



MECHANICAL PERMIT APPLICATION

Development Services Center
Spokane City Hall, 3rd Floor
808 W Spokane Falls Boulevard
Spokane, WA 99201-3343

Phone: (509)625-6300
PermitTeam@SpokaneCity.org
my.spokanecity.org

Job Address: _____ Date: _____

Property Owner/Business Name: _____

Owner Address: _____

Contractor: _____ Phone #: _____

Contractor Address: _____

Contractor License #: _____ Electrical License #: _____

Contact Person: _____ Email: _____

**** Gas Heating Mechanic License #** (Format 01234-GHM): _____

*** Required for any proposed work involving gas lines or gas equipment to include the **Bolded Fee Items** below. ***

Project Type:	Commercial	Residential
	New Building	Addition to Existing Bldg Alteration or Repair

Scope of Work: _____

Boiler Permit Applications are required for boiler work in commercial buildings and apartment buildings of six or more units.

Building Permit #:	Fee	Quantity	Total
Fuel Gas Piping	\$4.00 x		=
Hydronic Piping	\$4.00 x		=
Heating Equipment ~ <i>gas inserts</i> ~ fee includes ductwork	See Duct Leakage Affidavit Requirements		
≤ 100,000 BTU or 32 KW	\$17.00 x		=
> 100,000 BTU or 32 KW	\$25.00 x		=
Compressors, Air Conditioners, & Heat Pumps	See Duct Leakage Affidavit Requirements		
≤ 15 tons	\$23.00 x		=
> 15 tons, but ≤ 50 tons	\$45.00 x		=
> 50 tons	\$75.00 x		=
Hot Water Tank Heat Pump	\$15.00 x		=
Gas Water Heaters < 200,000 BTU input	\$15.00 x		=
Electric Water Heaters < 200,000 BTU input	\$15.00 x		=
HVAC Equipment Circuits ~ 24 Volts or less (thermostats)	\$7.00 x		=
Electric Disconnect/Reconnect ~ per equipment replacement	\$7.00 x		=
Vent Fans connected to single duct	\$10.00 x		=
Ventilation Systems ~ not part of heating or A/C systems	\$15.00 x		=
Ductwork System Remodels ~ fee per zone	\$15.00 x		=
Air-Handling Units ~ fee per 10,000 cfm or portion thereof	\$17.00 x		=
Evaporative Coolers ~ non-portable types	\$15.00 x		=
Gas Logs ~ decorative units without fans	\$15.00 x		=
Solid Fuel Burning Appliances ~ wood/pellet stoves & inserts	\$40.00 x		=
Gas Ranges & Commercial Cooking Equipment	\$15.00 x		=
Gas Clothes Dryers	\$15.00 x		=



MECHANICAL PERMIT APPLICATION *Continued*

Version 2025.05.13

		Fee	Quantity	Total
Type I Hood per 12' portion ~ <i>includes duct & exhaust fan</i>		\$70.00	x	=
Type II Hood ~ <i>includes duct & exhaust fan</i>		\$15.00	x	=
Propane Tanks		\$15.00	x	=
Absorption or Refrigeration Systems				
≤ 500,000		\$25.00	x	=
> 500,000 BTUs, but ≤ 1,750,000		\$45.00	x	=
> 1,750,000 BTUs		\$75.00	x	=
Unlisted or Used Appliances ≤ 400,000 BTUs		\$75.00	x	=
Unlisted or Used Appliances > 400,000 BTUs		\$125.00	x	=
Miscellaneous	Name Appliance(s):	\$15.00	x	=
Miscellaneous	Name Appliance(s):	\$15.00	x	=
Subtotal:				
2.5% Technology Fee:				
Processing Fee:				\$65.00
TOTAL FEE:				

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.

Helpful Hints for Completing this Application

- *** 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 that 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.

** 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.

I hereby attest that all information provided is complete and accurately reflects the scope of work to be done and agree to abide by all applicable state and local codes.

Applicant Signature: _____

Date: _____