

**TOWN OF YARROW POINT
COMMUNITY DEVELOPMENT**



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Yarrow Point, WA 98004

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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,

the Town Clerk will issue your mechanical permit, if no plan review is required. Fees must be paid before the Town Clerk can issue your permit.

6. If your project requires a plan review, **SUBMIT TWO COPIES OF THE PLANS AND COMPLETED APPLICATION AND CHECKLIST** to the Town Clerk. When filed with the Town Clerk, items 3A through 3D (as needed) constitute a complete Application for Plan Review and Permit. 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 fees, the Town Clerk will process your application and forward the application documents to the Town Building Official for his/her review and approval. If additional information is needed, please provide it as quickly as possible to avoid delays in the review of your application. When the plan review is complete, the Town Clerk will notify you that your permit is ready to be picked up at Town Hall.
7. **POST THE PERMIT IN A CONSPICUOUS PLACE AT THE PROJECT SITE** at all times. If your project needed a plan review, keep the set of application documents, including all plans, available on the jobsite at all times.
8. If any changes are made to your project after the permit is issued, **CONTACT THE TOWN BUILDING OFFICIAL** to determine whether a new application should be submitted.
9. When the installation of mechanical equipment is complete, **CONTACT THE BUILDING OFFICIAL DIRECTLY TO SCHEDULE AN INSPECTION**. A portion of the fees you paid is set aside to pay for the usual cost of these inspections. Once scheduled, inspections are charged to a project, unless you reschedule the inspection with the Building Official 24 hours in advance. If the total cost of your project's inspections exceed the mechanical permit fees paid, the Town will bill you for the excess inspection costs.
10. If the Building Official finds something to be corrected as a result of an inspection, he/she will need to re-inspect the corrections when completed. **CONTACT THE BUILDING OFFICIAL DIRECTLY TO SCHEDULE THIS RE-INSPECTION**. Some of the conditions under which a re-inspection may be needed include but are not limited to:
 - Permit or permit documents not posted or not available on the jobsite.
 - Work to be inspected not complete enough to perform inspection.
 - Access to project not provided on the scheduled date and/or time of inspection.
 - Construction performed without a valid permit.
 - Construction performed that deviates from the approved permit documents.
11. As the property owner and permit holder, **IT IS YOUR RESPONSIBILITY TO INFORM ALL CONTRACTORS AND WORKERS OF CONSTRUCTION REQUIREMENTS AND TO ENSURE THEIR COMPLIANCE**. Permits are issued on the condition of compliance with any and all provisions of the regulations in effect at the time the permit application was filed with the Town Clerk. Permits issued in error or on the basis of incomplete, incorrect, or inaccurate information may be suspended or revoked. Upon inspection, work found to be constructed in violation may be ordered removed and/or brought into compliance at any time an official of the Town becomes aware of the violation.
12. As the property owner and permit holder, **IT IS YOUR RESPONSIBILITY TO RETAIN COPIES OF ALL PERMIT DOCUMENTS**, including the application and supporting plans and documents, the permit card with inspection record, and any other paperwork or information that documents the type of work performed and its permitted status. The Town retains copies of this information after the completion of your project; however, after six months there is no guarantee that the Town will still have documentation from your project available.