

Mechanical Checklist

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The intake checklist identifies minimum application elements necessary for the town to accept the application. Should any of the following minimum items not be provided, the application may not be accepted at the counter.

Applicant: Check each box under the applicant heading on this checklist to confirm items that are included in your submittal.

The required number of plan sets is 3 (three). If applying for multiple permits concurrently, submit the highest number of required plan sets.

General Requirements (1 original copy of each item is required): If an item is not applicable, attach explanation.

Applicant

- Completed mechanical application form
- Proof of agency and hold harmless agreement form
- The applicable fee(s)
- Record Sales Tax Under **#1713** Town of Hunts Point, WA 98004-1121, for purposes of reporting to the Department of Revenue

Mechanical Drawings:

- Stamped and signed drawings

Floor Plans drawn at 1/4" = 1' showing:

- Supply and return duct sizes, duct run locations and terminations
- Combustion air opening and/or duct locations and runs. Specify duct areas required
- R-Value for walls, ceilings, floors and doors enclosing unconditioned rooms
- Room and other building clearances required for service, accessibility and code compliance for heating and cooling equipment, ducts flues, vents and chimneys



Town Hall, 3000 Hunts Point Road, Hunts Point, WA 98004-1121. Phone 425.455.1834, FAX 425.454.4586. Permit intake and issuance hours are Tuesday and Thursday, 8am-12pm and 1pm-5pm. Building Services Department 425.455.1834.

- All exhaust ventilation system components including source or spot fans in baths, kitchens, laundries or other rooms requiring ventilation; include schematic duct plan to point of egress from building shell to exterior
- Habitable building volume for whole house ventilation
- Whole house ventilation system including fan location, cfm capacity, schematic duct plan, dampers, timers and air changes per hour. Prescriptive provisions by number of bedrooms is NOT acceptable. System must show compliance with minimum and maximum ACH specified by VIAQ
- Provide equipment schedule keyed to plans and identifying units. Show manufacturer and model together with performance characteristics that will establish WSEC and VIAQ compliance. Include data for system output, efficiencies, special combustion air provisions cfm and static pressure ratings, zone ratings and the like as necessary

Calculations:

- Building envelope component areas
- Component Values. All values must be consistent with current WSEC approved values for the specific component
- Provide all U - factors, slab F values and slab perimeter dimensions and losses. Specify air leakage rates assumed
- Specify winter and/or summer outside design temperature assumptions