

## COMMERCIAL KITCHEN SUPPRESSION SYSTEM PERMIT SUBMITTAL REQUIREMENTS (NFPA 96 AND 17A SYSTEMS)

Effective: February 2026

### A. PERMIT PROCEDURES

1. Permits and submittals are required for installation of new kitchen suppression systems and any alteration to an existing kitchen suppression system.
2. ALL work must be performed by a contractor with a valid State of Maryland *Non-Water Based Extinguishing License*.
3. **When a permit is required, work on the system shall not begin until the permit is obtained, and the City-approved plans and Fire Protection Permit are on the job site.**
4. A *fully completed* Fire Protection Permit Application form must be included with all initial submissions. Application must be completed in full and must include contact person name and email address for building owner and tenant/business. (The Application form can be downloaded from the city website, search keyword “Fire Protection Permits”.)
5. Application Fee is required when Permit Application and plans are submitted. The balance of fees will be collected at the completion of plan review, when the permit is issued. (Refer to the City website, schedule of fees, for fee structure details.) For applications submitted via email, staff will contact the Applicant to arrange payment of the Application Fee.
6. Once the review has been completed, the applicant will be contacted with the result of the review as follows:
  - a. Plans have been approved and pending payment are available to download online At the discretion of the reviewer, the submittal may be suspended or disapproved, and a correction list will be emailed to the applicant, who is then responsible for submitting revisions/corrections via our Online Portal (Revised plans/correction will not be accepted via email).

### B. GENERAL SUBMITTAL REQUIREMENTS

1. Complete application via our Online Portal at PPL Online Services.
2. For systems installed as a part of a construction project, application for kitchen suppression system permit does *not* have to wait until issuance of the building permit, and a copy of the building permit is *not* required to be included with the application for permit.
3. **It is not necessary to submit a manufacturer’s design manual with the design documents/plans.** Instead, ensure that all manufacturers’ information (i.e. make, model numbers, etc.) has been incorporated into the plan(s).

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### C. INFORMATION REQUIRED ON THE PLAN/DRAWING

#### 1. General

- a. Provide a 6" x 9" blank space on one page, for City Comments.
- b. Project name and address(es).
- c. Project owner's name and address, including zip code.
- d. Building construction permit number. (If work is part of a construction project.)
- e. Maryland State *Non-Water Based Extinguishing License #* & expiration date.
- f. Contractor name, address, **telephone number, & contractor contact person.**
- g. Symbol & abbreviation key.
- h. Minimum scale for plans is 1/8" per ft. (1/4" per ft. is preferred.)
- i. Applicable NFPA code(s)/standard(s) and edition(s) used.

#### 2. Architectural

- a. Diagram of the area and the appliances or equipment to be protected.
- b. Dimensions of the hood(s), exhaust duct(s) and all appliances and equipment protected.
- c. Diagram of the system piping and all component parts to include:
  - i. Pipe type and diameter
  - ii. Pipe length for each pipe segment
  - iii. Model number and mounting height for each nozzle
  - iv. Locations and temperature ratings of fusible links
- d. Floor plan of the kitchen (to scale or dimensioned) showing the following:
  - i. Location of extinguishing agent canisters and cabinet, and canister size(s)
  - ii. Location of manual means of activation
  - iii. Location and identification of any auxiliary equipment, such as gas and electric shunt devices