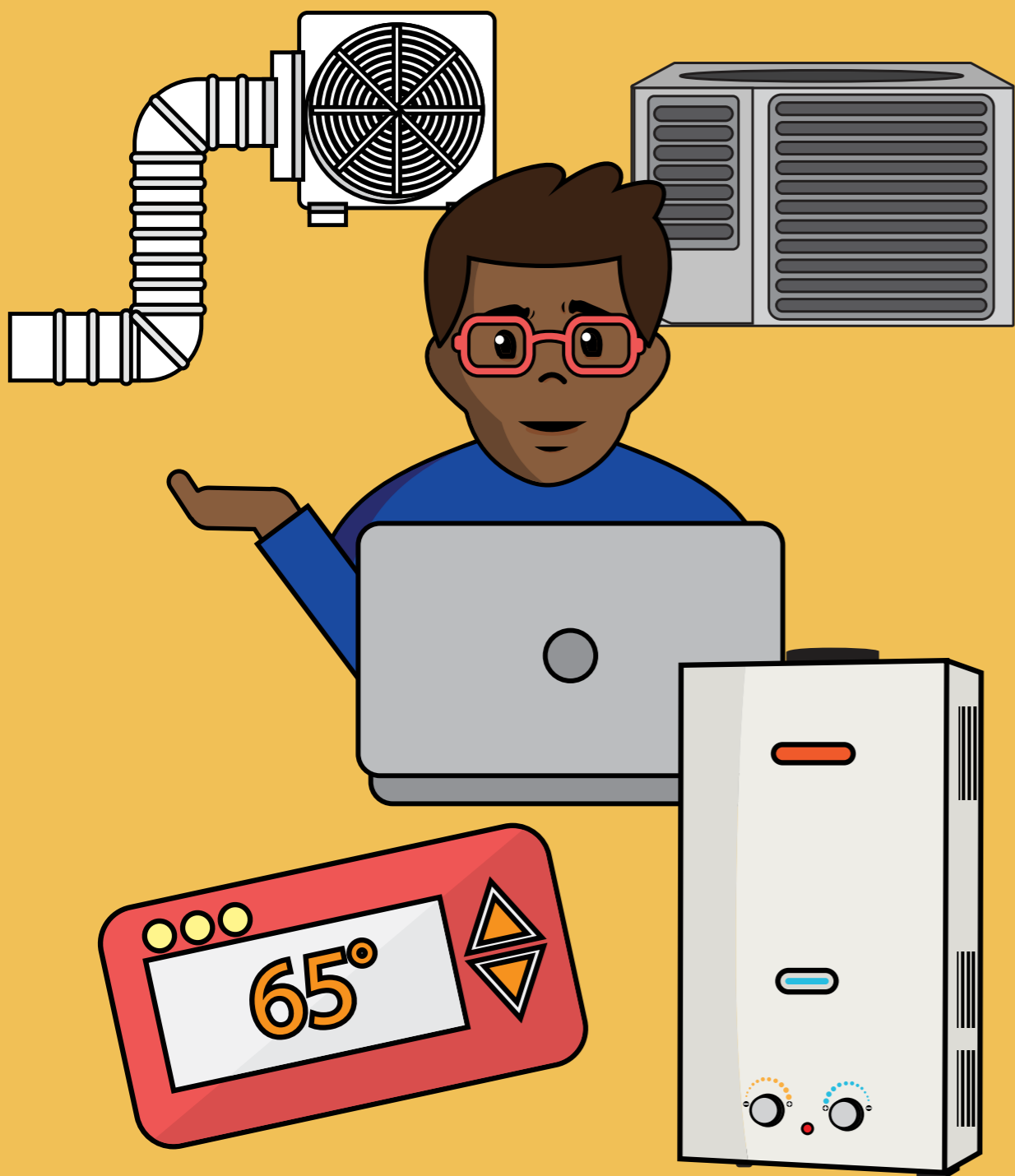


Furnace & Refrigeration Permits & Inspections

Frequently Asked Questions



Furnace & Refrigeration Permits

Do I need a permit?

You need a permit for any furnace replacement or alteration. You might need to get a furnace or mechanical STFI permit for that work. You need a refrigeration permit for any split system heat pump, air conditioner, or any job that requires refrigeration piping.

As a homeowner, can I apply for a permit?

You can get a furnace or mechanical STFI permit as a homeowner. Only licensed refrigeration contractors can get a refrigeration license.

What are the noise requirements for heat pumps and air conditioners?

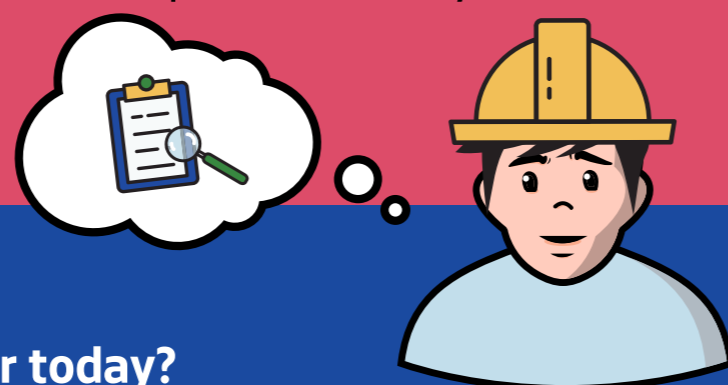
You need a noise review for any equipment in the side yard. At the property line, heat pumps must be no more than 45 decibels and air conditioners must be no more than 55 decibels during the day (7:00 a.m. - 10:00 p.m.) and 45 decibels at night (10:00 p.m. - 7:00 a.m.). You don't need a noise review on ductless systems unless we receive a noise complaint.

Furnace & Refrigeration Inspections

What type of inspection do I need?

There are two basic types of furnace and refrigeration inspections that you need for your project.

- **Cover inspections:** you need a cover inspection for your heat pumps, air conditioners, furnaces, and duct systems once they have been "roughed in" but before any part of the system is covered. You may need multiple cover inspections depending on the type of system you're installing.
- **Final inspections:** you need a final inspection once your installation is completed.



Can I schedule an inspection for today?

Yes. If you schedule an inspection before 7:00 a.m., it will be scheduled for the same day. If you schedule an inspection after 7:00 a.m., it will be scheduled for the next working day.

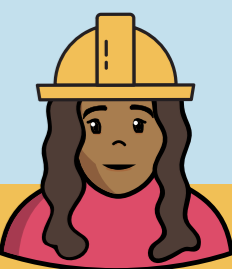
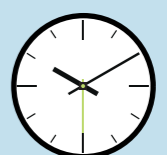
Can I make an inspection appointment for a specific time?

No. You can get a two to four hour window by calling your inspector between 7:00 and 8:00 a.m. on the day of your inspection. Call (206) 684-8950 to be transferred to your inspector, or find your inspector's phone number on our district map: www.seattle.gov/sdci/inspections/mechanical-inspections.

How do I schedule an inspection?

Once you have a permit, you can schedule your inspections using the Seattle Services Portal at <https://cosaccela.seattle.gov>.

1. On the portal home page, enter your record number in the main search box and hit enter
2. Click on the blue Inspections and Appointments link
3. Scroll down to find the pending inspection you want to schedule
4. Click the arrow next to the blue Actions link and select schedule
5. Follow the prompts from there



How do I find my inspection results?

Follow these steps to find your inspection results:

1. Go to the Seattle Services Portal: <https://cosaccela.seattle.gov>
2. Enter your permit number in the main search box, then click Search
3. After the record information loads, click on the report link next to the login button
4. Click Inspections Review Report and then click Submit in the pop-up window
5. The report will open or download as a PDF
6. The report includes all your inspections, results, and inspector comments



How do I contact SDCI for mechanical issues?

You can find much of the information you need on:

The Seattle Services Portal Help Center
<https://seattlegov.zendesk.com/hc/en-us/>

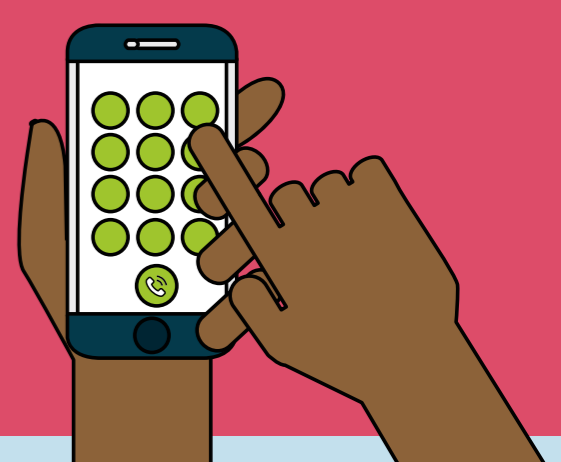
The SDCI website
www.seattle.gov/sdci



If you still need help, you can contact:

Our permit specialists
OTCPermits@seattle.gov

Inspection services staff
(206) 684-8950



How Do I Get an Furnace, Mechanical STFI, or Refrigeration Permit?

You will need to register for an account in the Seattle Services Portal, <https://cosaccela.seattle.gov>. Your account will let you apply for permits, pay fees, schedule inspections, and check for inspection results.

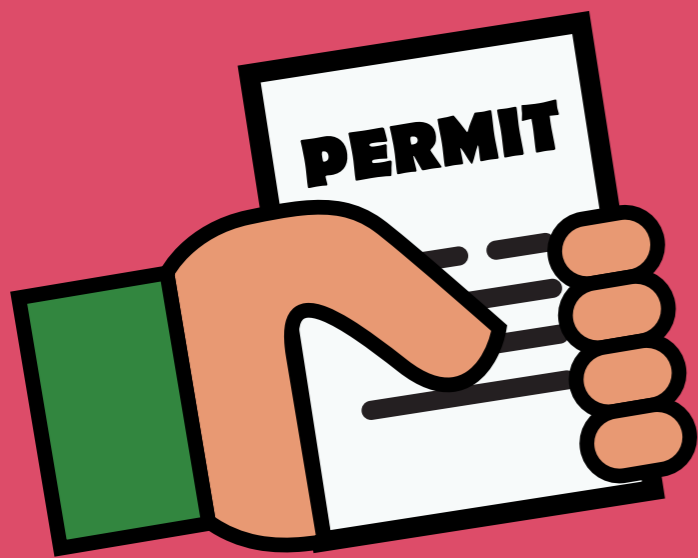
Refrigeration permits: To get a refrigeration permit you must be a licensed refrigeration contractor. Homeowners need to hire a contractor to get the permit.

Furnace and mechanical STFI permits: Follow these instructions to get a permit:



Tip: If you have a contractor, provide that information.

Tip: You only need to provide additional information if it applies to your project. Skip the question if it isn't applicable to your project.



1. Log into the portal
2. Under Create New, click on Permits-Trade, Construction, and Land Use
3. Click on Trade Permits
4. Select Furnace or Mechanical STFI.
5. Fill in the project address and click Continue Application
6. On the next page fill out only the questions that are relevant to your project
7. Click Continue Application
8. On the next page, Detail Information, fill out all boxes with a red asterisk and the additional boxes that apply to your project
9. If you are a homeowner and you are not using a contractor, click the homeowner affidavit checkbox
10. Click Continue Application
11. On the next page, attach your drawings for a mechanical STFI permit
12. Click Continue Application
13. Review your application summary answers
14. Click on Save for Later or Continue Application if you're ready to check out and pay your initial fees
15. Click Check Out and follow the prompts

Questions?

If you need help with your permit application, call our staff at (206) 684-8950, or email OTCPermits@seattle.gov.

