



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



THIS FORM IS FOR SINGLE FAMILY/DUPLEX UNITS ONLY

For Multi-Family dwellings with 3 or more units and/or a commercial / industrial / institutional spaces, 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.

Work Site Address : _____ **Zip:** _____
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 (For use only when there is no building permit): **New Vent** **Replacement Vent** **Quantity:** [1]
[SFR/Duplex projects/remodels etc. do not require a separate mechanical permit for standard unit venting. Unit venting inspections will be performed under the construction permit by the building inspectors]

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 in which case 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; it's for your reference only)

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: March 2015