




# Non-residential and multi-family mechanical systems permit checklist

The Department of Local Services, Permitting Division (Permitting) Non-residential Mechanical permit covers the installation, replacement, or relocation of mechanical systems such as furnaces, air conditioners, heat pumps, boilers, ducting, kitchen hoods and other HVAC equipment. For single family buildings and townhouses see [Residential Mechanical Permits](#).

**Apply On-Line at [MyBuildingPermit.com](http://MyBuildingPermit.com)**

**Select:** King County | Mechanical Nonresidential **Or** Multifamily | New **Or** Alteration **Or** Repair **Or** Replacement



A separate non-residential mechanical permit is not necessary for new installations in conjunction with a non-residential construction or remodel permit, as the mechanical work is included as part of the building permit.

Required Submittal Documents – <a href="#">application &amp; information packet</a>	
1	Non-Residential and Multi-Family Mechanical Permit Application – available on <a href="http://MyBuildingPermit.com">MyBuildingPermit.com</a>
1	Site Plan, Basic site plan identifying location of work on site
1	Mechanical construction plans
1	Mechanical system specifications (if not on plans)
1	Energy code calculation <a href="http://waenergycodes.com">waenergycodes.com</a>
Copies	Other Submittal Documents (optional)
1	Building Floor Plan - may be required
1	Structural plans and calculations when modifications are made for additional loads

If you have questions or would like to inquire about alternatives, please email [DPERWebInquiries@kingcounty.gov](mailto:DPERWebInquiries@kingcounty.gov).

