



CHARLESTON FIRE DEPARTMENT



Fire Marshal Division

Permit Application

Kitchen Exhaust Inspection Contractor Submit application to: Permit Center 2 George Street, Charleston, SC 29401	Fire Permit # : FI -
	Estimated value of work: \$
	Date of Application:

This application is for Kitchen Exhaust Inspection Contractors (KEIC). Effective July 1, 2016, a KEIC working in the City of Charleston must demonstrate they are qualified to perform this work and obtain a permit to operate in the City. Contractors must submit this application, and all of the associated supporting documentation outlined below, for review by the Charleston Fire Department Fire Marshal Division. Contractors that are deemed qualified will be issued a permit. The permit must be renewed on or before March 1st of the following year. Permits are subject to revocation or suspension. Applications are typically reviewed within 10 business days. Please visit www.charleston-sc.gov/kitchenexhaust for additional information and resources.

Inspection/ Cleaning Contractor Requesting Permit

KEIC company:	
Address:	City, State & Zip:
Applicant Name:	Applicant Phone :
Applicant Fax:	Applicant E-mail:

Application Submittal Checklist

The following checklist is provided as a **summary of the minimum** information that must be included with this application before a review will be initiated. It is the contractor's responsibility to have a thorough working knowledge of the applicable ordinances, codes, and standards. Failure to provide the needed information in either option A or B will delay the review process.

___ Option A

- 1) City of Charleston Business License issued for the current year.
- 2) Current IKECA membership.
- 3) Current IKECA Certified Exhaust Cleaning Specialist certificate (matching the applicant name).
- 4) Example of your kitchen exhaust inspection report and service sticker for review.
- 5) Listing of current employee(s) operating under the contractors permit and their function.
- 6) Proper equipment to conduct the inspection/cleaning. Inspection of the equipment will be scheduled.

___ Option B

- 1) City of Charleston Business License issued for the current year.
- 2) Insurance of liability (minimum \$2 million dollars).
- 3) Vehicle Insurance.
- 4) Workers compensation insurance for companies with more than four employees.
- 5) Training hours required of the applicant (attach certificates, letters, affidavits, or other forms of documentation to attest to the training received):
 - a) New applicant: 20 hours of training within the last 3 years (attached or provided prior to 1/1/2017).
 - b) Renewal: 20 hours of documented training within the last 12 months.
- 6) Signed affidavit attesting to 500 hours of demonstrated work in this field over the past year.
- 7) Example of your kitchen exhaust inspection report and service sticker for review.
- 8) Listing of current employee(s) operating under the contractors permit and their function.
- 9) Proper equipment to conduct the inspection/cleaning. Inspection of the equipment will be scheduled.

Expectations

- 1) Crews working in the field shall retain a copy of the current permit issued to the company.
- 2) Systems shall be inspected and cleaned in accordance with ICC codes, NFPA 96, and ANSI/IKECA C-10.
- 3) The complete interior of system(s) listed shall be cleaned to bare metal.
- 4) Contractors shall retain reports, photos, and associated documents for not less than three years.
- 5) Contractors shall provide the facility with inspection reports upon completion of the inspection/cleaning.
- 6) Kitchen Exhaust Inspection Reports must contain all of the information outlined within ANSI/IKECA C-10.
- 7) Service stickers must be "punched", contain all required information, and will be placed on each hood.
- 8) Deficiency reports will be submitted w/in 2 business days, compliant reports will be submitted weekly, by:
 - a) Email reports to kitchenexhaust@charleston-sc.gov
 - b) Upload via the web portal at www.charleston-sc.gov/kitchenexhaust

Digital Photo Requirements

The contractor must take and retain digital pictures to adequately document the pre and post cleaning of the system. The outline below was developed to identify minimum expectations for photographs (not all items below will apply to every system). Access plates are to be numbered (1, 2, 3, etc.) starting from the hood, multiple drops should receive alpha assignments (a, b, c, etc.) from left to right in the plenum area. Complex systems may require digrams with photo number references. Photos may be requested at anytime or as part of an audit.

Minimum Pre-Cleaning Photos

- 1) Photo of the location with the address and location name visible.
- 2) Outside of the hood(s), equipment, and back walls.
- 3) Roof area around the exhaust fans, the exhaust fans from 2 opposing sides, and any preexisting conditions and/or problems (non-compliance issues).
- 4) Any additional photos that would assist with documenting pre cleaning conditions.

Minimum Post-Cleaning Photos

- 5) Intakes and outlets of all fans and the back of the fan blades.
- 6) Down the stack(s) from the roof (if roof mounted).
- 7) Existing grease containment, rooftop, and the area under and around it.
- 8) Exterior of all horizontal ductwork and a picture of the top of the hood.
- 9) At least 4 photos at each access plate: a) Outside of each access plate, showing current conditions. b) Inside the access plate toward the fan. c) Inside the access plate toward the hood. d) Outside the access plate after it has been properly installed, with current certification sticker dated and initialed.
- 10) Up the stacks for each vertical from the hood (or down any horizontals from the hood) with a clear view of all sides of the entire run from the hood (not just an angle shot) and one of the hood and duct connection above the filter rails.
- 11) Close up of the inside chambers of any power-wash hoods (If applicable).
- 12) Back of the filter rails, top and bottom.
- 13) Completed hood with filters out and another with filters in place.
- 14) Picture of the completion/inspection sticker placed on the hood.
- 15) Photo of the completed Kitchen Exhaust Inspection Report.
- 16) Recommend completion pictures showing all areas cleaned up at end of job.

******Note: Make sure the date/time setting on the camera have been properly adjusted. ******

Request for review and permit

I understand and agree that this permit is for authorization for the time period identified on this permit and the permit remains the property of the City of Charleston. By signing below I certify that I am an authorized agent for the company performing the work stated above, appropriately trained and qualified for the scope of work proposed, and all information provided is true and correct. I understand that if any information provided is found to be incorrect or falsely stated that any permits granted from this application are immediately null and void. I agree to comply with the ordinances of this jurisdiction and to perform the work herein stated in accordance with the submitted plans, specifications, applicable codes and standards, and shall be responsible for any and all violations of state laws and local ordinances. I understand that any deviation of work made without written approval subsequent to the issuance of the permit shall constitute grounds for revocation of such permit and that all work is subject to field inspections. Permit void if work is not started within six months of the date of issue or if work stops for a period of six months. All permits expire 365 days from the date of their issuance, unless revoked or suspended.

Name of person making application	Signature	Date
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