

Mechanical Permit Application

Accela Citizen Access (ACA) Guidesheet

Rev.20200630

The online Mechanical Permit Application has changed

The City of Spokane Development Services Center has made the mechanical permit application more streamlined and intuitive. While the changes aren't significant, we'd like to highlight them for you.

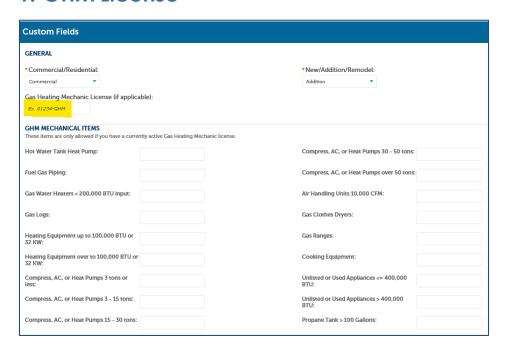
What hasn't changed?

- Step 1: Contractor info > Licensed Professional
- Step 2: Contact Info > Applicant
- Step 3: Site Location > Address, Parcel and Owner
- Step 5: Review

What <u>has</u> changed?

- 1. GHM License A GHM (Gas, Heating, Mechanical) license is required for the application if doing work that requires a GHM license
- 2. Number of Units to be Worked On The number of installs and repairs to be completed has moved from the Pay Fees step to the Additional Info step
 - a. Once the number of installs and repairs have been selected, they will carry to the application fees page

1. GHM License

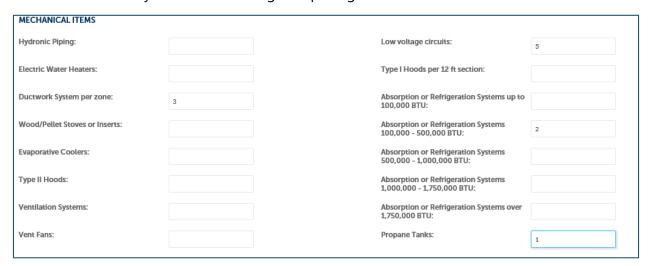


Custom Fields

- GENERAL
 - o Commercial/Residential (required) select one
 - New/Addition/Remodel (required) select one
 - Gas Heating Mechanic License (if applicable) if you are going to be doing any work contained within the GHM MECHANICAL ITEMS section, you will need to enter a valid GHM license into this field
 - Entering a valid license will open the items
 - An example of a GHM license naming convention is 01234-GHM

2. Number of Units to be Worked On

For each type of work, either GHM MECHANICAL ITEMS or MECHANICAL ITEMS, please enter the number of units you will be installing or repairing.



The amount due will automatically total on the Pay Fees page

