

**TOWN OF YARROW POINT
COMMUNITY DEVELOPMENT**



4030 -95th Ave NE
Yarrow Point, WA 98004

(425) 454-6994
Fax: (425) 454-7899
Inspections: (206) 324-5500

MECHANICAL PERMIT APPLICATION INSTRUCTIONS (Page 1 of 2)

Welcome to the Yarrow Point mechanical permit process. Property owners must obtain mechanical permits to document that the installation or replacement of mechanical equipment proposed for their property complies with any and all provisions of the laws, ordinances, and codes in effect at the time the application is filed with the Town. To obtain a mechanical permit for your proposed project, please complete the following steps:

1. **DETERMINE IF YOUR PERMIT CAN BE ISSUED OVER THE COUNTER OR IF IT REQUIRES A PLAN REVIEW.** Most mechanical permits for the installation, replacement, or repair of mechanical appliances (e.g. water heaters, furnaces, central air conditioning, etc.) in new or existing residences are issued over the counter. On occasion, the Building Official may require a plan review for systems that are complex or unusual so that he/she can verify that the proposed system complies with the International Mechanical Code, the Washington State Energy Code, and other state and local regulations.
2. **DETERMINE WHICH PERMITS YOU WILL NEED.** The Town issues building, fire sprinkler, mechanical, demolition, substantial development permits, right of way use and encroachment permits and site development permits. The King County Department of Health issues plumbing permits. The Washington State Department of Labor and Industries issues electrical permits.
3. **DETERMINE WHICH OF THE FOLLOWING DOCUMENTS MUST BE SUBMITTED** for your project.

A. APPLICATION FORM AND CHECKLIST: You must complete an Application for Plan Review and Permit and a Mechanical Permit Checklist for any project involving the installation and/or replacement of mechanical equipment. Please complete the form by providing all information requested, answering all questions accurately and signing the application.

B. PERMIT FEE: When submitting your Application for Plan Review and Permit, you must pay a mechanical permit fee. The permit fee for mechanical permits issued over the counter is based on the number and type of mechanical units to be installed as outlined on the Mechanical Permit Application Checklist.

C. PLANS AND SPECIFICATIONS: If a plan review is required, you must provide **THREE** copies of plans and specifications as follows:

- **FLOOR PLANS** showing the existing floor configurations and the proposed installation of mechanical equipment for each floor.
- **OTHER SPECIFICATIONS, CALCULATIONS, REPORTS, AND INFORMATION** available to you at the time the application is submitted.

D. Additional APPLICATION FORMS. You must submit separate application forms for all other permits needed, including building, fire sprinkler, demolition, substantial development, etc.

4. **REVIEW THE TOWN'S RESTRICTIONS ON CONTRACTOR PARKING.** Contractors must comply with the parking regulations of the Town at all times. If your contractor needs temporary relief from these restrictions, he/she must file a parking plan with the Town. The building official will review the plan and forward a copy of it to the Clyde Hill Police Department.
5. If no plan review is required, **SUBMIT TWO COPIES OF THE COMPLETED APPLICATION AND CHECKLIST** to the Town Clerk with your permit fee. When filed with the Town Clerk, items 3A through D (as needed) constitute a complete application. The application must be complete in every respect, i.e. all questions answered, forms signed, and fees paid, before the Town Clerk can accept it. After accepting your application and collecting the permit fees,

MECHANICAL PERMIT APPLICATION CHECKLIST (Page 2 of 2)

proposed project and that the project described in the permit application documents complies with these laws, regulations, codes, and requirements in all particulars.

I hereby agree as a condition of permit issue to hold harmless the Town of Yarrow Point, its officers, agents, and employees and to indemnify them from all liability, loss, and expense, including reasonable attorney's fees, that the Town, its officers, agents, or employees may incur by reason of the issue of such permit and all other acts taken by the Town of Yarrow Point relating to the work described under the permit documents, including but not limited to plans examination, issue of permit(s), inspections, and approval of construction and issuance of certificates of occupancy.

Name: _____ Address: _____

Signature: _____ Owner O Agent O Date: _____

MECHANICAL PERMIT APPLICATION CHECKLIST (Page 1 of 2)

This checklist is an important part of your permit application; please complete it accurately. Submitting an incomplete application may delay the issue of your permit. The checklist is used to help you and the Town determine whether your project complies with the Municipal Code prior to permit issuance, and to determine applicable fees. Please note that **Installation of Mechanical Equipment is not allowed in setback areas.**

Please describe the nature of the proposed project:

1. Is this project part of a larger project requiring other permits? If so, please list the other permits for which you have applied or will be applying, including permit numbers and issue dates, when applicable. o yes o no

2. Will the proposed installation include engineered equipment or design that is unique to the project? (If so, a plan review may be required.) o yes o no

3. Using the following schedule, calculate the permit fee due upon application for an over the counter mechanical permit:

Permit Administration	\$25.00	\$ _____
Technology Fee	\$5.00	\$ _____
Heat Pump or Air Conditioning Unit	\$87.50	\$ _____
Exhaust Fan or Appliance Vent	\$87.50 + \$12.50 per unit > 7	\$ _____
Gravity Type or HVAC System	\$87.50	\$ _____
Recirc. Hot Water Heating Syst. Incl. Hydronic Syst., Boilers	\$87.50	\$ _____
Gas Appliance	\$87.50 + \$12.50 per unit > 7	\$ _____
Hot Water Tank	\$87.50	\$ _____
Single Unit or System with Input in Excess of 150,000 BTU	<i>Based on Valuation</i>	\$ _____
Solar Heating Panels	<i>Based on Valuation</i>	\$ _____
Geothermal System	<i>Based on Valuation</i>	\$ _____
Any Item Not Listed	\$87.50	\$ _____
TOTAL FEE		\$ _____

I certify under penalty of perjury that I am the owner or the duly authorized agent of the owner of the property for which this permit application is made and that all information furnished in support of this application is true and correct.

HOLD HARMLESS AGREEMENT:

I certify that I or my authorized agent have reviewed and do understand all Federal, State, County, and Town of Yarrow Point laws, codes, regulations, and requirements pertinent and applicable to construction of the

MECHANICAL PERMIT APPLICATION CHECKLIST (Page 2 of 2)

proposed project and that the project described in the permit application documents complies with these laws, regulations, codes, and requirements in all particulars.

I hereby agree as a condition of permit issue to hold harmless the Town of Yarrow Point, its officers, agents, and employees and to indemnify them from all liability, loss, and expense, including reasonable attorney's fees, that the Town, its officers, agents, or employees may incur by reason of the issue of such permit and all other acts taken by the Town of Yarrow Point relating to the work described under the permit documents, including but not limited to plans examination, issue of permit(s), inspections, and approval of construction and issuance of certificates of occupancy.

Name: _____ Address: _____

Signature: _____ Owner O Agent O Date: _____



4030 95th Ave. NE
 Yarrow Point, WA 98004
 425-454-6994
 www.ci.yarrow-point.wa.us

MECHANICAL PERMIT

General Information

Applicant Name:			
Property Owner:	Tax Parcel No.	PERMIT NO.	
Property Address:			
Mailing Address:	City:	State:	Zip:
Phone:	Email:		
Project Description:			

Contractor Information

Company Name:	Phone:
Contact Person:	Email:
Mailing Address:	City: State: Zip:
License #	Expiration Date: UBI #:

Fixture Description	Quantity	Fees	
		Each	Total
Heat Pump or Air Conditioning Unit		\$87.50	
Exhaust Fan or Appliance Vent		\$87.50 + \$12.50 per unit > 7	
Gravity Type or HVAC System		\$87.50	
Recirc. Hot Water Heating Sys. Incl. Hydronic Syst., Boilers		\$87.50	
Gas Appliance		\$87.50 + \$12.50 per unit > 7	
Hot Water Tank		\$87.50	
Single Unit or System with Input in Excess of 150,000 BTU		\$87.50	
Solar Heating Panels		\$87.50	
Geothermal System		\$87.50	
Any Item Not Listed		\$87.50	
SUB TOTAL:			
ADMIN FEE:			\$25.00
TECHNOLOGY:			\$5.00
TOTAL FIXTURES AND PERMIT FEE:			

I UNDERSTAND THAT ALL WORK AUTHORIZED BY THIS PERMIT IS SUBJECT TO INSPECTION AND APPROVAL OF THE TOWN OF YARROW POINT AND MUST COMPLY WITH RULES AND REGULATIONS GOVERNING CONTRACTOR REGISTRATION (RCW 18.27 AND INSTALLER CERTIFICATION (RCW 18.106).

Signature of Applicant: _____ **Date:** _____

TOWN USE ONLY

ACCEPTED BY: _____ **Date:** / /
ISSUED BY: _____ **Date:** / /



Town of Yarrow Point

Contact Information for Miscellaneous Permits & Agencies

SIDE SEWER PERMITS & WATER SERVICE

City of Bellevue Utilities
Permit Center
450 110th Ave. NE
Bellevue, WA 98009
(425) 452-6800
www.ci.bellevue.wa.us

ELECTRICAL PERMITS & INSPECTION

Department of Labor and Industries
616 120th Ave. NE, Ste. C-201
Bellevue, WA 98005
Information: (425) 990-1400
24-Hour Inspection Line: (425) 990-1430
www.lni.wa.gov

ELEVATOR PERMITS

Department of Labor and Industries
12806 Gateway Dr.
Seattle, WA 98168
(206) 835-1000
www.lni.wa.gov

FIRE SPRINKLER INSPECTIONS

Bellevue Fire Department
450 110th Ave. NE
Bellevue, WA 98009
Information: (425) 452-6872
Inspection Requests: (425) 452-6875
www.ci.bellevue.wa.us