



MECHANICAL PERMIT APPLICATION

CITY OF EVERETT PERMIT SERVICES

SUBMITTAL INSTRUCTIONS: Drop off hard copy paper application & plan to 3200 Cedar Street 2nd Floor Intake Drop Box.
CONTACT INFORMATION: (P) 425-257-8810 | (E) PermitServices@everettwa.gov | (W) everettwa.gov/permits

(Blue or Black Ink Only Please) PROJECT SITE INFORMATION

PROJECT SITE ADDRESS:	STREET	PARCEL #:	
	CITY	STATE	ZIP
SUITE/UNIT #:	FLOOR #:	ADDITIONAL LOCATION INFORMATION:	
TENANT/BUSINESS NAME (if non-residential):			

CONTACT INFORMATION

OWNER NAME:			
OWNER MAILING ADDRESS:	STREET		
	CITY	STATE	ZIP
OWNER PHONE:	OWNER EMAIL:		
CONTRACTOR COMPANY NAME:			
WA STATE CONTRACTOR LICENSE #(REQUIRED):		CITY OF EVERETT BUSINESS LICENSE #(REQUIRED):	
CONTRACTOR ADDRESS:	STREET		
	CITY	STATE	ZIP
CONTRACTOR PHONE:	CONTRACTOR EMAIL:		
PRIMARY CONTACT: <input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> OTHER (Please Specify) _____			
CONTACT NAME:		CONTACT PHONE:	
		CONTACT EMAIL:	

MECHANICAL PERMIT INFORMATION

VALUATION OF WORK: \$	ASSOCIATED PERMIT # (if applicable):
<small>(Valuation shall include the prevailing fair market value of all labor, materials, and equipment needed to complete the work, whether actually paid or not.)</small>	
BUILDING TYPE: <input type="checkbox"/> SFR <input type="checkbox"/> Townhouse <input type="checkbox"/> Duplex <input type="checkbox"/> ADU <input type="checkbox"/> Multi-Family - # Units: _____ <input type="checkbox"/> Commercial <input type="checkbox"/> Accessory Structure	
DESCRIPTION OF WORK:	

MECHANICAL PERMIT FIXTURE COUNT (SCOPE OF WORK)

Fixture Count (Qty)	List of Fixtures	Fixture Count (Qty)	List of Fixtures
	A/C Unit (attach plan with location of outdoor unit)		Gas Piping - List # of outlets in fixture count
	Air Handling Unit **		Gas Appliance **
	Boiler (most require backflow prevention) **		Gas Fireplace, Insert, and/or Log (* for commercial bldgs)
	Commercial Refrigeration (Walk-in coolers, VRF, VRV, etc.)		Gas - Other (List Type): _____ **
	Commercial Ventilation (corridors, stairwell, pressurization, etc.)		Heat Pump (attach plan with location of outdoor unit)
	Compressors/Generators (building permit may be required) **		Heat Pump Ductless (attach plan with location of outdoor unit)
	Clothes Dryer Exhaust		Hydronic Piping
	Duct System (additions, alterations)		Unit heater (commercial use)
	Exhaust Fan (residential or commercial use)		Water Heater (gas or electric)
	Exhaust Hood (residential over stove)		Wood/Pellet Stove or Insert
	Exhaust Hood Type I ***		Other (List Type): _____
	Exhaust Hood Type II ***		Other (List Type): _____
	Furnace (residential)		Other (List Type): _____

* For commercial gas fireplaces, please attach plans and manufacturer's installation manual.
 ** Under Description of Work, please include Type of Equipment, model #'s, ad detailed description of work, and the location of the equipment.
 *** Type I hood and Type II hoods shall be on a stand alone Mechanical Permit application and requires plan review. Please submit the required documents as described in the associated Checklists online at everettwa.gov/permits under the Checklists & Handouts tab.

ACKNOWLEDGEMENT: I have reviewed this application and confirm the information contained herein is true and correct. Work done pursuant to this permit must comply with current federal, state, and local law. The granting of a permit only authorizes approved work and no deviations therefrom. Deviations must first be authorized in writing from the Building Official before being authorized under any circumstance. I am the owner, or I am authorized by the owner of this property to perform the work for which application is made, and I comply with the State Contractors Law 18.27 RCW and 296.200A WAC.

City of Everett Official Use Only

PERMIT #

Owner/Authorized Agent Signature _____ Date _____

(Revised 4/21/2022)