
Instructions for Mechanical Commercial Permit

This submittal checklist identifies minimum application elements necessary for the City to accept an application.

Addresses must be assigned to projects for permits to be approved. If your site does not have an address, contact the MLT Permit Specialist (permitspecialist@mltwa.gov) ASAP to have an address assigned.

Application fees will apply. Any additional fees are due at issuance of permit.

Use the following examples for naming your application documents. Please note the difference between initial submission and subsequent submissions.

Initial Application Submittal Naming: Document Type, YYYY.MM.DD

Example: Building Plans 2024.08.30

Subsequent submittals: Submittal Number, Permit Number, Document Type, YYYY.MM.DD

Examples: 1S BLD-R24-00000 Building Plans 2024.12.17

2S BLD-R24-00000 Building Plans 2025.02.17 and so on...

The first submittal documents will not have the permit number yet. However, please upload all documents using the correct naming conventions except for the permit number.

Failure to follow required naming convention will result in delays.

A staff person will confirm against the checklist below that all items are included in the submittal package. *If you think an item is not applicable to your project, you must contact the Department prior to submitting your application documents.* A preapplication conference is strongly recommended if you believe items on this checklist should be waived.

Complete the any additional fields located within the online ETrakit form as well as attaching all required submissions below electronically.

Mechanical Commercial Permit Submittal Required Attachments:

☐ MECHANICAL PLANS

Minimum Scale: $\frac{1}{4}" = 1'$

File Name Example: S1 BLD-R24-00000 Mechanical Plans 2024.10.17

Must Include:

- Cover sheet including business park name (if applicable), project name and business name, site address, suite number, code references, plan preparer name, and detailed project information.
- North arrow
- Floor plans showing location and type of all proposed mechanical equipment including, but not limited to: air handling units, furnaces, heat pumps, rooftop units (RTUs), exhaust fans, make-up air units, energy recovery units, unit heaters, and ductless systems.
- Mechanical equipment schedule including manufacturer, model number, capacities, efficiencies, fuel type, and electrical characteristics.
- Line drawings showing duct layouts including supply, return, relief, and exhaust air paths. Identify duct sizes, materials, insulation, and supports.
- Ventilation calculations demonstrating compliance with the Washington State Mechanical Code, including assumed occupant loads and required outdoor air quantities.
- Location of outside air intakes and exhaust terminations including separation distances.
- Combustion air and venting details for fuel-fired appliances.
- Kitchen hood and commercial cooking exhaust systems where applicable, including hood type, exhaust rate, make-up air quantities, and interlock details.
- Equipment mounting and support details, including roof curb details where applicable.
- Condensate disposal routing and termination.
- Seismic anchorage and restraint details for mechanical equipment and ductwork where required.
- Mechanical insulation details compliant with the [WA State Energy Code Compliance](#)
- Fire-resistance-rated assembly penetration details and firestop systems.
- Mechanical specifications or equipment cut sheets.
- Any other information pertinent to the project, or as required by the plans examiner.
- Buildings over 4,000 sq ft must have plans stamped by a Washington State licensed professional where required.

☐ MECHANICAL CALCULATIONS

Minimum Scale: N/A

File Name Example: S1 BLD-R24-00000 Mechanical Calculations 2024.10.17

Must Include:

- Heating and cooling load calculations.
- Ventilation and exhaust air calculations.
- Make-up air calculations where applicable.
- Washington State Energy Code mechanical compliance documentation.
- Smoke control or stair pressurization calculations where applicable.

☐ MECHANICAL SPECIFICATIONS/CUT SHEETS

Minimum Scale: N/A

File Name Example: S1 BLD-R24-00000 Mechanical Specifications 2024.10.17

Must Include:

- Manufacturer's specifications and cut sheets for all major mechanical equipment.
- Listings and approvals where required.

☐ ADDITIONAL REQUIREMENTS, AS NEEDED FOR COMMERCIAL KITCHENS

Minimum Scale: N/A

File Name Example: As it will be added to other documents, use their naming convention

Must Include:

- Kitchen hood and exhaust system details.
- Interlock details between hood exhaust, make-up air, and cooking appliances.
- Coordination with Fire permit requirements.

☐ MEDICAL, LAB, OR SPECIALTY SYSTEMS

Minimum Scale: N/A

File Name Example: As it will be added to other documents, use their naming convention

Must Include:

- System descriptions, equipment layouts, and alarm or monitoring details where applicable.

☐ REFRIGERATION SYSTEMS

Minimum Scale: N/A

File Name Example: As it will be added to other documents, use their naming convention

Must Include:

- Refrigerant type and quantities.
- Ventilation and detection systems where required.
- This document does not substitute for codes and regulations.
- The applicant is responsible for compliance with all codes and regulations.

☐ MECHANICAL ENERGY CODE COMPLIANCE

Minimum Scale: N/A

File Name Example: S1 BLD-R24-00000 Mechanical Energy Code Compliance
2024.10.17

Must Include:

- Mechanical plans must demonstrate compliance with the currently adopted Washington State Energy Code (WSEC), Commercial Provisions, including but not limited to the following:
- Identification of applicable WSEC compliance path.
- Mechanical system efficiencies meeting or exceeding minimum requirements for heating, cooling, ventilation, and heat recovery equipment.
- Mechanical insulation values for ducts, piping, and equipment, including insulation location and thickness.
- Duct sealing requirements and leakage control.
- Controls and control sequences including thermostats, zone controls, economizers, demand-controlled ventilation, and time scheduling where required.
- Heat recovery requirements for systems exceeding threshold airflows.
- Fan power limitations and calculations where applicable.
- Lighting power allowance documentation for mechanically integrated systems, where applicable.
- Energy compliance documentation, worksheets, or reports demonstrating WSEC compliance.
- Any additional information required by the plans examiner to verify Energy Code compliance.

☐ MECHANICAL DEVICES

Minimum Scale: N/A

File Name Example: S1 BLD-R24-00000 Mechanical Devices Checklist
2024.10.17

Must Include:

- [Mechanical Devices Checklist Form](#)