



## COMMERCIAL MECHANICAL SUBMITTAL CHECKLIST

**T**he checklist below identifies elements and information necessary for a successful application submittal for a commercial mechanical permit.

If you think an item is not applicable to your project, this should be brought to staffs' attention in advance of the submittal. Submittals without all items on this checklist – other than pre-approved exceptions – cannot be accepted at the counter for further processing and will be returned to the applicant. Submittals must be made in person.

The information on this checklist is not meant to be all inclusive and additional materials may be required as review proceeds.

A completed copy of this checklist must be submitted with your application and include documentation of the reason any item on the checklist is not provided.

### General

- Completed building permit application
- Completed copy of this checklist
- Copy of current Washington State Contractors' registration when a contractor will be performing the work
- Documentation showing compliance with energy code requirements of the WSEC
- NREC mechanical summary sheets

- If commercial kitchen equipment is to be installed, show compliance with IMC Sections 506 (Ducts and Exhaust), 507 (Hoods), and 508 (Makeup Air)
- Manufacturer's equipment installation instructions and specifications
- Lateral calculations are required if the new or replaced equipment weighs over 400 pounds—2 copies
- Structural design calculations prepared by a licensed architect or engineer to verify the adequacy of the structure to support new or heavier replacement equipment
- Mechanical plans to include the following — 3 copies
  - Site Plan
  - Mechanical Plan
  - Roof plans (for roof mounted equipment)
  - Ground mounted equipment plans
  - Kitchen hood systems
  - Refrigeration systems
- CD or flash drive with electronic copies of all materials
- Permit fees — be collected at permit issuance

### Mechanical Plans

- ⇒ North arrow
- ⇒ Scaled drawings, minimum scale of 1"=20'
- ⇒ Name of civil engineer, signature and date

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- ⇒ Floor plans showing all proposed mechanical work
- ⇒ List of equipment and schedule including equipment brand names, model numbers, input and output gas capacities, tons of cooling, efficiency rating, cfm capacity, electric motor efficiencies, location, and weight
- ⇒ Size of ducts and outlets
- ⇒ Name and anticipated usage of each room
- ⇒ Cubic feet of air per minute at each diffuser, return air register, exhaust and transfer grills
- ⇒ 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)

**Roof Plans (for rooftop-mounted equipment):**

- ⇒ North arrow
- ⇒ 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

*Note:* 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

**Ground mounted equipment Plans**

- ⇒ North arrow
- ⇒ 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 425-413-6659. If screening is required, plans and engineering for the screening must be included with the mechanical permit application

**Kitchen Hood Systems**

Commercial kitchens must be equipped with kitchen hood systems to collect and remove grease, vapors, fumes, smoke, steam, heat, and/or odors. A Type 1 system involves a general kitchen hood for collecting and removing grease and smoke. A Type 2 system is a general kitchen hood for collecting and removing steam, vapor, heat, and/or odors. In addition to a mechanical permit, Type 1 kitchen hood systems also require a separate fire suppression permit. All plans must be drawn to scale and must include plan elevation and front views from finish floor through roof assembly. The plans must also include the following information:

- ⇒ Size of hood and construction
- ⇒ Duct gauge and assembly
- ⇒ Construction details of shaft enclosure
- ⇒ Provisions for make-up air
- ⇒ Commercial Hood checklist

**Refrigeration Systems**

A refrigeration permit is required for installation of any refrigeration system which exceeds three horsepower (HP), whether it is composed of a single unit or interconnected units totaling more than three HP. When applying for a refrigeration permit, the plans must include the following information

- ⇒ Floor plans showing refrigeration system/piping

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- ⇒ Type of material (copper, ABS, etc.) to be used
- ⇒ Size ( $\frac{1}{4}$  , 1 , etc.) in each section of pipe
- ⇒ Fittings (the plumbing pieces that hold pipes together) for the waste and vent pipes
- ⇒ System flow diagram
- ⇒ Ventilation system for the equipment room
- ⇒ Compressor schedule