

NON-RESIDENTIAL MECHANICAL

Submittal Checklist



Mechanical permits are required when installing, altering, relocating, or replacing mechanical systems or fuel gas piping in existing or new buildings.

The following checklist sets the minimum requirements for a complete application. If you are not providing an item, specify the reason for omission at the end of this document. The submittal will be deemed incomplete if the submittal does not meet the minimum requirements of this checklist.

1	Building and Fire Prevention Permit Application	☐
2	Mechanical Fixture Count	☐
3	Mechanical Plans	☐
4	Structural Plans	☐

** Additional materials may be requested during the review process.*

Upload PDF copies of the documents to the City's [Permit Portal](https://portal.cityofedgewood.org) (portal.cityofedgewood.org). Name each item exactly as identified in the table of documents. Include the name of the project and name and address of the applicant on every document. All documents must comply with our [Electronic Document Submittal Standards](#).

DOCUMENT COMPONENTS

1. Building and Fire Prevention Permit Application – A completed and signed [Building and Fire Prevention Application Form](#).
2. Mechanical Fixture Count – Submit a completed [Mechanical Fixture Count](#)
3. Mechanical Plans – showing the following, as applicable. (Not required for Single Family Dwellings or where equipment is replaced in-kind)
 - a. *Floor Plans* – showing all proposed mechanical work.
 - b. Documentation showing *compliance with energy code* requirements of WSEC.
 - c. If *commercial kitchen equipment* is to be installed, show compliance with IMC Sections 506 (Ducts and Exhaust), 507 (Hoods), and 508 (Makeup Air).
 - d. Show location of the required *110 volt outlet* within 25 feet of the equipment.
 - e. If the equipment is over 2,000 cfm, provide a note on the plans that the equipment must shut down with activation of fire alarm system (duct detectors or fire alarms systems).
 - f. Manufacturer's equipment installation *instructions and specifications*.

- g. *Rooftop-mounted equipment* – provide a roof plan drawn to scale showing a north arrow, location of mechanical equipment, and dimension from the mechanical unit(s) to the roof edges.
 - h. *Building Elevations* – showing building height, equipment height and screen height.
 - i. If the equipment extends above the roofline, the rooftop mechanical equipment is required to be screened with screening that is architecturally compatible with the building.
4. Structural Plans – showing the following, as applicable. (Not required for Single Family Dwellings or where equipment is replaced in-kind)
- a. *Framing Plan and Calculations* for vertical and lateral loads, stamped by a Washington State registered professional engineer (required for units weighing more the 400 pounds).
 - b. *Anchorage details for floor supported mechanical equipment*. Details shall show how mechanical fixtures are anchored to the structure in order to resist displacement vertically and on both horizontal axes due to seismic motion.
 - c. *Anchorage details for suspended mechanical equipment*. Details shall show rigid vertical hangers braced in both horizontal directions. Connections by pipes or ducts that are, or contain, non-rigid elements that are not of inherent sufficient strength or which are not adequately anchored, will not be acceptable as equipment or appliance anchors.

Note: For outdoor installations, screening may be required. Contact the Planning Department at 253-952-3299. If screen is required, plans and engineering for the screening must be included with the mechanical permit application.

If any document is not provided with this application, please explain using the corresponding item number.

Item	Reason for Omission
1	
2	
3	
4	