



Development Services Division
1055 S. Grady Way
Renton, WA 98057
(425) 430-7200
www.rentonwa.gov

MECHANICAL PERMIT APPLICATION

This application must be filled out completely in order to be submitted for review. We will not accept incomplete applications. This application is good for one (1) year from the submittal date. A one-time extension of one (1) year can be requested at a cost of half the plan review fee. Once the permit is issued, the permit is good for one (1) year. A one-time extension of one (1) year can be requested at a cost of half the permit fee. Please follow our [Electronic File Standards](#) if plan review is required.

FOR OFFICE USE ONLY:

PERMIT NUMBER: _____ PROJECT NUMBER: _____ LAND USE NUMBER: _____

ASSOCIATED BUILDING PERMIT NUMBER (REQUIRED): _____

This number is required if your work is associated with work being done under a Building Permit. The Building Permit could belong to someone else, but we still need the number to keep all associated permits tied together. You may need to contact the Building Permit Owner.

Description of work: _____

1. LOCATION INFORMATION

JOB ADDRESS: _____ TENANT NAME: _____ LOT #: _____

VALUE OF WORK: (Fair market value for time + materials) \$ _____ BOEING JOB # (If applicable): _____

2. OWNER INFORMATION

PROPERTY OWNER NAME: _____ PHONE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

3. CONTACT INFORMATION

CONTACT NAME: _____ PHONE: _____

EMAIL: _____

4. CONTRACTOR INFORMATION

DOING THE WORK AS THE BUILDING/HOME OWNER. If yes, please fill out the [Owner Affidavit](#) and include it with this form. Tenants cannot do the work without written permission from the owner.

A LICENSED CONTRACTOR WILL BE DOING THE WORK. Fill out the portion below (Required):

NAME: _____ PHONE: _____

STATE OF WASHINGTON CONTRACTOR'S LICENSE: _____

CITY OF RENTON BUSINESS LICENSE: _____ UBI#: _____

MECHANICAL PERMIT FEES

Base Fee	Single Family \$52		Commercial /Multi-Family \$75	
Fixtures	Quantity	Fee Per Fixture	Quantity	Fee Per Fixture
Installation, alteration, addition or relocation of each: <ul style="list-style-type: none"> • <u>Heating Systems</u> (Furnace, heat pump, suspended heater, fireplace, wood stove) • <u>Cooling Systems</u> (air conditioner, chillers, refrigerant piping) • <u>Air Handling Unit</u> (VAV Including ducts, vents, controls, grills and diffusors) For an existing heating system, choose 1 per system. How many of these units are on the roof? * _____ If any, please list the weight of the unit/s _____ Rooftop units over 400 lbs require plan Review.		\$18.75		\$35
Installation or relocation of boiler or compressor		\$20		\$75
Installation of Commercial refrigeration system		N/A		\$75
Installation, alteration or repair of ventilation system/ exhaust fans		\$10		\$35
Installation of a commercial hood vent system served by mechanical exhaust, including the ducts. Type I hoods* require plan review.		N/A		\$75
Installation or relocation of each commercial incinerator		N/A		\$100.00
Each appliance or piece of equipment regulated by the code but not classified in any other appliance category or for which no other fee is listed		\$20		\$35
Gas Piping (from 1 to 6 outlets)		\$20		\$35
Re-inspection Fee		\$125		\$125
* Plan Review required.			40% of permit fee	
Additional 5% technology surcharge to calculated fee				

I certify that the information on this application furnished by me is true and correct and that the applicable requirements of the City of Renton will be met. I understand that this application is valid for one year from the application date. If a permit is not issued during this time period, the application will become void. This application does not constitute a permit to work. Work is not to commence until the building permit is posted on premises where work is to be performed. Certification is hereby rendered that no work is to be done except as described, and that all work shall conform to applicable codes. Work in public rights-of-way and/or utility easements are not authorized under this application. Any work done without the benefit of having a building permit issued is subject double the permit fee as well as an investigation fee. Fees to be paid at permit intake.

APPLICANT SIGNATURE _____ DATE _____

APPLICANT NAME PRINTED _____