



Commercial Exhaust Hood/Fire Suppression/Fire Alarm Checklist

Please note: Plans must be drawn to scale. If plans are larger than an 11X17 sheet of paper, please refer to the electronic checklist.

- Completed Application and include one of the following signature requirements:**
 - Landowner Signature
 - Signed contract between contractor and landowner
 - Commercial Business Representative Affidavit
- Provide the following required Virginia State Contractors License:**
 - Contractor Class A/B/C License
 - Electrical Tradesman License and Statement – if applicable
 - HVAC Tradesman License and Statement – if applicable
 - Tradesman License LP Gas and Tank Statement- if applicable
 - Plumbing Tradesman License and Statement – if applicable
 - Landowner Exemption Form if landowner or tenant is performing any of the work him/herself
- Two (2) Complete Sets of Fire Drawings**

Applicant's Signature

Date