

MECHANICAL PERMIT APPLICATION CHECKLIST



CITY OF DALLAS

REQUIRED DOCUMENTS FOR MECHANICAL PERMIT (including HVAC/Refrigeration)

By checking each requirement you are stating that you have supplied correct and complete information. In the event that the required information is not contained in the submitted documents, you will be notified of the deficiency. Failure to supply the additional requested information within five (5) working days will result in your application being denied and returned to you. A new application, the original application, complete plans, and a new checklist will be required for re-submittal for plan review. This resubmittal will be treated as a new application and will be processed in the order of receipt.

NOTE: This does not apply to single or two-family dwellings.

GENERAL: Two sets of plans and all plans must be legible, drawn to scale and dimensioned (minimum scale 1/4" = 1'). The following is a list of typical mechanical code requirements and may not be a complete plan review checklist, nor is it intended as a design specification or instruction list for untrained persons. Checklist is based on the current Dallas Mechanical Code.

1. DUCT WORK

- G Architectural overlay with duct work layout and sizes noted
- G Location and volume of all supply and return air openings clearly shown
- G Location of all fire and/or smoke dampers identified
- G Riser diagram for multistory installations and/or any system which communicates with more than one story identified
- G Location of combustion air openings or details or details of mechanical system providing combustion air provided
- G Outside air and/or makeup air details provided

2. EQUIPMENT

- G Location and capacity of all equipment identified
- G Compliance with access requirements detailed
- G Condensate drains and point of disposal identified

3. VENTILATION

- G Capacity of bathroom exhaust fans provided
- G Capacity of other environmental fans provided
- G Capacity of process exhaust fans provided
- G Location, size, and/or capacity of all makeup louvers or fans provided to meet required air changes provided
- G Ventilation shafts identified and construction details of shafts provided

4. FOOD HANDLING ESTABLISHMENT

- G Location, type (Type I or Type II) and size of exhaust hoods provided
- G Location of exhaust fans and makeup air fans shown
- G All kitchen equipment identified (Sample handout available)

I, _____ have read the above information and acknowledge that all required documents have been provided.

Please Print

Signature _____

Date _____