



COUNTY OF LOS ANGELES ♦ DEPARTMENT OF PUBLIC HEALTH  
ENVIRONMENTAL HEALTH  
PLAN CHECK PROGRAM

5050 Commerce Drive, Baldwin Park, CA 91706  
(626) 430-5560 [www.publichealth.lacounty.gov/eh](http://www.publichealth.lacounty.gov/eh)



APPLICATION INSTRUCTIONS FOR MECHANICAL EXHAUST VENTILATION EXEMPTION

1. Submit completed “Application for Mechanical Exhaust Ventilation Exemption” form with the appropriate fee (see attachment). Application and payment must be submitted to:

Plan Check Program  
5050 Commerce Drive  
Baldwin Park, CA 91706  
Telephone: (626) 430-5560

Make checks payable to “County of Los Angeles”.

2. Provide current manufacturer specification sheets or literature of cooking equipment that will include data, wiring diagram, parts list, operation instruction, maintenance manual or owner’s manual.  
**Note: The cooking equipment shall be operated under the conditions recommended by the manufacturer.**
3. Provide menu or list of food that will be cooked in the proposed equipment without a mechanical ventilation system.
4. Provide a Standard Sanitation Operating Procedure for the food(s) that will be prepared or cooked in the proposed equipment.
5. Provide test data from a certified ANSI laboratory for grease and heat emissions. Documentation shall include condensable particulate emissions from a stationary source, type of food used in the test, amount of steam or heat produced during cooking.
6. The equipment exemption request will be reviewed within reasonable time to determine whether the request for exemption will be granted or denied. Denied requests expire after one year, but may submit for re-evaluation under the original application within one (1) year from the date the first review was made. A new Application for Mechanical Exhaust Ventilation Exemption must be submitted with a fee along with a menu or list of food that will be used in the equipment, new test results and/or revised documentation for second review.
7. Once the request for exemption is granted, a Mechanical Exhaust Ventilation Exemption Approval letter will be issued to the applicant that will be valid for five (5) years. The approval letter will include all the conditions on the use of the equipment without approved mechanical ventilation. The approval may be one of the following:



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a. Site Specific Approval

- i. The site specific approval is granted to one permit holder for a specific location, cooking equipment and intended use of the cooking equipment. The approval, once granted, is non transferable. This type of approval is valid for a five (5) year period at which time the permit holder shall apply for re-evaluation. The application for this type of approval may be filed by the food facility permit holder.
- ii. Failure to strictly abide by the stipulations as stated on the Mechanical Exhaust Ventilation Exemption Approval letter will nullify the exemption. The food facility permit holder will be required to submit a new application request for exemption or install an approved mechanical exhaust ventilation system.

b. Equipment Specific Approval

- i. The equipment specific approval is granted for cooking equipment that is manufactured for mass distribution. The approval is for specific equipment and shall not include similar equipment made by the manufacturer with a different model number. The approval will include conditions of use and will be valid for a five (5) year period. The application for this type of approval may be filed by the manufacturer or the manufacturer's authorized agent.
  - ii. Each food facility permit holder that proposes to use this exempted equipment shall submit plans along with menu or list of food that will be cooked in this equipment to the Plan Check Program for review and approval. Failure to strictly abide by the stipulations as stated on the Mechanical Exhaust Ventilation Exemption Approval letter, the food facility permit holder may be required to remove the cooking equipment or install the required mechanical exhaust ventilation system.
8. Once the approval for mechanical exhaust ventilation exemption expires, a permit holder or manufacturer may apply for re-evaluation with a fee. All the necessary documentation and laboratory test results by a certified ANSI laboratory shall be provided with the Application for Mechanical Exhaust Ventilation Exemption.
9. This guideline should not be construed to include requirements from other agencies, such as the local building and/or fire departments. Contact the appropriate local agencies involved to obtain any permits and/or to clarify other local code requirements.