jose Mechanical Inspectors, in accordance with the approved plans, specifications, product listing, manufacturer’s installation instructions and applicable sections of the California Mechanical and Building Codes. The City of San Jose reserves the right to assume special inspection responsibilities or defer inspection services to a certified and approved 3rd party Special Inspector at any time when deemed appropriate.

The following list of companies or individuals have been trained and certified by the specific field-applied grease duct enclosure manufacturer to perform 3rd Party Special Inspection services in accordance with the approved plans, the manufacturer’s installation instructions, the listing requirements and applicable sections of the California Building and Mechanical Codes and are therefore pre-approved to perform these services in the City of San Jose.

3M 615+

Representative	Jill Manetas	(510) 914-1206	jrmanetas@mmm.com
JM Consulting Engineers	Makis Manetas	(408) 320-6581	jmce.makis@comcast.net
As It Stands	Dawn Anderson	(408) 422-6155	dawn@asitstands.com

Morgan Thermal Ceramics Firemaster

Representative	Brian Kirwan	(562) 505-5989	brian.kirwan@morganplc.com
HP Inspections	Charles Pinkham David Pinkham Tony Cotta Carlos Resendez	(408) 287-7722	davep@hpinspectionsinc.com jody@hpinspectionsinc.com
JM Consulting Engineers	Makis Manetas	(408) 320-6581	jmce.makis@comcast.net
Bagg Engineers, Inc.	David Norris	(209) 489-0010	dlnorris@pacbell.net
Earth Systems Pacific	Norman Engen	(408) 934-9302	nengen@earthsys.com
As It Stands	Dawn Anderson	(408) 422-6155	dawn@asitstands.com

Unifrax/FyreWrap

Representative	Michele Wierzbicki	(801) 835-7686	mwierzbicki@unifrax.com
JM Consulting Engineers	Makis Manetas	(408) 320-6581	jmce.makis@comcast.net
Distribution International	Rusty Rice	(707) 741-2963	r.rice@distributionintl.com
Construction Testing Services	Ron Harr	(925) 462-5151	rharr@cts-1.com
As It Stands	Dawn Anderson	(408) 422-6155	dawn@asitstands.com

Qualified companies or individuals that want to be considered for inclusion on this list should contact the product representative for inspection training and submit verifying documentation to this department for review and consideration. The information on this list represents the most accurate information provided to us and may contain errors or omissions. The City of San Jose reserves the right to update this list without notification.