



City of Seattle, Department of Construction and Inspections

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/sdci 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/sdci or call (206) 684-8850 for more information.

Work Site Address : \_\_\_\_\_ Zip: \_\_\_\_\_

Description of Work: \_\_\_\_\_

WORK SITE OWNER/TENANT INFORMATION and CONTRACTOR INFORMATION section with fields for Name, Phone, Address, Duplex Unit No., City & State, Zip, State License #, City of Seattle Bus Lic #, Company Name, Suite No., etc.

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, and REQUIRED INFORMATION FOR PERMIT ISSUANCE section for the first appliance.

APPLIANCE #2 TYPE, FUEL TYPE, and REQUIRED INFORMATION FOR PERMIT ISSUANCE section for the second appliance.

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 2<sup>nd</sup> 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