LYNNWOOD WASHINGTON

Development & Business Services
20816 44th Ave W, Ste 230
Lynnwood, WA 98036
www.LynnwoodWA.gov/DBS

MECHANICAL PERMIT SUBMITTAL CHECKLIST

Permits are required to construct, enlarge, alter, repair, move or demolish a building or structure, to change the use of a building, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system.

- New or replacement gas water heaters are processed under a MECHANICAL PERMIT
- New or replacement electric water heaters are processed under a PLUMBING PERMIT
- Plans/calculations/reports prepared by state licensed architects or professional engineers must be stamped and signed by the design professional.
- A business license must be applied for, approved, and obtained prior to opening
- This checklist is a general guide - completeness review will not check for code compliance

Plan review is **REQUIRED** for the following projects

- New non-residential or mixed-use buildings
- New Multifamily projects with 3 or more dwelling units (except townhouses as defined in the IRC or where indoor equipment is replaced in-kind)
- Non-residential or mixed-use addition or alteration projects
- Boiler systems (Washington State Labor & Industries permit required)
- Tenant improvements involving: Retail, Office, Commercial kitchens, food service install (Snohomish Co. Health Dept. Approval required for restaurants/food preparation)
- Rooftop Equipment & Generator
- Walk-in Cooler/Freezer
- The building has a smoke control system and/or the duct penetrate a fire assembly

Note:

- We reserve the right to request additional information and documents as needed
- Please refer to the Electronic Submittals Requirements for naming conventions and other requirements
- Please check the Work Exempt From Permit List for work that does not need a permit

SUBMITTAL REQUIREMENTS

Supporting Documents As Applicable

- ☐ Structural Calculations (If Applicable)
- ☐ Manufacture's Specifications/Cut Sheet
- ☐ Gravity Calculations including attachment details are required for all equipment located on the roof.
  - In addition, if the unit is 400 lbs. or larger, engineered structural lateral force calculations are also required

Mechanical Plan Set

Cover Sheet & General Project Information

- ☐ Graphic architectural scale (1/8" = 1'-0" minimum). Details: 1/4" minimum or larger detail scale.

- ☐ Name of the project or new tenant
- ☐ Name, address, and contact information of property owner(s), developer, and consultants; Drawing title and drawing number
- ☐ Legend, Symbols, & Abbreviations; Index to Drawings
- ☐ General project description & General Notes
- ☐ Vicinity map, site plan, and north arrow
- ☐ Site Plan – Showing location of outdoor equipment, in relation to property lines
- ☐ Roof Plan – Showing location of roof-mounted mechanical equipment
- ☐ Identify location of tenant space within building, if multi-tenant building including space square footage.

Code Summary

All current applicable codes & structural design criteria

- ☐ Existing buildings are evaluated using the International Existing Building Code (IEBC). Choose IEBC compliance method
  - Prescriptive, work area or performance

Mechanical Plans

- ☐ Plans must be of sufficient clarity to indicate the location, nature and extent of the work proposed
- ☐ Area of each floor including existing and proposed plan that clearly identify the proposed work
- ☐ Include WSEC Compliance form for Mechanical on the drawings
- ☐ WSEC compliance form must be completely filled out including the checklist that identifies the location information is provided in the documents
- ☐ Provide an HVAC basis of design project description, including the equipment capacity (Btu/h input), controls, equipment location, access, and clearance
- ☐ Reflected Ceiling Plan: showing and identifying ductwork, equipment, piping, supply diffusers, return air grilles and fire dampers.
- ☐ Outside Air Calculations: A ventilation schedule indicating the outdoor air rates, the estimated occupant load/1000 ft^2, the floor area of the space and the amount of outdoor air supplied to each space.
- ☐ Equipment List and Schedule: Provide equipment schedules with complete information, including listing, labeling, installation, and compliance with referenced material standards
- ☐ Condensate disposal, routing of piping and auxiliary and secondary drainage systems
- ☐ Verify that structural drawings address support of equipment
- ☐ Show locations of all HVAC ducts and include size, gauge, and register locations, including duct construction and installation methods
- ☐ Indicate location and R-value of duct insulation
- ☐ Drawing underlays must coordinate with current architectural plans and show the location of all rated fire-resistive assemblies

- ☐ All fire/smoke dampers must be clearly shown at all locations; where applying the provisions of any exceptions where fire/smoke dampers are typically required, justify condition without fire/smoke damper
- ☐ Provide make-up air for all exhaust system
- ☐ Show required access for roof-mounted equipment
- ☐ Detail rated enclosures for grease ducts
- ☐ Boiler and water heater equipment and piping details including safety controls, gauges, valves, and distribution piping layout
- ☐ Details on the type and quantity of refrigerant, calculations indicating the quantity of refrigerant, and refrigerant piping materials and the type of connections
- ☐ Complete details on the gas piping system including materials, installation, valve locations, sizing criteria, and calculations (i.e., the longest line of piping, the pressure, the pressure drop and applicable gas piping sizing Table(s) in the IFGC.)
- ☐ ***Rooftop Unit Like-kind Replacement requirements***
    1. Provide complete information on all mechanical equipment and materials including listing, labeling, installation, and compliance with referenced material standards.
    2. Provide the equipment BTU capacity. If the proposed BTU's exceed the existing BTU's, please provide the gas pipe sizing information.
    3. Provide the location of all outdoor intakes with respect to sources of contaminates if any new exhaust outlets are being added.
    4. Provide all the mechanical unit's information in a schedule.
    5. Provide installation instructions and drawings for the curb attachments.
    6. Provide the existing fuel type and the proposed fuel type if different.
    7. Provide the total weight of the existing unit, as well at the weight of the proposed unit