



Mechanical Permit Application

Accela Citizen Access (ACA) Guidesheet

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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 has 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 | |
| * Commercial/Residential: <input type="text" value="Commercial"/> | * New/Addition/Remodel: <input type="text" value="Addition"/> |
| Gas Heating Mechanic License (if applicable): <input type="text" value="Ex. 01234-GHM"/> | |
| GHM MECHANICAL ITEMS <small>These items are only allowed if you have a currently active Gas Heating Mechanic license.</small> | |
| Hot Water Tank Heat Pump: <input type="text"/> | Compress, AC, or Heat Pumps 30 - 50 tons: <input type="text"/> |
| Fuel Gas Piping: <input type="text"/> | Compress, AC, or Heat Pumps over 50 tons: <input type="text"/> |
| Gas Water Heaters < 200,000 BTU input: <input type="text"/> | Air Handling Units 10,000 CFM: <input type="text"/> |
| Gas Logs: <input type="text"/> | Gas Clothes Dryers: <input type="text"/> |
| Heating Equipment up to 100,000 BTU or 32 KW: <input type="text"/> | Gas Ranges: <input type="text"/> |
| Heating Equipment over to 100,000 BTU or 32 KW: <input type="text"/> | Cooking Equipment: <input type="text"/> |
| Compress, AC, or Heat Pumps 3 tons or less: <input type="text"/> | Unlisted or Used Appliances <= 400,000 BTU: <input type="text"/> |
| Compress, AC, or Heat Pumps 3 - 15 tons: <input type="text"/> | Unlisted or Used Appliances > 400,000 BTU: <input type="text"/> |
| Compress, AC, or Heat Pumps 15 - 30 tons: <input type="text"/> | Propane Tank > 100 Gallons: <input type="text"/> |

Custom Fields

- GENERAL
 - 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.

| MECHANICAL ITEMS | | | |
|--------------------------------|--------------------------------|--|--------------------------------|
| Hydronic Piping: | <input type="text"/> | Low voltage circuits: | <input type="text" value="5"/> |
| Electric Water Heaters: | <input type="text"/> | Type I Hoods per 12 ft section: | <input type="text"/> |
| Ductwork System per zone: | <input type="text" value="3"/> | Absorption or Refrigeration Systems up to 100,000 BTU: | <input type="text"/> |
| Wood/Pellet Stoves or Inserts: | <input type="text"/> | Absorption or Refrigeration Systems 100,000 - 500,000 BTU: | <input type="text" value="2"/> |
| Evaporative Coolers: | <input type="text"/> | Absorption or Refrigeration Systems 500,000 - 1,000,000 BTU: | <input type="text"/> |
| Type II Hoods: | <input type="text"/> | Absorption or Refrigeration Systems 1,000,000 - 1,750,000 BTU: | <input type="text"/> |
| Ventilation Systems: | <input type="text"/> | Absorption or Refrigeration Systems over 1,750,000 BTU: | <input type="text"/> |
| Vent Fans: | <input type="text"/> | Propane Tanks: | <input type="text" value="1"/> |

The amount due will automatically total on the Pay Fees page

Step 6: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

| Fees | Qty. | Amount |
|---|------|---------|
| Processing Fee | 1 | \$25.00 |
| Low voltage circuits | 5 | \$25.00 |
| Ductwork System per zone | 3 | \$39.00 |
| Absorption or Refrigeration Systems 100,000 - 500,000 BTU | 2 | \$50.00 |
| Propane Tanks | 1 | \$13.00 |
| TOTAL FEES: \$152.00 | | |

Please review fees for accuracy before proceeding to payment.

Note: This does not include additional inspection fees which may be assessed later.