



<b>Permit Number:</b> _____ Related Permit(s): _____ Project Name: _____ Property Address: _____ Lot #: _____ Project Valuation: \$ _____	Date Stamp
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**1** A Permit Application needs to be completed and submitted with this checklist. This checklist identifies the minimum requirements and number of copies the applicant must submit for the City of Kenmore to accept the application. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Acceptance does not deem the application complete.

		Equipment/Appliance	# of Fixtures (New or Relocated)		Equipment/Appliance	# of Fixtures (New or Relocated)
<b>2</b>	<b>Heat</b>	Electric Furnace	_____	<b>Air</b>	Air Handler ≤ 10,000 cfm	_____
		Gas Furnace ≤ 100Mbtu/h	_____		Air Handler < 10,000 cfm	_____
		Gas Furnace > 100Mbtu/h	_____		Air Conditioner	_____
		Fireplace	_____		Condensing Unit	_____
		Heat Pump	_____		Economizer	_____
		Unit Heater	_____		Cooling Tower	_____
		Heat Recovery Unit	_____		VAV Boxes	_____
	<b>Water</b>	Gas Water Heater	_____	<b>Exhaust</b>	Fire or Smoke Damper	_____
		Boiler ≤ 3 h.p.	_____		Ventilation System	_____
		Boiler >3 to ≤ 15 h.p.	_____		Alteration to Existing System	_____
		Boiler >15 to ≤ 30 h.p.	_____		Exhaust Fan with Duct	_____
		Boiler >30 to ≤ 50 h.p.	_____		Clothes Dryer Vent	_____
		Boiler > 50 h.p.	_____		Exhaust Hood	_____
	<b>Misc.</b>	Hydronic Tubing	_____	<b>Additional Project Info</b>	<input type="checkbox"/> Single-Family Residence	_____
Hydronic Piping Only		_____	<input type="checkbox"/> Multi-Family		_____	
Gas Piping first 5 outlets		_____	<input type="checkbox"/> Commercial		_____	
Gas Piping outlets over 5		_____	<input type="checkbox"/> Other:		_____	
Incinerator (domestic type)		_____				
Incinerator (commercial type)	_____					
Other	_____					

**3** **Submittal Requirements for Commercial and Multi-family.** Plans must be submitted for review and approval whenever the scope of work is too complex for inspection alone as determined by the building official\*. Applicant, please check each box under the applicant heading on this checklist to confirm items included in your submittal. If you think an item is not applicable, you must contact the appropriate department prior to your intake, to have the item(s) initialed as not required. The **minimum scale** for drawings is ¼" = 1 foot.

	Appl.	Staff		# of Copies
	<input type="checkbox"/>	<input type="checkbox"/>	A completed permit application	2
	<input type="checkbox"/>	<input type="checkbox"/>	Construction plans with:	2

	<ul style="list-style-type: none"> <li>▪ Location of appliances, appurtenances, and equipment</li> <li>▪ Duct sizes and lengths</li> <li>▪ Materials identified</li> <li>▪ Hangers and supports specified</li> <li>▪ Anchorage of appliance or equipment detailed</li> <li>▪ Screening methods detailed*</li> <li>▪ Fire-resistive-rated separation detailed</li> <li>▪ Membrane and through penetrations detailed</li> <li>▪ Combustion air size and location</li> <li>▪ Gas piping size, lengths, materials and installation requirements</li> <li>▪ Chimneys and vents detailed</li> </ul>
	<input type="checkbox"/> <input type="checkbox"/> <u>Energy plans with:</u> <span style="float: right;">2</span> <ul style="list-style-type: none"> <li>• Washington State Mechanical Summary form</li> <li>• HVAC equipment performance specifications</li> <li>• Outdoor air method specified and detailed</li> <li>• Commissioning requirements</li> <li>• Duct sealing methods detailed</li> </ul>
	<input type="checkbox"/> <input type="checkbox"/> <u>For kitchen exhaust systems:</u> <span style="float: right;">2</span> <ul style="list-style-type: none"> <li>▪ Detail hood construction, size and cfm</li> <li>▪ Duct sizes, lengths and material identified</li> <li>▪ Rated shaft detailed</li> <li>▪ Make up air detailed</li> </ul>
	<input type="checkbox"/> <input type="checkbox"/> <u>Structural calculations for both gravity and lateral supports and anchorage on equipment weighing 400 lbs or more.</u> <span style="float: right;">2</span>
<b>4</b>	<p><b>* NOTES:</b></p> <ul style="list-style-type: none"> <li>▪ Manufacturer's specifications and installation instructions should be submitted for each appliance.</li> <li>▪ Where plan checks are performed a plan check fee of 65% of the permit fee will be assessed.</li> <li>▪ Equipment screening is required for structures located in the Downtown Design Standards area.</li> <li>▪ A 3% technology fee applies to plan check and permit fees.</li> <li>▪ For applications received at the permit counter payments shall be cash or check only. Online submittals received via <a href="http://www.mybuildingpermit.com">www.mybuildingpermit.com</a> can be paid for with a credit or debit card.</li> </ul>