

**Department of Development and Environmental Services (DDES)**

900 Oakesdale Avenue Southwest • Renton, Washington 98057-5212 • 206-296-6600 • TTY 206-296-7217

# Mechanical Permits

DDES Customer  
Information Bulletin #**36****• FREQUENTLY ASKED QUESTIONS •**

*Visit the DDES Web site at  
[www.kingcounty.gov/permits](http://www.kingcounty.gov/permits)  
for more information*

King County DDES has created customer information bulletins to inform the general public about the effect of codes and regulations on their projects. These bulletins are not intended to be complete statements of all laws and rules and should not be used as substitutes for them. If conflicts and questions arise, current codes and regulations are final authority. Because the codes and regulations may be revised or amended at any time, consult King County staff to be sure you understand all requirements before beginning work. It is the applicant's responsibility to ensure that the project meets all requirements of applicable codes and regulations.

For alternate formats, call 206-296-6600

## How to apply for a mechanical system permit for a commercial or multifamily building?

This bulletin describes the requirements for obtaining a Commercial Mechanical System Permit from the King County Department of Development and Environmental Services (DDES). Mechanical system permits are governed by the International Mechanical Code and other building codes and must meet certain mechanical, life, fire, and safety standards. A variety of mechanical system permits may be applied for. If, after reviewing this bulletin, customers still have questions about mechanical system permits, are interested in a permit that is not listed, or need information about the codes governing a proposed mechanical system, please call the DDES Plans Examination Engineers at 206-296-6600. For questions pertaining to specific submittal requirements, call the DDES Permit Center at 206-296-6600.

**Note:** For Fuel-Gas Piping Permits, customers must contact the Seattle-King County Department of Public Health at 206-684-5198 (for areas within unincorporated King County) and 206-233-2621 (for areas within Seattle city limits).

An initial plan review is required for all permits. To expedite processing of applications, DDES accepts only complete applications. Customers must have the following information when submitting a permit application:

1. Affidavit for Application Form;
2. Property Tax Account Number;
3. Legal Description of Property;
4. Site Plan (or Plot Plan);
5. Two copies of working drawings (see text for requirements);
6. Fees for reviews completed before permit approval; and
7. Contractor's registration number.

Forms are available via the **DDES Web site** at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits), the DDES Customer Information Line at 206-296-6600 and in the DDES Permit Center in Renton, WA. Driving directions are available via the DDES Web site.

**Note:** Electrical and plumbing permits are issued by the Washington State Department of Labor and Industries and the Seattle-King County Department of Public Health, respectively.

### Cover sheet

- Mechanical permit applications shall be accompanied by two sets of plans with a cover sheet containing the following information:
- The name, address, and telephone number of the owner or developer;
- The agent's name, address, and telephone number;
- A statement of the scope of work that the permit is intended to cover;
- Indication as to whether the system is for a building or tenant space in a complex. If for a tenant, include the tenant's name and location within the building (e.g., space number, building number, floor number, etc.);
- The number of related applications (Shell Permits, and/or Tenant Improvement Permits);
- The legal description of the property; and
- A site plan.

Other requirements are listed below for specific types of mechanical permits.

### Heating, Ventilation and Air Conditioning (HVAC)

(Commercial and Multifamily Buildings)

When applying for an HVAC System Permit, customers must include a cover sheet and two sets of plans in the application submittal package. The plans must be drawn to scale and must include the duct layout over the floor plan, plus the following information:

1. The name and anticipated usage of each room;
2. The cubic feet of air per minute (CFM) at each diffuser, return air register, exhaust and transfer grills;
3. The size of ducts and outlets;
4. An equipment schedule including equipment brand names, model numbers, input and output gas capacities, tons of cooling, efficient ratings, CFM capacity, and electric motor efficiencies; and
5. Provisions for fire/smoke 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. Applications must include a cover sheet and three sets of plans for Type I hood or two sets of plans for Type II hood.

A Type I hood is a kitchen hood for collecting and removing grease and smoke. A Type II hood is a general kitchen hood for collecting and removing steam, vapor, heat and/or odors. In addition to a mechanical permit, Type I kitchen hood systems also require a separate fire suppression permit.

All plans must be drawn to scale. They must include plan elevation and front views from finish floor through roof assembly. The plans must also include the following information:

1. Type of hood (canopy, backshelf, passover or eyebrow)
2. Size of hood and construction;
3. Duct gauge and assembly;
4. Construction of shaft enclosure;

5. Exhaust ventilator;
6. Equipment schedule;
7. Provisions for makeup air; and
8. Kitchen equipment lineup with all cooking equipment properly labeled.

### Refrigeration systems

A Refrigeration Permit is required for installation of any self-contained refrigeration system that contains more than 10 pounds of refrigerant or that is actuated by motors of more than 1-horsepower. When applying for a Refrigeration Permit, a submittal package must have a cover sheet and two sets of plans that include the following information:

1. Floor plans showing refrigeration piping;
2. A system flow diagram;
3. The ventilation system for the equipment room; and
4. The compressor schedule.

Any indoor refrigeration system shall be enclosed in a machinery room where the quantity of refrigerant in an independent circuit of a system exceeds the amount shown in Table 1103.1, (Section 11 1004.2 IMC). Machinery rooms shall be constructed in accordance with Sections 1105 and 1106, IMC.

### Other bulletins and telephone numbers that may be helpful

Bulletin 1	Building and Development Permit Telephone Numbers
Bulletin 8	Commercial and Multi-Family Building Permits
Bulletin 23	Certified Wood Stoves
Bulletin 27	Residential Energy Codes

These and other DDES bulletins are available via the department Web site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits).

206-296-6600	DDES customer service
206-296-4600	Public Health - Seattle & King County, General Information (Environmental Health Division)
206-684-5198	Fuel-Gas Piping Permits Requests (For areas within unincorporated King County)
206-233-2621	(For areas within Seattle city limits)



**Be sure to visit our Web site at:**  
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King County complies with the Americans with Disabilities Act (ADA). If you require an accommodation to attend a meeting (two weeks' notice) or require this information in Braille, audiocassette, or large print, please call 206-296-6600 or TTY 206-296-7217.