



## Planning & Community Development

# MECHANICAL PERMIT COMMERCIAL AND MULTI-FAMILY SUBMITTAL CHECKLIST

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All construction drawings must be drawn to an architectural scale (e.g. 1/4" = 1'), while site plans and civil drawings must be drawn to an engineering scale (e.g. 1" = 20').**

**Permit Application**

**Submittal Fee:**

\$545.00 (includes 4 pieces of equipment)  
\$12.00 per piece of equipment over 4

**Site Plans – two (2 full size minimum size 11" x 17") copies** applications for interior work only may not require a site plan:

- Drawn to engineering scale 1" = 20'.
- Graphic scale and north arrow.
- Property lines with dimensions.
- Centerline of adjacent streets, alleys or roads and their names.
- Dimensions from building to property lines and other structures.
- Location of tenant space within the building, if applicable.
- Location of each mechanical unit to be added and/or removed.

**Construction Drawings – two (2) copies** drawn to architectural scale.

**Heating, Ventilation, and Roof Top Air Conditioning:**

- Duct layout on each floor.
- Location of each mechanical unit.
- Name and use of each room.
- Number of cubic feet of air per minute (cfm) at each diffuser, return air register and exhaust and transfer grills.
- Duct and outlet sizes.
- Source of combustion air for gas appliances.
- 2015 Washington State Non-Residential Energy Code Forms.

- Fire and smoke damper location and installation details.
- Fire-rated shaft construction details with listed assemblies from UL, IBC, or Gypsum Association.
- Structural framing required to support new equipment. Note the new mechanical equipment weight. Engineering calculations may be required.
- Completion requirements, system commissioning, and commissioning reports.
- Gas pipe length, size and meter location.

**Kitchen Hood Systems:**

- Floor plan, elevation and front views from finish floor through the roof assembly.
- Size and construction of each hood.
- Duct gauge, assembly details, and supports.
- Fire-rated shaft construction details with listed assemblies from UL, IBC, or Gypsum Association for Type I hood.
- Equipment schedule.
- Kitchen equipment with all cooking equipment properly labeled.
- Commercial kitchen hood exhaust and make-up air calculations.

**Refrigeration Systems:**

- Floor plan showing the refrigeration piping and the use of each room.
- System flow diagram.
- Ventilation system for equipment room.
- Compressor schedule.
- Piping types and sizes.
- Type of refrigerant used with testing and design pressures.
- Machinery room location and layout.
- Refrigeration line testing requirements.

Fees effective 1/2019

**NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.**

The Development Code (Title 20) is located at [CodePublishing.com](http://CodePublishing.com)

**Hours of Operation: M, T, Th, F: 8:00 a.m.–5:00 p.m., W: 1:00–5:00 p.m. ♦ Permit Processing ends at 4:00 p.m. daily**

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1/2020