

Mechanical Permit Submittal Requirements

The following types of information are required by the City of Federal Way in order to consider applications for mechanical permits. If any required information is not included, the application may not be accepted.

- Complete *Construction Permit Application* form
- Application filing fees
- Current copy of contractor's card and verification of Federal Way business license
- **Two complete sets of plans for mechanical work requiring plan review** that include the items detailed below and in the following pages

GENERAL INFORMATION

- Plan sheets must be a minimum 11" x 17" (maximum 30" x 42"). Plans shall be drawn in indelible ink. Plan sheets that are cut and pasted, taped, or that have been altered by any means (pen, pencil, marking pen, etc.) **will not** be accepted for plan check.
- All plans must be drawn to scale. The minimum scale for a site plan is 1" = 20'-0" (architectural scale equivalent of 1/2" = 10'-0"). The minimum scale for all other drawings is 1/4" = 1'-0".

ZONING INFORMATION

If equipment, ductwork, or louver is installed outside the building, such as on the rooftop, ground, or exterior wall, provide the following:

- Site plan depicting property lines, building footprint, location of mechanical unit(s), and easements (Include dimension from mechanical units to all property lines and structures.)
- Elevation views of building (if equipment is located on the roof) from all adjacent streets and property lines
- Show parapet or screening methods for both ground-related and rooftop units (Rooftop screening must be architecturally compatible with the building if the equipment extends above the roofline.)
- Detail elevation view of equipment

MECHANICAL AND BUILDING INFORMATION

- Mechanical envelope summary form and/or mechanical summary forms, if applicable
- Roof plan (if equipment is located on the roof) showing all mechanical equipment, vents, roof access, and equipment screening
- Legend and general notes
- List of equipment and schedule including equipment brand names, model numbers, input and output gas capacities, tons of cooling, efficiency ratings, cfm capacity, electric motor efficiencies, location, and weight
- Structural drawings, if required (Additionally, stamped engineered structural gravity and/or lateral force calculations [two sets] for all rooftop units when the cumulative or individual unit weight is 400 lbs. or greater. For replacement equipment, state the weight of the old and new equipment on

the plans, and show the old and new location of the replacement equipment. If the new equipment weight is equal or less than the existing, and in the same location, structural calculations will not be required.)

- Mechanical floor plan layout
 1. Duct and equipment layout over the floor plan
 2. The size of ducts and outlets
 3. The name and anticipated usage of each room
 4. The cubic feet of air per minute (cfm) at each diffuser, return air register, exhaust, and transfer grills
 5. Location and details of fire dampers

KITCHEN HOOD SYSTEMS

Commercial kitchens must be equipped with kitchen hood systems to collect and remove grease, vapors, fumes, smoke, steam, heat, and/or odors. A Type 1 system involves a general kitchen hood for collecting and removing grease and smoke. A Type 2 system is a general kitchen hood for collecting and removing steam, vapor, heat, and/or odors. In addition to a mechanical permit, Type 1 kitchen hood systems also require a separate fire suppression permit. All plans must be drawn to scale and must include plan elevation and front views from finish floor through roof assembly. The plans must also include the following information:

- Size of hood and construction
- Duct gauge and assembly
- Construction details of shaft enclosure
- Provisions for make-up air

REFRIGERATION SYSTEMS

A refrigeration permit is required for installation of any refrigeration system which exceeds three horsepower (HP), whether it is composed of a single unit or interconnected units totaling more than three HP. When applying for a refrigeration permit, the plans must include the following information:

- Floor plans showing refrigeration system/piping
 - Type of material (copper, ABS, etc.) to be used
 - Size (1/4", 1", etc.) in each section of pipe
 - Fittings (the plumbing pieces that hold pipes together) for the waste and vent pipes
- A system flow diagram
- The ventilation system for the equipment room
- The compressor schedule

OVER THE COUNTER PERMITS

Certain applications for mechanical work do not require plan review. Permits are issued over the counter. Qualifying work includes:

- Commercial installations of bathroom exhaust fans in existing commercial systems
- Relocated **existing** flexible ductwork and diffuse grills
- New cooling units located within the building interior and serving only computer, printing, and refrigeration rooms (Equipment is limited to four tons [48,000] BTU total and a maximum equipment weight of 400 lbs.)
- Residential bathroom, kitchen, and laundry room exhaust fans
- Residential installations of all gas appliances/fixtures and gas piping