

MECHANICAL PERMIT APPLICATION

Project Address:	Legal Description (or Tax #) Addition: _____	Office Use Only Permit# _____ Associated Permits: _____ _____
Parcel #	Block: _____ Lot (s): _____	

<p>Property Owner: Name: _____ Address: _____ City/St/Zip: _____ Phone (cell or home): _____ Email: _____</p> <hr/> <p style="text-align: center;">Commercial ___ Residential ___</p> <p>New ___ Replace Existing ___ Design Change Y ___ N ___</p> <p>Special Overlay District: Shorelines ___ Historic ___ Special Flood Hazard Area Y ___ N ___</p>	<p>Contractor: Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ Email: _____</p> <p>State License#: _____ Exp: ___</p> <p>City Business License#: _____</p> <p>If Owner Builder do you meet an exemption in RCW18.27.090? _____</p>
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Provide a written description of proposed project:

For Heat Pumps list: Manufacturer _____ Model _____

Construction Documents must be submitted with application, 2 sets for Residential 3 sets for Commercial: Engineered Construction Plans and Calculations (if applicable), **manufacturer specifications, design and/or installation instructions, and floor plans** using an industry scale (for example 1/4" = 1') **showing the use of rooms.** Plans for propane tank installation/replacement **must include a site plan** that identifies all sources of ignition, piping/lines, locations openings into building (s) and location of property lines in relation to the proposed tank. Depending on the scope of work, additional construction documents may be required. Construction Documents shall be of enough clarity to indicate the location, nature and extent of the work proposed and show in detail it will conform to code provisions, relevant laws, ordinances rules and regulations.

Type of Equipment/Fixture/Appliance	Quantity	Cost Per	Total Fee
Ductless Heat Pump		23.00	
Air Handler up to 10,000 CFM		18.00	
Boiler/Comp, <100,000 BTU or 3HP		23.00	
Boiler/Comp 100,000- 500,000 BTU or >3-15HP		40.00	
Boiler/Comp 500,000-1M BTU or 16-30 HP		54.00	
Boiler/Comp 1M-1.75M BTU or 31-50 HP		80.00	
Boiler/Comp Over 1.75M BTU >50HP		155.00	
Evaporative Cooler		18.00	
Furnace < or = 100,000 BTU		23.00	
Furnace > 100,000 BTU		29.00	
Water Heater Gas		21.00	
Gas or Wood Stove		17.00	
Gas Piping 1-4 outlets		13.00	
Gas Piping additional outlets		5.00	
Hazardous Process Piping System 1-4 outlets		10.00	
Hazardous Process Piping additional outlet		3.00	
Ventilation System (non-heating or cooling)		18.00	
Hood/Exhaust System		18.00	
Domestic Incinerator		28.00	
Industrial Incinerator		96.00	
Process Piping 1-4 outlets		6.00	
Process Piping each additional outlet		2.00	
Propane Tank/Liquid Fuel, including piping		28.75	
Propane Tank/Liquid Fuel Tank Only		17.00	
Repair/Alteration of Equipment		22.00	
Vent/Exhaust Fan		14.00	
Other Equipment		18.00	
All propane, wood or pellet combustion installations require smoke detectors inside each sleeping room and a combination CO and smoke detector in the immediate vicinity of the sleeping rooms and on each floor. If these devices are not installed at time of inspection a re-inspection fee may be charged.			
	Total Fees		

TOTAL FEES SUMMARY	
MECHANICAL PERMIT ISSUANCE FEE	\$41.00
COMMERCIAL PLAN REVIEW FEE 25% OF TOTAL & ISSUANCE FEE (\$99 MIN)	
RECORD RETENTION FEE (5%: min \$3, max \$10, rounded to nearest .25c)	
TECHNOLOGY FEE (2%: minimum of \$5)	
TOTAL MECHANICAL PERMIT FEE	

I hereby certify that the information provided is correct, that I am either the owner or authorized to act on behalf of the owner and that all activities associated with this permit will be in accordance with State Laws and the Port Townsend Municipal Code.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

Mechanical permit application checklist

*** This checklist is general in nature; your project may require additional construction documents or permits. Please talk to a City Permit Technician to find out about specific requirements for your project.**

Propane Tank: Site plans must identify tank size and location, dimensions from tank to property lines, structures and sources of ignition. Installations shall meet 2015 International Fire Code Chapter 6104- See Handout or view link to International Fire Code.

<https://codes.iccsafe.org/content/IFC2015/chapter-61-liquefied-petroleum-gases>

Wood Stoves: Floor plans must identify the use of spaces and the location of the wood stove. Wood stoves shall meet federal EPA and Washington certification standards- <https://ecology.wa.gov/Air-Climate/Air-quality/Smoke-fire/wood-stove-info>

Ductless Heat Pumps/ Mini Split Systems application checklist for most residential installations:

1. Provide site plans showing locations of interior and exterior unit locations, screening may be required if home is historic, screening details need to be provided and must show how screening is supported and what it will look like. Contact a Permit Tech to determine if it is historic.
2. L&I electrical inspection must be approved prior to scheduling final mechanical inspection.
3. Provide detail of listed through penetration firestop system if lines will penetrate a rated wall (i.e. garage to house).
4. Provide floor plan showing use of rooms.

Smoke Alarms/Carbon Monoxide Alarms: When alterations, repairs or additions requiring a permit occur carbon monoxide and smoke alarms must be installed. See handout or view link for additional information. <https://mybuildingpermit.com/sites/default/files/inline-files/2015%20Tip%20Sheet%204%20Residential%20Smoke%20and%20Carbon%20Monoxide%20Alarms.pdf>

Convert Unconditioned Space (unheated space) to Conditioned Space (heated space): Any non-conditioned or low energy space that is altered to become conditioned space shall be required to be brought into full compliance with the Washington State Energy Code unless the exception is met. View link for additional information. <http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx>