



# DEVELOPMENT SERVICES

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# Mechanical Permit Checklist

Building Services

Complete this form to submit at City Hall. Or, use [mybuildingpermit.com](http://mybuildingpermit.com) to submit your application entirely online.

Mechanical permits are required when installing, altering, relocating or replacing mechanical systems or fuel gas piping in existing or new buildings (other than new single family residences). Use this checklist to help gather all the required information and documents in order to submit a complete Mechanical Permit application.

## SUBMITTAL DOCUMENTS

- Mechanical Permit Application** (completely filled out)
- Supplemental Mechanical Information** sheet to indicate equipment to be replaced, relocated, installed or removed.

**For all equipment:** (Not required for single family dwellings or where indoor equipment is replaced in-kind.)

- Mechanical plans** showing the following, as applicable (Required when plan review is required per [Plan Review Thresholds](#).)
  - Floor plans** showing all proposed mechanical work.
  - Documentation showing **compliance with energy code** requirements of the WSEC.
  - If **commercial kitchen equipment** is to be installed, show compliance with IMC Sections 506 (Ducts and Exhaust), 507 (Hoods), and 508 (Makeup Air).
  - Show location of the required **110 volt outlet** within 25 feet of the equipment.
  - If **equipment is over 2,000 cfm**, provide a note on the plan that the equipment must shut down with activation of fire alarm system (duct detectors or fire alarm system).
  - Documentation showing **compliance with ventilation and air quality** requirements of the IMC.
- Manufacturer's equipment installation **instructions and specifications**.
- Lateral calculations** are required if the new or replaced equipment weighs over 400 pounds.
- Structural design calculations** prepared by a licensed architect or engineer to verify the adequacy of the structure to support new or heavier replacement equipment.

**Also, for rooftop-mounted equipment:**

- Roof plan** drawn to scale that shows following:
  - North arrow** indicating the direction north.
  - Location of mechanical equipment** on the rooftop.
  - Dimensions** from the mechanical unit(s) to the roof edges.
- Building elevation(s)** showing building height, equipment height, and screen height.
- If the equipment extends above the roofline, the rooftop mechanical equipment is required to be screened with **screening** that is architecturally compatible with the building.

**Also, for ground-mounted equipment:**

- Site plan** drawn to scale that shows the following:
  - North arrow** indicating the direction north.
  - Building footprint and equipment location** relative to building and property lines.
  - Dimensions** from the mechanical unit(s) to all property lines and structures.
  - Location and names of adjacent **streets, alleys, or access tracts or easements**.

Note: **For outdoor installations**, screening may be required. Contact the Planning Department at 425-587-3225. If screening is required, plans and engineering for the screening must be included with the mechanical permit application.