



MECHANICAL PERMIT CHECKLIST

BUILDING DIVISION

206-973-4750

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

- ___ Completed Permit Application
- ___ Completed Electrical Permit Application for
Thermostat Control Circuit Cabling Unless
Exempted by L&I Policy 85-04R2.
 - *Building Less Than 4 Floors
 - *Cables Not in Conduit
 - *Cables Not in Plenums
- ___ Copy of Contractor's State License.
- ___ Verification of Contractor's City of SeaTac
Business License (*See Finance Department*)
- ___ Receipt of Permit Fee or Initial Plan Review Fee
(*50% of Permit Fee*)
- ___ **Two (2)** Copies of the Plans for Plan Review
(*Commercial Only*)

Mechanical Plans must include the Following:

- ___ HVAC Layout
- ___ Listing Information
- ___ Manufacturer's Installation Instructions
- ___ Combustion Air (If applicable)
- ___ Duct, Vent, etc. Layout
- ___ Equipment Cut Sheets
- ___ Penetration Protection per UBC,
Chapters 7 & 10.

___ **Gas Piping Schematic**

- ___ Pipe Size
- ___ Distances
- ___ Appliance Type & Input BTU's

___ **Hood System**

- ___ Floor Plan - Label & Dimension Appliance
- ___ Hood & Duct Layout
- ___ Cross Section with Clearances to
Appliances, Walls
- ___ Listing Information
- ___ Indicate Exterior Openings (Windows, Doors)

___ **Energy Code Calculations**

- ___ 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

___ **Wood Burning Appliances**

- ___ Listing Information
- ___ Manufacturer's Installation Instructions