



Mechanical

Permit Application



Redmond
WASHINGTON

redmond.gov/BuildingPermits

Related to building permit: **BLDG-**_____

- ☐ Residential ☐ Commercial
☐ Mixed Use ☐ Multi-family

ENTER QUANTITIES

TOTAL # of Fixtures: _____

_____ Air Conditioner	_____ Gas Appliance
_____ Air Handlers/Furnaces*	_____ Gas Logs Insert
_____ Boilers	_____ Gas Piping
_____ Compressors	_____ Gas Water Heater
_____ Cooling Towers	_____ Heat Pumps
_____ Dryer Vent	_____ Hydronic Piping
_____ Ductless Heads	_____ Package HVAC Units
_____ Ductwork System **	_____ Range (Exhaust)
_____ Evaporator Coolers	_____ Restaurant Appliances
_____ Exhaust Fan	_____ Unit Heaters
_____ Fan Coil Units	_____ Wood Pellet Stove or Insert
_____ Fireplace	_____ Other

Value of Mechanical Work: \$ _____

Include the prevailing fair market value of all labor, materials and equipment, whether actually paid or not, needed to complete the mechanical work.

SITE LOCATION

Site address: _____

Suite/FLR/RM: _____

Tax parcel number: _____

Project name/Tenant: _____

Plat name/Lot number: _____

Property owner: _____

Mailing address: _____

City _____ State: _____ Zip: _____

DETAILED DESCRIPTION OF WORK

APPLICANT

Contact person: _____

Email: _____

Phone: _____

Company name: _____

Address: _____

City _____ State: _____ Zip: _____

Contractors are required to obtain a City license prior to starting work: [WA State DOR](#)

MECHANICAL CONTRACTOR

Company name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

UBI #: _____

WA State Contractor License #: _____

Expiration date: _____

Contractor has a Redmond Business License? ☐ Yes

BUILDING OWNER OR AUTHORIZED AGENT

*I hereby certify that I have read and examined this application and know the same to be true and correct, and I am authorized to apply for this permit. ****

Print Name: _____ Date: _____

Signature: _____

MECHANICAL PERMIT - GENERAL INFORMATION

- A mechanical permit is required **before** mechanical equipment is installed, altered, replaced, or remodeled.
- A mechanical permit is **required** if the building has a smoke control system and/or the ducts penetrate a fire assembly.
- New and replacement **electric water heaters** are processed under a Plumbing Permit.
- Natural Gas fuel gas piping is covered under the International Fuel Gas Code. Liquefied Petroleum Gas installations are covered by NFPA 58 & 59A edition of the Liquefied Petroleum Gas Code.

PLAN REVIEW IS NOT REQUIRED FOR:

Work in 1 and 2 family dwellings and IRC townhouses.

* The addition or relocation of not more than 5 VAV boxes connected to existing HVAC equipment.

** The addition/relocation of not more than 15 diffusers. Note: multiple diffusers may be part of one (1) ductwork system.

Like for like replacement of **indoor** equipment. A unit change out qualifies as like for like if the new unit has the same heating/cooling capacity as the existing unit, and both the height and weight of the new unit are equal to or less than the height and weight of the existing unit.

PLAN REVIEW SUBMITTAL REQUIREMENTS

- ☐ **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.
- ☐ **Reflected Ceiling Plan**—show and identify ductwork, equipment, piping, supply diffusers, return air grilles and fire dampers.
- ☐ **Equipment List and Schedule**
- ☐ **Outside Air Calculations**
- ☐ **Site Plan**
- ☐ **Roof Plan** for equipment located on the roof.
- ☐ **Elevations** for exterior equipment.
- ☐ **Screening**—Mechanical screening shall be required for any rooftop equipment greater than one foot (1') in height, and for any equipment exterior to the building. Screen materials must be architecturally compatible with the building and shall be as high as the equipment being screened. **Plans must show height of equipment relative to screening and shall include notations of materials and colors to be used.** If an existing parapet effectively screens proposed equipment, plans must show parapet height relative to equipment heights.

Electronic Plan Standards:

- All plans must be drawn **to scale**, and have the scale noted on each sheet
- All documents must be uploaded as a **PDF**
- All plans must be uploaded in **landscape** orientation (horizontal position)
- All plans must be named as stated in the application form submittal requirements in **BOLD**
- All plans must be **flattened, unlocked and reduced**

Any files that are improperly named and/or formatted incorrectly may be rejected. Paper plans and applications delivered by courier will not be accepted.

HOW TO APPLY ONLINE

- **Make an Account** - To manage and pay for your permits online, register for a REPS account: [Civic Access \(redmond.gov\)](https://redmond.gov/civicaccess)
- **REPS Portal** - For permits that do not require plan review (also called over-the-counter or OTC permits), apply online through the Redmond ePermitting Service (REPS) portal: [Civic Access \(redmond.gov\)](https://redmond.gov/civicaccess) If the REPS system does not accept your submittal, fill out the [Mechanical Permit Application Form](#) and email it to: permittech@redmond.gov
- **PRO Portal** - For permits that require plan review: submit a request for a permit through the Plan Review Online (PRO) portal: [Form Center • Redmond, WA • CivicEngage](#)

Questions? Call: 425-556-2473 or email: PermitTech@redmond.gov

*** PERMIT EXPIRATION

Expiration of Permit Review: Applications for which no permit is issued within 365 days following the date of application, shall expire and all fees paid shall be forfeited. Upon written request of the applicant and prior to expiration, the Building Official may grant a single 365 day extension to the plan review time as specified in RMC Chapter 15.12. No application shall be extended for a period of more than 365 days. See the Fee Schedule for extension fee information.

Expiration of Permit: Permits for which no inspection has been performed will expire 365 days from the date of issuance. If an inspection is passed before the expiration date of the permit, the expiration date will be extended to 365 days from the date of the latest successful inspection (except for Final Inspections). The customer can choose to pay a fee in order to extend the expiration date of the permit an additional 365 days. Once the permit is expired the customer has 365 days to pay a fee to reinstate the permit. Any permits expired for more than a period of 365 days will not be able to be reinstated and a new permit will need to be applied and paid for. Permits cannot be reactivated across code cycle changes.