

MECHANICAL PERMIT CHECKLIST

Mechanical permits are required when installing, altering, relocating or replacing mechanical systems, or fuel gas piping in existing or new buildings (other than new single-family residences). Use this checklist to help gather all the required information and documents in order to submit a complete Mechanical Permit Application.

Important Note

All mechanical work associated with a building permit (including tenant improvements) is permitted as a component of the building permit. A separate permit will not be issued. If you are a subcontractor, please contact the general contractor or project manager to verify the proper plans were reviewed and approved for your portion of the work.

Over-the-counter (Non plan review)

You must apply online at [Lynnwood Permit Online Portal](#) to have a permit issued in less than 24 hours.

Over-the-counter issuance is available for single-family residential fixture installations, including gas water heaters and appliances.

Please note that electric water heater installation requires a [plumbing permit](#) and is also available online.

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

- Mechanical plan review is required for all other new or altered mechanical projects in multifamily, commercial, mixed-use, and tenant improvements, and educational, institutional, or healthcare occupancies.
(New or altered Boiler installations, an additional Washington State Labor & Industries permit is required.)
- New or altered Rooftop Equipment installations
- New or altered Commercial kitchen hood and Walk-in Cooler/Freezer installations
- Residential generators and HVAC Outdoors installations

SUBMITTAL REQUIREMENTS

Please refer to the [Electronic Submittals Requirements](#) for naming conventions and other requirements.

Mechanical Plans

Plans to be reviewed must be legible, identify the name and classification of the facility, and clearly indicate the scope and nature of the installation, and the person or firm responsible for the mechanical plans.

- Cover sheet** including business park name, project name and business name, site address, suite number, code references, plan preparer name, and detailed project information.
- Mechanical plans** showing all proposed mechanical work
 - **North arrow** indicating the direction north.
 - The **Proposed use or occupancy** of the various portions of the building in which the mechanical work is to occur
 - A complete **riser diagram** for multiple-story or complex buildings
 - Documentation showing **compliance with energy code** requirements of the **WSEC**
 - 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).

- Mechanical plans** (con't)
 - Documentation showing **compliance with ventilation and air quality** requirements of the IMC.
 - **Reflected Ceiling plans** showing and identifying ductwork, equipment, piping, supply diffusers, return air grilles, and fire dampers
- If **Commercial kitchen equipment** is to be installed, show compliance with IMC Sections 506 (Ducts and Exhaust), 507 (Hoods), and 508 (Makeup Air).
 - **Kitchen plan** of all equipment layout and schedule, including grease interceptor location and type
 - **Manufacturer's Specifications or equipment cut sheets**
- Refrigeration plans** showing details on the type and quantity of refrigerant, calculations indicating the quantity of refrigerant, and refrigerant piping materials and the type of connections
- Gas piping plans** showing complete details on the gas piping system, including materials, installation, valve locations, sizing criteria, and **calculations** (*i.e., the longest line of piping or branch method, the pressure, the pressure drop and applicable gas piping sizing Table(s) in the IFGC.*)
- Rooftop Unit Like-kind Replacement requirements**
 - Provide complete information on all mechanical equipment and materials including listing, labeling, installation, and compliance with referenced material standards.
 - Provide the equipment BTU capacity. If the proposed BTU's exceed the existing BTU's, please provide
 - the gas pipe sizing information.
 - Provide the location of all outdoor intakes with respect to sources of contaminants if any new exhaust outlets are being added.
 - Provide all the mechanical unit's information in a schedule.
 - Provide installation instructions and drawings for the curb attachments.
 - Provide the existing fuel type and the proposed fuel type if different.
 - Provide the total weight of the existing unit, as well as the weight of the proposed unit
- Mechanical specifications or equipment cut sheets**
- Any other information** pertinent to the project, or as required by the plans examiner
- Engineer's stamp and signature** on the plumbing plans in the following cases:
 - The unit is 400 lbs. or larger, engineered structural lateral force calculations & attachment details are required
 - New or alterations of 4,000 sq ft or greater spaces
 - As required by the Building Official for installations which by their nature are complex, hazardous, or pose unique design problems

Outdoor Equipment (as applicable)

- Site plan** showing location of outdoor equipment, in relation to property lines
 - Roof plan** showing location of roof-mounted mechanical equipment and roof access point
 - Building elevations** showing size and height of roof-mounted or building-mounted mechanical equipment
- 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