

COMMERCIAL MECHANICAL AND HOODS SUBMITTAL CHECKLIST

PERMIT SUBMITTAL REQUIREMENTS:

- Signed Permit Application(s)** (1 Copy)
Bldg/Mechanical/Plumbing/Sign/Sprinkler/Demolition Permit completed, with Mechanical portion completed and all fixture counts quantified.

- Mechanical Drawings:**
 - Two (2) complete sets of Mechanical Drawings** ($1/8'' = 1'$ minimum scale)
 - Plan Set Requirements:** 24" x 36" maximum size, (bound edge), 5/8" thick. Pages numerically organized in separate sets that are uniformly sized and stapled. Minimum plan size shall be a measurable scale for review and legible for records.
 - Mechanical ductwork** must be shown over a shaded back floor plan of corridors and rooms, indicating where fire or smoke dampers are required by the building plans.

- Type I and Type II hoods should be submitted as separate mechanical permits.**
 - Type I Hoods** required where cooking appliances produce grease or smoke. Type I hood submittals require an equipment list and kitchen exhaust drawings for review.
 - Type II Hoods** required where cooking or dishwashing appliances produce heat or steam but not grease or smoke. Catalog cuts of equipment served and letter from owner required for all hoods.

I. HEATING, VENTILATION & AIR CONDITIONING (HVAC)

- Size of ducts and outlets; equipment schedule of brand names, fuel type, model numbers, tons of cooling, efficiency ratings, capacity, motor efficiencies, unit weights, economizers or justification of exceptions; and schedule of smoke and fire dampers.
- Combustion or make-up air source, size and locations.
- Roof parapet and screening, where applicable or required.
- Structural details and calculations stamped by a licensed engineer for all suspended or rooftop mechanical units greater than 400 pounds.
- Manufacturers' installation instructions/catalog cut sheets for all equipment specified.
- Compliance with Washington State Energy Code, to include economizers.

II. KITCHEN OR HAZARDOUS EXHAUST SYSTEMS

- Exhaust fire detection systems to be identified as integrated with building fire detection if automatic detection is required.
- Building section of ceiling/roof, ceiling/floor and wall penetrations by ducts and/or hoods.
- Minimum clearances to wall or shaft enclosures, including details and tested assemblies fire-wrap or other rated enclosures. Inspections required prior to enclosure.
- Termination outlet distances from adjacent property lines, buildings, tenants, parapets, grade, openings, supply units, and roof.
- Dedicated make-up air system.
- Equipment manufacturer model # for cooking, grease and steam-producing appliances.
- Stainless steel (washable, non-combustible) wall and ceiling treatment shown on elevations and reflected ceiling plans.
- Hinges required at upblast fans for Type I or Type II hoods.

APPLICABLE CODES AND REFERENCES

- Automatic Fire Detection & Suppression Systems Ordinance No. 1902-92
- International Building Code (IBC), 2015 Edition & WAC 51-50
- International Existing Building Code (IEBC), 2015 Edition & WAC 51-50
- International Fire Code (IFC), 2015 Edition & WAC 51-54
- International Mechanical Code (IMC), 2015 Edition & WAC 51-52
- Washington State Energy Code (WSEC), 2015 Edition, WAC 51-11 (C, R, Appendix)
- Everett Municipal Code, Title 19 Zoning



3200 Cedar Street
Everett, WA 98201



425.257.8810
425.257.8857 fax



everetteps@everettwa.gov
everettwa.gov/permits