

Equipment Installation or Replacement



Submittal Checklist

Plans

- Site Plan or Roof Plan (drawn to scale)
 - Aerial views such as GIS or Google maps are acceptable
 - Show equipment location relative to building and other equipment

Documents

- Signed and Dated Application Form
 - [MPE - Mechanical Commercial](#) (use for installation or replacement of HVAC equipment only)
 - [CMI- Commercial Building](#) permit with mechanical work included is required for structural framing or significant ductwork modifications, wall/roof penetrations, commercial kitchen hoods, mechanical work related to tenant improvement (may also be deferred submittal).
- [Mechanical Equipment Installation Supplemental Form](#)
- Equipment specifications
- Structural Calculations **required when:**
 - New equipment weighs over 400 lbs.
 - Replacement equipment weights more than existing or is in new location

Tips for Successful Submittal

- [File Naming Standards](#)
- [Plan File Requirements](#): Approval Stamp
 - Follow prescribed format – leave a blank area on the plans in the upper right corner
- [Design Codes and Criteria](#)
- [Energy Code Requirements](#)
 - Alterations to existing mechanical systems shall meet WSEC [C503.4](#). Mechanical units need to be “right-sized” based on load calculations and cannot reduce the existing economizer capacity.