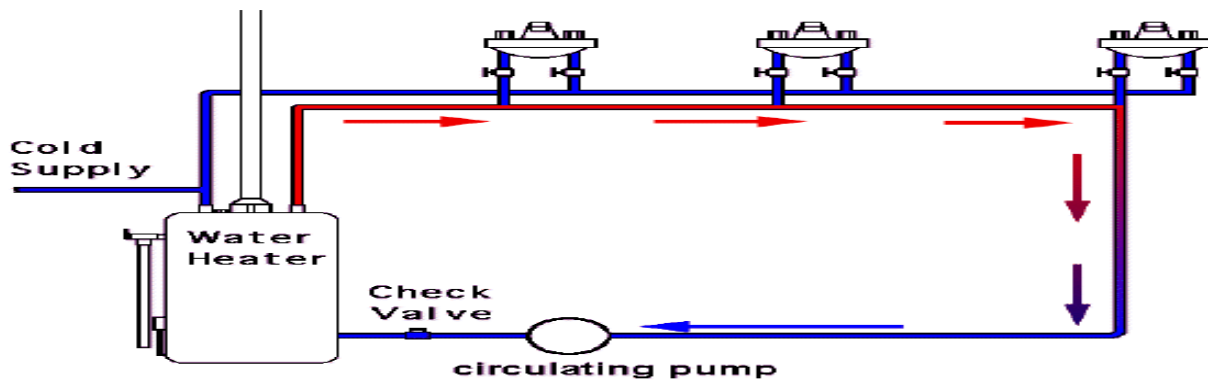




# Mechanical Permit Application Packet



**Traditional type hot water circulating system.**



**City of Sultan**

PLANNING DEPARTMENT - BUILDING DIVISION

319 Main St. Sultan, WA 98294

Phone (360) 793-2231 Fax (360) 793-3344



## **2019 - MECHANICAL PERMIT - FREQUENTLY ASKED QUESTIONS**

**What is a mechanical permit?** A mechanical permit is needed when installing or altering fuel gas piping, heating ventilation, or cooling equipment fixtures within the building. In particular, a mechanical permit is required when installing or changing any part of a heating or cooling system that must be vented into any kind of chimney, installing a woodstove, fireplace insert, pellet stove, or related venting, installing, altering, or repairing gas piping between the meter and an appliance (indoors or outdoors), and installing bath fans, dryer exhausts, kitchen range exhausts, and appliances that are required to be vented

**What is the purpose of a mechanical permit?** The purpose of a mechanical permit is to ensure that the fixtures and piping associated with the permit are installed correct and are safe for use by the current building occupant and future building occupants.

**Do mechanical permits require an inspection?** Yes, most mechanical permits will only require a final inspection once all the work has been completed. Some large scale residential and commercial projects may require additional inspections.

**How much will the permit cost?** The cost of the permit will vary depending on the number of fixtures and piping being added, repaired, altered, or replaced. Each mechanical permit has a base fee plus each fixture being worked on, had an associated fee along with it. Commercial mechanical permits have an attached plan check fee and a fee based on the value of the project.

**What is the process for approval for a mechanical permit?**

1. When you are ready to submit your application to the City, you may bring all required items for a complete application to city hall or submit the permit and plans digitally via e-mail.
2. A City Staff member will review your application using the attached submittal checklist to determine if it is complete. Incomplete applications will not be accepted by the City.
3. Once the application has been determined complete, the City Staff will review the application. The application must meet the approval criteria.
4. If the application has not met the approval criteria:
  - a. The City will mail you a letter indicating the changes that must be made to the application.
  - b. You have 180-days to modify your application and resubmit it to the City.
  - c. Your application will expire if requested information is not provided.
5. Once adequate information has been provided from the applicant to the City, the City will issue a decision of approved, approved with conditions, or denied.
6. The decision of the City is appealable to the Hearing Examiner.

**Note:** This packet is to help you complete your application. **The Sultan Municipal Code (SMC) and 2015 International Residential Code (IRC) and International Building Code (IBC) will give you more code requirements.**

**Additional Questions and Information:** If you have more questions please contact the Planning Department, ask for the Permit Assistant, or stop by City Hall. Contact information is available at the top of each page.



## 2019 - MECHANICAL PERMIT – SUBMITTAL CHECKLIST

**Applicant:** Please check the “Applicant” boxes below when each item is complete and ready for review.

### APPLICATION REQUIREMENTS

#### 1. Type I Permit Application Form.

Staff      Applicant  
       Completed and Signed Application.

#### 2. Mechanical Fixture Count.

Staff      Applicant  
       Completed count.

#### 3. Line Drawings (for commercial mechanical permits only).

Staff      Applicant  
       Two copies of the line drawings.

#### 4. Fees.

Staff      Applicant  
       Fees paid (see current 2019 Fee Schedule).

Staff      Applicant  
       Current City Business License <http://bls.dor.wa.gov/cities/sultan.aspx>

Date Stamp Area

Staff Initials: \_\_\_\_\_

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**2019 - TYPE I MECHANICAL PERMIT APPLICATION**

<b>Application for:</b>  Check all that apply	<input type="checkbox"/> Building	<input type="checkbox"/> Fireworks Stand	<input type="checkbox"/> Plumbing
	<input type="checkbox"/> Commercial	<input type="checkbox"/> Flood Hazard	<input type="checkbox"/> Public Works _____
	<input type="checkbox"/> Demolition	<input type="checkbox"/> Grading	<input type="checkbox"/> Residential Building
	<input type="checkbox"/> Fence	<input checked="" type="checkbox"/> Mechanical	<input type="checkbox"/> Roof
	<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Multi-Family Building	<input type="checkbox"/> Sign
	<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Other _____	<input type="checkbox"/> Tenant Improvements

Note: Staff can assist you in determining which permits are needed for your project.  
**PLEASE FILL OUT ALL THE INFORMATION REQUESTED ON THIS APPLICATION. MISSING INFORMATION MAY INCREASE THE PROCESSING TIME OF THIS APPLICATION. CURRENT 2019 FEE SCHEDULE AND CURRENT 2015 IBC/IRC ARE BEING USED. NOTE: PERMIT FEES DOUBLE WHEN WORK HAS STARTED WITHOUT A PERMIT.**

**SITE ADDRESS:** \_\_\_\_\_

**APPLICANT:**

Name: _____	Company Name: _____
Address: _____	Phone: _____
_____	Fax: _____
E-mail Address: _____	

**Property Owner (if other than applicant):**

Name: _____	Company Name: _____
Address: _____	Phone: _____
_____	Fax: _____
E-mail Address: _____	

**Contractor (if using one):**

Name: _____	Company Name: _____
Address: _____	Phone: _____
_____	Fax: _____
License Number: _____	Expires: _____ Verified: _____
E-mail Address: _____	

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**2019 - TYPE I MECHANICAL PERMIT APPLICATION (CONTINUED)**

**PLEASE FILL OUT ALL THE INFORMATION REQUESTED ON THIS APPLICATION.**

**Project and Property Information:**

Tax Parcel Number(s): \_\_\_\_\_ Acres/Square Feet: \_\_\_\_\_

Property Address or general location (if no address): \_\_\_\_\_

\_\_\_\_\_

Project Zoning (check one):     LDR     MDR     HDR     HOC     M     UC     P/I

Is property served by City water service?     Yes     No

Is property served by City sewer system?     Yes     No

Project Description: \_\_\_\_\_

\_\_\_\_\_

Project Valuation: \$ \_\_\_\_\_

Date of pre-application (if applicable): \_\_\_\_\_

**Complete and attach submittal checklist(s) for each application being applied for.**

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**For the applicant:**

I am the owner or am authorized by the owner to sign and submit this application on their behalf. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete, and correct.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**For the property owner:**

I authorize the above applicant to submit this application on my behalf. I also grant permission for City staff and agents to enter onto the subject property for the sole purpose of making any inspection of the property which is necessary to process this application.

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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**2019 - MECHANICAL FEE WORKSHEET**

**NUMBERS IN RED ARE BASE NUMBERS FOR MECHANICAL PERMIT – ADD FIXTURES TO BASE AMOUNT**

Please indicate how many mechanical fixtures will be added or replace during the project and add that to the base fee, plan review fee and inspection fee to get your total amount due. Commercial plumbing permits will be assessed a 40% plan review fee when the application is submitted.

**Mechanical Permit Fixture Count**

Number	Description	Price Per	Amount Due
	Air Conditioning Unit		
	< 100 Btu/h-----	\$25.00	
	> 100 Btu/h-----	\$40.00	
	> 500 Btu/h-----	\$52.00	
	Air Handling Units-----	\$15.60	
X	Base Mechanical Fee-----	\$25.00	\$25.00
	Boiler – for installation and relocation		
	Up to 3 hp/100,000 BTUs-----	\$26.00	
	Over 3 to 15 hp/100,000 to 500,000 BTUs-----	\$41.65	
	Over 15 to 30 hp/500,000 to 1,000,000 BTUs-----	\$57.30	
	Over 30 to 50 hp/1,000,000 to 1,750,000 BTUs-----	\$72.95	
	Clothes Dryers – Gas Fired-----	\$15.60	
	Condensers-----	\$20.00	
	Ductwork (drawings required)-----	\$20.00	
	Evaporative Coolers-----	\$15.60	
	Exhaust Fans-----	\$15.60	
	Fireplace/Insert/Stove-----	\$15.60	
	Forced Air Heat < 100 Btu/h-----	\$25.00	
	Forced Air Heat > 100 Btu/h-----	\$40.00	
	Gas Fired AC < 100 Btu/h-----	\$25.00	
	Gas Fired AC > 100 Btu/h-----	\$40.00	
	Gas Fired AC > 500 Btu/h-----	\$52.00	
	Gas Piping 1-4 units-----	\$20.85	
	Gas Piping > 4 units-----	\$5.20	
	Heat Exchangers-----	\$15.60	
	Heat Pump-----	\$15.60	
	Hot Water Heat Coils-----	\$15.60	
X	Inspection Fee (All)-----	\$50.00	\$50.00
X	Processing Fee on all Permits not requiring Plan Review-----	\$31.25	\$31.25
	Range Hoods-----	\$25.00	
	Range/Cook top – Gas Fired-----	\$26.00	
	Refrigeration Unit < 10 Btu/h-----	\$25.00	
	Refrigeration Unit >100 Btu/h-----	\$40.00	
	Refrigeration Unit >500 Btu/h-----	\$52.00	
	Re-Inspection Fee-----	\$105.00	
	Supplemental Permit Fee-----	\$15.60	
	Unit Heaters < 100 Btu/h-----	\$25.00	
	Unit Heaters > 100 Btu/h-----	\$40.00	
	Valuation Based on Project Cost \$ _____-----	\$00.00	
	Wall Heaters – Gas Fired-----	\$25.00	
	Water Heater – Gas Fired-----	\$15.60	
	<b>= Total Fixtures</b>		<b>Total =</b>