



# PERMIT SUBMITTAL REQUIREMENTS FOR Commercial Mechanical

PERMITTING & DEVELOPMENT  
BUILDING  
DIVISION  
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The purpose of this handout is to assist the public in complying with the detailed permit submittal requirements. It is not a complete list of permit or code requirements and should not be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness. Only complete applications will be accepted by the city for review.

## SUBMITTAL REQUIREMENTS:

**MANUFACTURER'S SPECIFICATIONS** and/or cut sheets for all equipment.

## ENERGY CODE COMPLIANCE FORMS (NON RESIDENTIAL)

Forms are available at:  
[https://waenergycodes.com/compliance\\_forms.php](https://waenergycodes.com/compliance_forms.php)

## MECHANICAL PLANS:

- 1) Locations of all heating, ventilation, air conditioning equipment, including exhaust fans. Note fuel source, BTU input/output.
- 2) Provide HVAC ductwork layout, including supply diffusers, return air grills, and cfm.
- 3) Provide seismic anchoring details. For units weighing over 400 lbs. provide calcs. & details stamped and signed by Washington State Licensed Engineer.
- 4) Location and type of all fire/smoke dampers.
- 5) Provide manufacturer specifications.
- 6) Show duct smoke alarm (detector) locations.
- 7) Show or detail how combustion air will be provided.
- 8) Specify duct and pipe insulation R-value, and duct sealing.
- 9) Show condensate waste discharge location.
- 10) Label all plenums and provide details showing plenum construction and exposed materials within the plenum.
- 11) Venting path for exhaust ducts, dryer vents, gas appliance vents, B-vents, etc. and show outlet/inlet locations.
- 12) Locations and construction details of all mechanical shafts, including listed and tested assemblies.
- 13) For roof mounted equipment, provide weight of equipment and structural support information, including roof framing plans, snow and dead loads, etc. Provide building elevations showing visibility of mechanical equipment and screening and equipment dimensions.
- 14) Provide construction details for mechanical equipment support structures, including wall and ceiling platforms.
- 15) Dimension clearances around mechanical equipment.
- 16) Provide parking garage ventilation calculations, show location and size of supply and exhaust fans, and location of exhaust outlet to building openings, supply inlets, property lines, and height above grade.
- 17) Gas piping layout, sizing, pipe material, and support hanger spacing, and number of gas piping outlets.
- 18) Provide outdoor air calculations per State IMC Table 403.3; detail on plans how provided and distributed.
- 19) Include documentation of equipment and system sizing.