



# MECHANICAL PERMIT CHECKLIST

BUILDING DIVISION  
206-973-4753

THE FOLLOWING DOCUMENTATION MUST BE SUBMITTED WHEN APPLYING FOR A PERMIT :

<p>___ Completed Permit Application</p> <p>___ Completed Electrical Permit Application for Thermostat Control Circuit Cabling Unless Exempted by L&amp;I Policy 85-04R2. *Building Less Than 4 Floors *Cables Not in Conduit *Cables Not in Plenums</p> <p>___ Copy of Contractor's State License.</p> <p>___ Verification of Contractor's City of SeaTac Business License ( <i>See Finance Department</i> )</p> <p>___ Receipt of Permit Fee or Initial Plan Review Fee (50% of Permit Fee)</p> <p>___ <b>Two (2)</b> Copies of the Plans for Plan Review (Commercial Only)</p>	<p>___ <b>Gas Piping Schematic</b></p> <p>___ Pipe Size</p> <p>___ Distances</p> <p>___ Appliance Type &amp; Input BTU's</p> <p>___ <b>Hood System</b></p> <p>___ Floor Plan - Label &amp; Dimension Appliance</p> <p>___ Hood &amp; Duct Layout</p> <p>___ Cross Section with Clearances to Appliances, Walls</p> <p>___ Listing Information</p> <p>___ Indicate Exterior Openings (Windows, Doors)</p>
<p><b>Mechanical Plans must include the Following:</b></p> <p>___ HVAC Layout</p> <p>___ Listing Information</p> <p>___ Manufacturer's Installation Instructions</p> <p>___ Combustion Air (If applicable)</p> <p>___ Duct, Vent, etc. Layout</p> <p>___ Equipment Cut Sheets</p> <p>___ Penetration Protection per UBC, Chapters 7 &amp; 10.</p>	<p>___ <b>Energy Code Calculations</b></p> <p>___ Compliance Method with Associated Calculation and Details( Heat Loss Calculations for New/ Replaced Heating/ Cooling.) Commercial Buildings require NREC Third Party Plan Review and Inspections</p> <p>___ <b>Wood Burning Appliances</b></p> <p>___ Listing Information</p> <p>___ Manufacturer's Installation Instructions</p>