MECHANICAL PERMIT CHECKLIST

Olympia

MECHANICAL APPLICATION CHECKLIST

- Schedule of heating and cooling equipment including model numbers and manufacturer's cut sheets
- Equipment heating and cooling efficiencies
- Specification of the economizer for each fan system
- Schedule of motors used in fan, pump and other HVAC systems
- Setback and shut-off control specifications
- Thermostatic control specifications
- Pipe and duct insulation schedule
- Type I hood and duct specifications and drawings including shaft assembly listings
- Combustion air calculations
- Ventilation air calculations
- Refrigerant classification and amount
- Additional information is required if equipment is being placed on roof, in an attic, or hanging from trusses. Supply either; the comparison of weight of existing and new units or provide structural verification from a licensed structural engineer.

Submittal Requirement

- Plans
- Manufacturers Specifications
- Energy Code Compliance
- Mechanical Equipment Sizing
- Structural Adequacy Information

A Technology Fee of 3.9% is applied to all Land Use, Engineering and Building permit & plan review fees.
Mechanical Fixture charges.

ITEM	QTY	FEE	
New Single Family Residence Flat Rate up to 2500 sq ft		245.00	
New Single Family Residence Flat Rate greater than 2500 sq ft.		280.00	
Permit Base Rate: ☐ GAS ☐ ELECTRIC ☐ WOODSTOVE ☐ OTHERS	**1**	**105.00**	
☐ Hot air furnaces with ducts		35.00	
☐ Low voltage temperature control ☐ First unit		45.00	
☐ Each additional unit		15.00	
☐ Gas hot water heater		35.00	
☐ Air handling units with ducts		55.00	
☐ Repairs, alterations, or additions to any of the above		55.00	
☐ Installation or relocation of each floor furnace, including vent		35.00	
☐ Installation or relocation of suspended heater, recessed wall heater, floor-mounted unit		35.00	
☐ Revisions/replacement of ducts only		35.00	
☐ Heat Pump		35.00	
☐ Vent or vent fan (not covered by other permit)		35.00	
☐ Incinerators ☐ Domestic		125.00	
☐ Commercial		125.00	
☐ Evaporative cooler other than portable type ☐ Dryer		55.00	
☐ Hot water heater ☐ Range/conversion burner			
☐ Ventilation system not part of heating or air conditioning system			
☐ Installation of each hood served by mechanical exhaust, including ducts			
☐ Other equipment: _____			
☐ Hazardous process piping system ☐ One to four outlets		35.00	
☐ Five or more, per outlet		35.00	
☐ Non-hazardous process piping system ☐ One to four outlets		35.00	
☐ Five or more, per outlet			
☐ One to four outlets		35.00	
☐ Gas piping ☐ Five or more, per outlet		2.50	
☐ Wood Stove, Gas Insert		35.00	
☐ Boiler/compressor		95.00	
☐ **Plan review = 65% of permit fee**			
TOTALS			