



## DEPARTMENT OF COMMUNITY DEVELOPMENT

621 Sheridan Street, Port Townsend, WA 98368

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## MECHANICAL PERMIT APPLICATION

### Steps in the Permit Process:

- Review required submittal items to ensure all information is completed prior to submitting application.
- Mechanical Permits can be mailed into our office-and do not require an appointment.
- Fees are due at time of submittal, Mechanical permits are generally issued within 5 business days.

<b>For Department Use Only</b>	Receipt #:	Date:
Related Application #s:	Payment #:	

Is this application for use in a Mobile / Manufactured Home?

- \* **If Yes:** A permit from Washington State Department of Labor and Industries, **not** Jefferson County, is required for appliances installed within a mobile/manufactured home. L&I - 360-417-2702
- \* **If No:** Complete this form and make an appointment to submit to Jefferson County Permit Tech 360-379-4450

<b>Required Submittal Items – for propane tank only</b>
_____ General Site plan – showing propane tank, lines, and distance from tank to all existing structures.
<b>Required Submittal Items – for roof mount Solar Panel installation only (ground mount complete CAM)</b>
_____ Complete first page and signature block only of Mechanical Permit Application.
_____ A complete solar panel supplemental application.

<b>Site Information</b>
Assessor Tax Parcel Number: _____
Site Address and/or Directions to Property: _____
Access (name of street(s) from which access will be gained: _____
Description of Work: _____
_____
_____
<b>Property Owner</b>
Name: _____
Address: _____
Phone #: _____ E-mail Address: _____
<b>Applicant / Contractor: Authorized Agent/Representative</b>
Name: _____
Phone #: _____ E-mail Address: _____
License #: _____ Expiration Date: _____

BLDG PERMIT # \_\_\_\_\_

Heat Source	
Electric _____	Heating Oil _____ Propane* _____ Wood _____

Indicate Quantity of NEW Fixture Types Below		
Quantity	Fixture Type	Description
	Fan	Bath Fan and/or Exhaust Fan
	Clothes Dryer	Clothes Dryer with Exhaust Vent
	Cook Stove	Cook Stove, Range Hood Exhaust
	Fireplace - Gas	Fireplace-Gas or Gas Log Insert
	Fireplace - Wood	Fireplace-wood, Wood Stove, or Pellet Stove
	Electric Furnace	Electric Furnace or HP +/- Ducting
	Propane (LP) Gas Furnace	Propane Furnace +/- Ducting
	Water Heater - Gas	Gas WH Vent and Combustion Air
	Gas Pipe System	Gas Pipe System LPG/Oil
	Propane Tank	LP Fuel Tank (# gallons: _____)
	Heat Pump	
	Generator	
	Air Conditioner	

\*Propane is prohibited in hazardous locations such as basements or pits or anywhere "heavier-than-air" gas can unsafely collect.  
 \*Propane tanks over 125 gallons require a minimum setback of 10 ft. from property line and buildings, and a site plan must be submitted with the application showing the setbacks. If propane tank is over 500 gallons, a site plan is required to accompany this application, and a separate Fire Code approval is also required.

**Installation manual must be on site at time of inspection or a re-inspection fee will be charged.**

By signing this application form, the owner/agent attests that the information provided herein, and in any attachments, is true and correct to the best of his, her or its knowledge. Any material falsehood or any omission of a material fact made by the owner/agent with respect to this application packet may result in making any issued permit null and void.

I further agree to that all activities I intend to undertake or complete associated with this permit will be performed in compliance with all applicable federal, state and county laws and regulations and I agree to provide access and right of entry to Jefferson County and its employees, representatives or agents for the sole purpose of application review and any required later inspections. Applicant may request notice of the County's intent to enter upon the property for visits related to this application and subsequent permit issuance.

Property Owner

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY	
Building Permit Fees	
Mechanical Permit fee (tank swap, woodstove, furnace, roof -solar panel, etc )	\$188.00
Propane – Lines, tank, and appliance (add'l \$94.00)	
Project Scanning Fee	\$24.00
Technology Fee – 5%	
<b>Total Fees*</b>	

\*Additional fees may apply.