

## MECHANICAL PERMIT

### APPLICATION CHECKLIST AND REQUIRED DOCUMENTS

#### (FOR MECHANICAL INSPECTION USE)

**BASED UPON THE SCOPE OF MECHANICAL WORK FOR THE PERMITTED PROJECT, MECHANICAL PLANS MUST INCLUDE THE FOLLOWING PLANS AND DETAILS ON THE ORIGINAL PLANS**

☐ **1. Layout of all duct systems**

- ☐ Type of system: Supply Air, Outside Air, Grease, All Exhaust (restroom, kitchen, dryer, combustion air, hazardous)
- ☐ Type of Material with duct sizes (including listing and labeling): Metallic, Non-Metallic, Rigid, Flexible, Plastic

☐ **2. Air Balance Details (for all duct systems)**

- ☐ CFM discharge rate for all registers, grills, and diffusers
- ☐ Exhaust system CFM discharge rate
- ☐ Make up air CFM rate (if applicable)
- ☐ Ventilation air CFM rate (for mechanical ventilation system)
- ☐ Outdoor air supply CFM rate

☐ **3. HVAC Equipment Locations** (existing and new): Air Handlers, Furnaces, VAV systems, Fan Coil Units, Heat Pumps, Condensers, and any other mechanical equipment)

☐ **4. Commercial Kitchen Hood Systems** (existing and new)

- ☐ Type I and II
- ☐ Size and Location of Hood
- ☐ Grease Duct layout, Size, Type of Material, Location of Cleanouts (if applicable)
- ☐ Scaled Drawing of each Hood (existing and new) Must:
- ☐ Identify and label all cooking appliances including the fuel source(s) (gas, electric)
- ☐ The hood CFM exhaust rate/ hood exhaust fan manufacturer's specifications
- ☐ Make up air details including the type, location, and CFM supply rate of unit

☐ **5. Condensate Drains details for all Appliances**

- ☐ Layout from HVAC unit to point of termination
- ☐ Size and material
- ☐ Type and size of condensate drain waste receptor
- ☐ Approved condensate drain receptors: floor sink and drain, hub train, trench drain, mop sink standpipe, utility sink, lavatory wye branch tail piece, bathtub overflow pipe

☐ **6. Walk-In Cooler/Freezer details**

- ☐ Location
- ☐ Manufacturer's specifications
- ☐ Quantity of refrigerant
- ☐ Condensate drain layout, size, termination point, type of condensate drain waste receptor

☐ **7. Roof access details (when equipment is installed)**

- ☐ Label type and location of accesses with sizes (door, panel, ladder, stair, etc.)