



Mechanical and Plumbing Permit Application Packet



City of Sultan

BUILDING DEPARTMENT
319 Main St. Sultan, WA 98294
Phone (360) 793-2231 Fax (360) 793-3344



MECHANICAL AND PLUMBING PERMIT - FREQUENTLY ASKED QUESTIONS

What is a plumbing permit? A plumbing permit is needed when installing or altering water or drainage piping, or adding, replacing and repairing plumbing fixtures within the building. In particular, a plumbing permit is required when installing water heaters, installing a hose bib or ice maker, replacing a dishwasher or toilet, and relocating a gas or electric hot water tank.

What is a mechanical permit? A mechanical permit is needed when installing or altering fuel gas piping, heating ventilation, or cooling equipment fixtures within the building. In particular, a mechanical permit is required when installing or changing any part of a heating or cooling system that must be vented into any kind of chimney, installing a woodstove, fireplace insert, pellet stove, or related venting, installing, altering, or repairing gas piping between the meter and an appliance (indoors or outdoors), and installing bath fans, dryer exhausts, kitchen range exhausts, and appliances that are required to be vented

What is the purpose of a mechanical or plumbing permit? The purpose of a mechanical or plumbing permit is to ensure that the fixtures and piping associated with the permit are installed correct and are safe for use by the current building occupant and future building occupants.

Do mechanical and plumbing permits require an inspection? Yes, most mechanical and plumbing permits will only require a final inspection once all the work has been completed. Some large scale residential and commercial projects may require additional inspections.

How much will the permit cost? The cost of the permit will vary depending on the number of fixtures and piping being added, repaired, altered, or replaced. Each mechanical and plumbing permit has a base fee plus each fixture being worked on, had an associated fee along with it. Commercial mechanical and plumbing permits have an attached plan check fee and a fee based on the value of the project.

What is the process for approval for a mechanical or plumbing permit?

1. When you are ready to submit your application to the City, you may bring all required items for a complete application to city hall or submit the permit and plans digitally via e-mail.
2. A City Staff member will review your application using the attached submittal checklist to determine if it is complete. Incomplete applications will not be accepted by the City.
3. Once the application has been determined complete, the City Staff will review the application. The application must meet the approval criteria.
4. If the application has not met the approval criteria:
 - a. The City will mail you a letter indicating the changes that must be made to the application.
 - b. You have 180-days to modify your application and resubmit it to the City.
 - c. Your application will expire if requested information is not provided.
5. Once adequate information has been provided from the applicant to the City, the City will issue a decision of approved, approved with conditions, or denied.
6. The decision of the City is appealable to the Hearing Examiner.

Note: This packet is to help you complete your application. **The Sultan Municipal Code (SMC), the Unified Plumbing Code (UPC) and the 2015 International Residential Code (IRC) gives you more code requirements.**

Additional Questions and Information: If you have more questions please contact the Planning Department or stop by City Hall. Contact information is available at the top of each page.

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MECHANICAL AND PLUMBING PERMIT – SUBMITTAL CHECKLIST

Applicant: Please check the “Applicant” boxes below when each item is complete and ready for review.

APPLICATION REQUIREMENTS

1. Type I Permit Application Form.

Staff Applicant
 Completed and Signed Application.

2. Mechanical and/or Plumbing Fixture Count.

Staff Applicant
 Completed count.

3. Line Drawings (for commercial mechanical and plumbing permits only).

Staff Applicant
 Two copies of the line drawings.

4. Fees.

Staff Applicant
 Fees paid (see current 2019 Fee Schedule).

Staff Applicant
 Current City Business License <http://bls.dor.wa.gov/cities/sultan.aspx>

Date Stamp Area

Staff Initials: _____

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TYPE I PLUMBING & MECHANICAL PERMIT APPLICATION

Application for: Check all that apply	<input type="checkbox"/> Building	<input type="checkbox"/> Fireworks Stand	<input checked="" type="checkbox"/> Plumbing
	<input type="checkbox"/> Commercial	<input type="checkbox"/> Flood Hazard	<input type="checkbox"/> Public Works _____
	<input type="checkbox"/> Demolition	<input type="checkbox"/> Grading	<input type="checkbox"/> Residential Building
	<input type="checkbox"/> Fence	<input checked="" type="checkbox"/> Mechanical	<input type="checkbox"/> Roof
	<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Multi-Family Building	<input type="checkbox"/> Sign
	<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Other _____	<input type="checkbox"/> Tenant Improvements

Note: Staff can assist you in determining which permits are needed for your project:
PLEASE FILL OUT ALL THE INFORMATION REQUESTED ON THIS APPLICATION. MISSING INFORMATION MAY INCREASE THE PROCESSING TIME OF THIS APPLICATION. CURRENT 2019 FEE SCHEDULE AND CURRENT BUILDING CODE 2015 IBC/IRC. NOTE: PERMIT FEES DOUBLE WHEN WORK HAS STARTED WITHOUT A PERMIT.

SITE ADDRESS: _____

Applicant:

Name: _____ Company Name: _____

Address: _____ Phone: _____

_____ Fax: _____

E-mail: _____

Property Owner (if other than applicant):

Name: _____ Company Name: _____

Address: _____ Phone: _____

_____ Fax: _____

E-mail: _____

Contractor (if using one):

Name: _____ Company Name: _____

Address: _____ Phone: _____

_____ Fax: _____

License Number: _____ Expires: _____ Verified: _____

E-mail: _____

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TYPE I PLUMBING & MECHANICAL PERMIT APPLICATION (CONTINUED)

PLEASE FILL OUT ALL THE INFORMATION REQUESTED ON THIS APPLICATION.

Project and Property Information:

Tax Parcel Number(s): _____ Acres/Square Feet: _____

Property Address or general location (if no address): _____

Project Zoning (check one): LMR MDR HDR HOC M UC P/I

Is property served by City water service? Yes No

Is property served by City sewer system? Yes No

Project Description: _____

Project Valuation: \$ _____

Date of pre-application (if applicable): _____

Complete and attach submittal checklist(s) for each application being applied for.

For the applicant:

I am the owner or am authorized by the owner to sign and submit this application on their behalf. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete, and correct.

Signature of Applicant: _____ Date: _____

For the property owner:

I authorize the above applicant to submit this application on my behalf. I also grant permission for City staff and agents to enter onto the subject property for the sole purpose of making any inspection of the property which is necessary to process this application.

Signature of Property Owner: _____ Date: _____

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PLUMBING FEES WORKSHEET

Please indicate how many mechanical and plumbing fixtures will be added or replace during the project. Commercial mechanical and plumbing permits will be assessed a 40% plan review fee when the application is submitted.

Plumbing Permit Fixture Count

Number	Description	Price Per	Amount Due
	Additional Plan Review Fees-----	\$50.00	
	Alteration/Repair Piping-----	\$15.60	
	Backflow Assembly-----	\$26.00	
X	Base Plumbing Fee-----	\$31.25	\$ 31.25
	Bath/Shower Combo-----	\$15.60	
	Building Main Waste-----	\$25.00	
	Clothes Washer-----	\$15.60	
	Dishwasher-----	\$15.60	
	Drinking Fountain-----	\$15.60	
	Floor Drains-----	\$15.60	
	Grease Interceptor-----	\$100.00	
	Grease Trap-----	\$25.00	
	Hose Bibbs-----	\$15.60	
	Icemaker/Refrigeration-----	\$15.60	
	Inspection Fee (All)-----	\$50.00	
	Laundry Tray-----	\$15.60	
	Lavatory-----	\$15.60	
	Medical Gas Piping < 5 inlets/outlets-----	\$60.00	
	Medical Gas Piping > 5 inlets/outlets-----	\$5.00	
	Miscellaneous Appliance (no other fee in schedule)-----	\$20.85	
	Pre-Treatment Interceptor-----	\$15.60	
	Processing Fee on all Permits not requiring Plan Review-----	\$31.25	
	Re-Inspection Fee (All)-----	\$105.00	
	Roof Drains-----	\$15.60	
	Shower (only)-----	\$15.60	
	Sink (bar, service, etc.)-----	\$15.60	
	Supplemental Permit Fee-----	\$15.60	
	Toilets-----	\$15.60	
	Urinal-----	\$15.60	
	Valuation Based on Project Cost \$ _____-----	\$00.00	
	Water Heater-----	\$15.60	
	= Total Fixtures	Total =	

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MECHANICAL FEES WORKSHEET

Mechanical Permit Fixture Count

Number	Description	Price Per	Amount Due
	Air Conditioning Unit		
	< 100 Btu/h-----	\$25.00	
	> 100 Btu/h-----	\$40.00	
	> 500 Btu/h-----	\$52.00	
	Air Handling Units-----	\$15.60	
X	Base Mechanical Fee-----	\$25.00	\$ 25.00
	Boiler – for installation and relocation		
	Up to 3 hp/100,000 BTUs-----	\$26.00	
	Over 3 to 15 hp/100,000 to 500,000 BTUs-----	\$41.65	
	Over 15 to 30 hp/500,000 to 1,000,000 BTUs-----	\$57.30	
	Over 30 to 50 hp/1,000,000 to 1,750,000 BTUs-----	\$72.95	
	Over 50 hp/over 1,750,000 BTUs-----	\$88.60	
	Clothes Dryers – Gas Fired-----	\$15.60	
	Condensers-----	\$20.00	
	Ductwork (drawings required)-----	\$20.00	
	Evaporative Coolers-----	\$15.60	
	Exhaust Fans-----	\$15.60	
	Fireplace/Insert/Stove-----	\$15.60	
	Forced Air Heat < 100 Btu/h-----	\$25.00	
	Forced Air Heat > 100 Btu/h-----	\$40.00	
	Gas Fired AC < 100 Btu/h-----	\$25.00	
	Gas Fired AC > 100 Btu/h-----	\$40.00	
	Gas Fired AC > 500 Btu/h-----	\$52.00	
	Gas Piping 1-4 units-----	\$20.85	
	Gas Piping > 4 units-----	\$5.20	
	Heat Exchangers-----	\$15.60	
	Heat Pump-----	\$15.60	
	Hot Water Heat Coils-----	\$15.60	
	Inspection Fee (All)-----	\$50.00	
	Processing Fee on all Permits not requiring Plan Review-----	\$31.25	
	Range Hoods-----	\$25.00	
	Range/Cook top – Gas Fired-----	\$26.00	
	Refrigeration Unit < 10 Btu/h-----	\$25.00	
	Refrigeration Unit >100 Btu/h-----	\$40.00	
	Refrigeration Unit >500 Btu/h-----	\$52.00	
	Re-Inspection Fee-----	\$105.00	
	Supplemental Permit Fee-----	\$15.60	
	Unit Heaters < 100 Btu/h-----	\$25.00	
	Unit Heaters > 100 Btu/h-----	\$40.00	
	Valuation Based on Project Cost \$ _____-----	\$00.00	
	Wall Heaters – Gas Fired-----	\$25.00	
	Water Heater – Gas Fired-----	\$15.60	
	= Total Fixtures	Total =	