Mechanical Permit Checklist

New Single Family and Large Remodels, Additions and Setback Reviews
Not Measured in Square Feet
(Building, Mechanical and Plumbing) Use Table B

Mechanical permits are governed by Section 15.10 of the Hunts Point Municipal Code (HPMC)

Submittal, Preparation and Fee:
Submittal of all application elements are necessary to begin processing the mechanical permit. The application shall be accompanied by the fee as set forth by resolution.

The required number of plan sets is two (2)

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

☐ 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 Shall Include:
☐ Stamped and signed drawings.

Floor Plans drawn at ¼” = 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;
☐ All exhaust ventilation system components including source or spot;
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☐ 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 number 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 Shall Include: combustion air provisions cfm and static pressure ratings, zone ratings and the like as necessary:

☐ 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 outside design temperature assumptions.

Site Plan Shall Include (if applicable):

☐ Heat pump location including setbacks.