



# Mechanical Permit Application

Rev.20230202

Job Site Address \_\_\_\_\_ Date \_\_\_\_\_

Property Owner/Business Name \_\_\_\_\_

Owner Address \_\_\_\_\_

Contractor \_\_\_\_\_

Contractor's Address \_\_\_\_\_

Contractor License # \_\_\_\_\_ Electrical License # \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Gas Heating Mechanic License number (*Format 01234-GHM*) \_\_\_\_\_

**Building Use:** (*Please check one*)

- Commercial   
  Residential (6 units or more)   
  New Building   
  Addition to Existing Building  
 Remodel, Repair or Alteration

**Job Description:**

*\* Boiler Permit Applications are required for boiler work in commercial buildings and apartment buildings of six or more units.  
 \* A Gas Heating Mechanic License is required for any proposed work involving gas lines or gas fixtures. They are listed in **Bold** below*

	Fee	Quantity	Total
<b>Fuel Gas Piping ~ \$3 per outlet w/\$12 minimum fee</b>	\$ x	=	\$
Hydronic Piping ~ \$3 per outlet w/\$12 minimum fee	\$ x	=	\$
<b>Gas Water Heaters &lt;200,000 BTU input</b>	\$ x	=	\$
Electric Water Heaters <200,000 BTU input	\$ x	=	\$
<b>Gas Logs ~ decorative units without fans</b>	\$ x	=	\$
Solid Fuel Burning Appliances – wood/pellet stoves & inserts	\$ x	=	\$
<b>Heating Equipment – gas inserts – fee includes ductwork</b>	See Duct Leakage Affidavit Requirements		
≤100,000 BTU or 32 KW	\$ x	=	\$
>100,000 BTU or 32 KW	\$ x	=	\$
HVAC Equipment Circuits – 24 volts or less (thermostats)	\$ x	=	\$
Vent Fans connected to single duct	\$ x	=	\$
Ventilation Systems – not part of heating or A/C systems	\$ x	=	\$
Ductwork System Remodels – fee per zone	\$ x	=	\$
<b>Compressors, Air Conditioners and Heat Pumps</b>	See Duct Leakage Affidavit Requirements		
≤ 3 tons	\$ x	=	\$
>3 tons, but ≤ 15 tons	\$ x	=	\$
>15 tons, but ≤ 30 tons	\$ x	=	\$
>30 tons, but ≤ 50 tons	\$ x	=	\$
>50 tons	\$ x	=	\$
Air-Handling Units – fee per 10,000 cfm or portion thereof	\$ x	=	\$
Evaporative Coolers – non-portable types	\$ x	=	\$
<b>Gas Clothes Dryers</b>	\$ x	=	\$

<b>Gas Ranges &amp; Commercial Cooking Equipment</b>	\$	x	=	\$
Type I Hood per 12' portion – <i>includes duct &amp; exhaust fan</i>	\$	x	=	\$
Type II Hood – <i>includes duct &amp; exhaust fan</i>	\$	x	=	\$
Absorption or Refrigeration Systems				
≤ 100,000 BTUs	\$	x	=	\$
>100,000 BTUs, but ≤ 500,000	\$	x	=	\$
>500,000 BTUs, but ≤ 1,000,000	\$	x	=	\$
>1,000,000 BTUs, but ≤ 1,750,000	\$	x	=	\$
>1,750,000 BTUs,	\$	x	=	\$
Unlisted or Used Appliances ≤ 400,000 BTUs	\$	x	=	\$
Unlisted or Used Appliances > 400,000 BTUs	\$	x	=	\$
<b>Propane Tanks</b>	\$	x	=	\$
Miscellaneous Name Appliances:	\$	x	=	\$
Miscellaneous Name Appliances:	\$	x	=	\$
			<b>Subtotal:</b>	<b>\$</b>
			<i>Processing Fee:</i>	<b>\$</b>
<b>Minimum Permit fee of \$40</b>			<b>TOTAL PERMIT FEE:</b>	<b>\$</b>

**HELPFUL TIPS FOR COMPLETING THIS APPLICATION**

- The minimum fee for Gas and Hydronic Piping is \$12.00 when 1 to 4 outlets are applied for.
- A permit is needed for the appliance that the gas outlet is being connected to in addition to the gas piping itself. This includes Commercial Cooking Appliances.
- Mechanical Contractors who also have an appropriate Electrical Contractor License may use this form for Low Voltage HVAC Circuits. An Electrical Permit Application and the necessary Electrical Contractor License are required for all other HVAC Circuits
- Ductwork only needs to be added to the permit application when altering existing Duct Systems. The ductwork involved in installing (or replacing) Air Conditioners and Furnaces is already included in the fees for those appliances.
- The fee for Air-Handling Units includes attached ducts. This fee applies only to units which are not a portion of a Factory-Assembled Appliance, Cooling Unit, Evaporative Cooler or Absorption Unit as they include the fee for the Air-Handling Unit within their costs.
- Only Ventilation Systems that are not already part of any Heating or Air Conditioning Systems need to be applied for.

The Mechanical Code of the City constitutes the International Mechanical Code, the International Fuel Gas Code, and related standards as modified by Chapter 17F.090 of the Spokane Municipal Code.

**\*\*Duct Leakage Affidavit Requirements\*\***

In accordance with the Washington State Energy Code (WSEC), a Duct Leakage Affidavit may be required to be completed and submitted to the Mechanical Inspector to be eligible for an approved final inspection when replacing or installing new HVAC equipment in a residence.

Additional Information & Forms are available from the WSU Extension Energy Program website [www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx](http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx). Forms are also provided beneath the mechanical Permit Application on the City of Spokane Department of Building Services website [www.buildingspokane.org](http://www.buildingspokane.org).

Permit holder agrees to abide by all applicable state, local, and building codes. \*Code ref: 17G.010.070

Home Owner/Contractor Signature \_\_\_\_\_ Date \_\_\_\_\_