



City of Seattle, Department of Planning and Development
Mailing Address: 700 Fifth Ave, Suite 2000, PO Box 34019, Seattle, WA 98124-4019
Phone: (206) 684-8464 or (206) 386-40TC
Website: www.seattle.gov/dpd **Permit Counter Email:** otcpermits@seattle.gov
ASC Hours: M / W / F 8:00-4:00 & Tu / Th 10:30-4:00

PERMIT APPLICATION



Work Site Address : _____ **Zip:** _____

This form is for single family/duplex only For Multi-Family dwellings with 3 or more units and/or a commercial space, reference online Tips #414 & #415 as well as the application & checklist available online at www.seattle.gov/dpd or call (206) 684-8850 for more information.

Description of Work: _____

| WORK SITE OWNER/TENANT INFORMATION | CONTRACTOR INFORMATION |
|---|---|
| <input type="checkbox"/> Owner <input type="checkbox"/> Tenant Name: _____ Phone: _____ Address: _____ Duplex Unit No.: _____ City & State: _____ Zip: _____ | State License #: _____ City of Seattle Bus Lic #: _____ Company Name: _____ Phone: _____ Address: _____ Suite No.: _____ City & State: _____ Zip: _____ |

NOTE: All components external to the building must comply with Seattle Noise Ordinances SMC 25.08.410 and 25.08.420.

| APPLIANCE #1 TYPE: | FUEL TYPE: | REQUIRED INFORMATION FOR PERMIT ISSUANCE: |
|--|--|--|
| <input type="checkbox"/> *Furnace (all types; includes like for like replacements & relocation) <input type="checkbox"/> Fireplace Insert <input type="checkbox"/> Space Heater and/or Hydronic System (all types) <input type="checkbox"/> Stove <input type="checkbox"/> Heat Pump (Heat pumps require an associated Refrigeration permit if not already obtained, see page 2 of this application form) <input type="checkbox"/> Burner | <input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Propane <input type="checkbox"/> Solid | <input type="checkbox"/> New installation or replacement with fuel change / Fuel Type Conversion <input type="checkbox"/> Replace appliance with same fuel type Manufacturer: _____ Furnace AFUE: _____ Model #: _____ Heat Output In BTUs: _____ Output in KW (electric only): _____ *NOTE: All Furnaces require a completed Equipment Sizing Form, per Seattle Energy Code 503.2.2 as required in IRC Section M1401.0 effective January 1, 2011; except if the appliance is 40,000 BTU's and below. Be sure to include that form when applying for furnace installations. |

| APPLIANCE #2 TYPE: | FUEL TYPE: | REQUIRED INFORMATION FOR PERMIT ISSUANCE: |
|--|--|--|
| <input type="checkbox"/> *Furnace (all types; includes like for like replacements & relocation) <input type="checkbox"/> Fireplace Insert <input type="checkbox"/> Space Heater and/or Hydronic System (all types) <input type="checkbox"/> Stove <input type="checkbox"/> Heat Pump (Heat pumps require an associated Refrigeration permit if not already obtained, see page 2 of this application form) <input type="checkbox"/> Burner | <input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Propane <input type="checkbox"/> Solid | <input type="checkbox"/> New installation or replacement with fuel change / Fuel Type Conversion <input type="checkbox"/> Replace appliance with same fuel type Manufacturer: _____ Furnace AFUE: _____ Model #: _____ Heat Output In BTUs: _____ Output in KW (electric only): _____ *NOTE: All Furnaces require a completed Equipment Sizing Form, per Seattle Energy Code 503.2.2 as required in IRC Section M1401.0 effective January 1, 2011; except if the appliance is 40,000 BTU's and below. Be sure to include that form when applying for furnace installations. |

Exhaust Vent (Separate installation from the building permit): **New Vent** **Replacement Vent** **Quantity:** _____
[Applies only if venting is not already included in a separate issued Mechanical and/or Building permit]

Hydronic Systems: (Includes all hydronic based systems per Table D-8 of 22.900D.090 of the current fee subtitle)

I certify that the work to be performed under this application will be done in conformance with the City of Seattle Municipal Code.

Signature: _____ **Date of Application:** _____
 Contractor or Owner (or Authorized Agent)

PAYMENT & MAILING INSTRUCTIONS:

- Pay by Check **Mail checks to:** DPD, P.O. Box 34019, Seattle, WA 98124-1234
- Charge my escrow (ADA) account # _____
- Call for a credit card; contact name: _____
- Mail Permit Hold for Pick-Up at OTC
- Email Permit to: _____

DPD USE ONLY:

Permit #: _____
Permit Fee: _____

SINGLE FAMILY/DUPLEX MECHANICAL PERMIT TYPES

New Equipment

Permit Types Required

| | |
|--|------------------------------|
| Furnace with A/C | Mechanical & Refrigeration |
| Furnace (Air Handler) | Mechanical |
| Heat Pump Systems (Includes Hydronic, Ductless, and Mini Split systems as well as Chillers, Fan Coils and Radiant Loop) | Mechanical & Refrigeration |
| Heat Pump (condensing unit only) | Refrigeration |
| Heat Pump (with ducted system) | Mechanical and Refrigeration |
| A/C Only | Refrigeration |
| Mini Split System (single head) | Refrigeration |
| Mini Split System (Multiple head or ducted system) | Mechanical & Refrigeration |
| City Multi System | Mechanical & Refrigeration |

Replacement Equipment

Permit Type Required

| | |
|---|---------------|
| Furnace | Mechanical |
| Heat Pump with Condensing Unit Only | Refrigeration |
| A/C Only with Condensing Unit Only | Refrigeration |
| Mini Split System with Condensing Unit Only | Refrigeration |
| City Multi with Condensing Unit Only | Refrigeration |

Water Source System (Hydronic)

Permit Type Required

| | |
|--------------|------------|
| Chillers | Mechanical |
| Air Handlers | Mechanical |
| Fan Coils | Mechanical |
| Radiant Loop | Mechanical |

Note: Domestic water tanks DO NOT require a permit, unless it's over 199,000 BTU's then it's considered a boiler and you would need to purchase a Boiler permit.

(We do not need this 2nd page to process your application, please conserve paper and consider the environment by printing double sided and NOT faxing this 2nd page. Thank you.)

NOTE: Permit application requests as well as written requests to make changes to a permit which are received via email are processed within 2 working days from the date we receive them.

Revised: July 2014