

# City of Poulsbo

Building Department



## COMMERCIAL MECHANICAL

Date \_\_\_\_\_ Rec'd by \_\_\_\_\_ Permit # \_\_\_\_\_

Site Address \_\_\_\_\_ Assessor # \_\_\_\_\_

Property Owner \_\_\_\_\_ City \_\_\_\_\_

Address \_\_\_\_\_ State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Tenant \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Contractor \_\_\_\_\_ Contractor's State No \_\_\_\_\_

Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Valuation \$ \_\_\_\_\_

Detailed Description of Work:

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### Mechanical Plans, to include the following items for New Construction:

- The type of construction and occupancy classifications of the building
- Identify all fire rated construction, supply details for all penetrations, include location, and information on any smoke/fire dampers.
- Equipment schedules and listing information for all mechanical equipment
- Floor, roof and ceiling plans showing the location of all equipment and ductwork
- Structural details and calculations for support all mechanical equipment.
- Details showing how each mechanical unit and all accessories will be installed include all ducting.
- Calculations demonstrating required combustion air and balanced exhaust and return air system for all mechanical equipment
- provide a gas riser diagram for gas-fired equipment

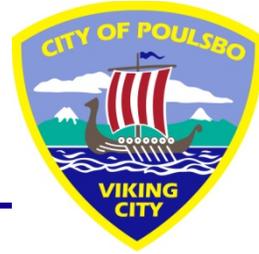
200 Moe Street ♦ Poulsbo, Washington 98370-7347

(360) 394.9882 ♦ fax (360) 697-8269

[www.cityofpoulsbo.com](http://www.cityofpoulsbo.com)

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- Type and amount of refrigerant for any refrigeration systems
- Outside air calculations per the Washington State Ventilation and Air Quality Code
- Complete the following forms for climate zone 1 from the 2003 edition of the Washington State Energy Code (WSEC). *Can be downloaded from <http://www.energy.wsu.edu/code>.* Envelope Summary (ENV-SUM), Envelope UA Calculations (ENV-UA), Budget Lighting Summary (LTG-SUM), and the Mechanical Summary (MECH-SUM).

### Mechanical Plans, to include the following items for Tenant Improvements:

- The type of construction and occupancy classifications of the building
- Identify all fire rated construction, supply details for all penetrations, include location, and information on any smoke/fire dampers.
- Indicate any existing or proposed fire alarm and sprinkler systems
- Equipment schedules and listing information for all mechanical equipment serving the tenant space
- Floor, roof and ceiling plans showing the location of all equipment and ductwork
- Structural details and calculations for support all mechanical equipment over 400 pounds.
- Details showing how each mechanical unit and all accessories will be installed include all ducting.
- Calculations demonstrating required combustion air and balanced exhaust and return air system for all mechanical equipment that communicates with tenant space
- If any gas-fired equipment is propose, provide a gas riser diagram
- Type and amount of refrigerant for any refrigeration systems
- Outside air calculations per the Washington State Ventilation and Air Quality Code
- Complete the following forms for climate zone 1 from the 2003 edition of the Washington State Energy Code (WSEC). *Can be downloaded from <http://www.energy.wsu.edu/code>.* Envelope Summary (ENV-SUM), Envelope UA Calculations (ENV-UA), Budget Lighting Summary (LTG-SUM), and the Mechanical Summary (MECH-SUM).

Owner/Agent \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**ALL CONTRACTORS SHALL BE REGISTERED AS REQUIRED BY WASHINGTON STATE LAW. ALL CONTRACTORS AND SUBCONTRACTORS MUST HAVE A VALID POULSBO BUSINESS LICENSE. *Note: Can be obtained on [www.cityofpoulsbo.com](http://www.cityofpoulsbo.com) by clicking on clerk's department.***

**PLANS ARE REQUIRED FOR ALL MECHANICAL PERMITS.**