



King County

Department of Permitting and Environmental Review

35030 SE Douglas St., #210
Snoqualmie, WA 98065

206-296-6630 TTY 711
www.kingcounty.gov/permits

Mechanical Agreement Recording Instructions

Per King County Title 21A.12.170; Setbacks - projections and structures allowed, Section J, *“Freestanding air conditioners and heat pumps may project into or be located within a setback abutting a residential property, but may only be located closer than five feet of an abutting residential property if an agreement documenting consent between the owners of record of the abutting properties is recorded with the records and licensing services division prior to permit issuance.”*

Complete the Agreement for Installation of Mechanical Unit form and submit the form for recording on the effected property prior to permit issuance by choosing one of the two options below.

1. To submit at the Department of Permitting (DPER), Snoqualmie:

- Bring the required document and the recording fee to DPER prior to permit issuance. Property owners may obtain signature notarization in our office at no additional charge.
- **If the property owner is not the party that is obtaining permit issuance, signatures must be notarized prior to being submitted in our office. Permits cannot be issued without properly completed, signed and notarized forms.**
- DPER will submit documents to the Recorder’s office and obtain the recording number.
- To receive a copy of the recorded document, you may mail a request along with a fee or go to the Recorder’s Office web page and search on the parcel number at <http://www.kingcounty.gov/depts/records-licensing/Recorders-Office/records-search.aspx>. Note that there may be a delay in the availability of imaged documents.

2. To submit at the Recorder’s Office, Seattle:

- Record the completed document by taking or sending it along with the fee to:
**King County Recorder’s Office
500 Fourth Avenue, Room 430
Seattle, WA 98104**

The Recorder’s Office is located on the fourth floor of the King County Administration Building.

- To obtain permit issuance, bring a copy of the recorded document to::
**Department of Permitting and Environmental Review
35030 SE Douglas Street, Suite 210
Snoqualmie, WA 98065-9266**

IMPORTANT: Please do not alter the content or make any marks in any of the margins. Documents that do not meet formatting and legibility requirements will not be considered acceptable for recording.

For more information about the recording process and fees: www.kingcounty.gov/recelec/records, or call 206-477-6620.

Return Address:

King County Department of Permitting
35030 SE Douglas Street, Suite 210
Snoqualmie, WA 98065-9266

Document Title: APPROVAL FOR INSTALLATION OF RESIDENTIAL MECHANICAL UNIT

Grantor(s) Name: _____

Grantor Address: _____

Tax Parcel ID#: _____

Grantee(s) Name: _____

Grantee Address: _____

Tax Parcel ID#: _____

King County Title 21A states the following:

Freestanding air conditioners and heat pumps may project into or be located within a setback abutting a residential property, but may only be located closer than five feet of an abutting residential property if an agreement documenting consent between the owners of record of the abutting properties is recorded with the records and licensing services division prior to permit issuance.

We, the undersigned adjacent property owners, hereby agree that the grantee may install an air conditioning or heat pump unit within the interior setback of the property referenced above. We have no reservations or opposition as to this installation.

Grantor(s) Signature

Grantee (s) Signature

SUBSCRIBED AND SWORN TO ME BEFORE THIS _____ day of _____

Signature

Printed Name

Notary Public in and for the State of Washington,
residing at _____