



MECHANICAL PERMIT
510-B Pioneer Street/PO Box 608
Ridgefield, WA 98642
Tel: (360)887-3908
Fax: (360)887-2507
www.ridgefieldwa.us

OFFICE USE ONLY

PERMIT NUMBER

CONTACT INFORMATION

PROPERTY OWNER:

☐ Check box if primary contact

Contact Name: _____

Company: _____

Address: _____ City, State, ZIP: _____

Phone: _____ Email: _____

Signature: _____

(Original signature or a letter of authorization from the owner required)

APPLICANT:

☐ Check box if primary contact

Contact Name: _____

Company: _____

Address: _____ City, State, ZIP: _____

Phone: _____ Email: _____

Signature: _____

(Original signature required)

CONTRACTOR:

☐ Check box if primary contact

Contact Name: _____

Company: _____

Address: _____ City, State, ZIP: _____

Phone: _____ Email: _____

Contractor's License #: _____ Exp. Date: _____

City of Ridgefield Business License #: _____ Exp. Date: _____

Signature: _____

(Original signature required)

PROPERTY INFORMATION (REQUIRED)

Site Address: _____

Subdivision, Phase, & Lot: _____ Parcel #: _____

SUBMITTAL CHECKLIST

☐ **Residential – Over the Counter permit, no submittals required. Provide application only.**

☐ **Commercial - Complete application and submit the followings below.**

☐ **1. MECHANICAL DRAWINGS:** Include entire mechanical system, all units, their sizes, mounting details, all duct work and duct sizes, all fire dampers where required, equipment schedules, energy conservation calculations per state of Washington, indoor air quality standards including radon mitigation systems, and fire protection systems.

☐ **2. ENGINEERING CALCULATIONS**

☐ **3. NARRATIVE:** Submit a written narrative that describes the proposed project.

Mechanical fixture count (indicate number of each)

___ Air Handler <10,000 CFM	___ Ducts	___ Heat Pump/AC 31-50 Tons
___ Air Handler >10,000 CFM	___ Ductless	___ Heat Pump/AC >50 Tons
___ Appliances	___ Evaporative Cooler	___ Heater
___ Appliance Ventilation	___ Furnace Floor	___ Incinerator
___ Boiler or Compressor ≤3 HP	___ Furnace ≤100,000 BTU	___ Stove (Insert)
___ Boiler or Comp. 4-15 HP	___ Furnace >100,000 BTU	___ Stove (Free Standing)
___ Boiler or Comp. 16-30 HP	___ Gas Piping	___ Vent Fan with Duct
___ Boiler or Comp. 31-50 HP	___ Heat Pump/AC 0-3 Tons	___ Vent Hood with Mech. Exhaust
___ Boiler or Comp. >50 HP	___ Heat Pump/AC 4-15 Tons	___ Ventilation System
___ Cooling Unit	___ Heat Pump/AC 16-30 Tons	___ Other _____

APPLICATION FEES

Please make checks payable to City of Ridgefield. There may be fees related to fire reviews and/or fire inspections. These fees would be applied to the permit with payment due at the time of permit issuance.

By affixing my signature hereto, I certify under penalty of perjury that the information furnished herein is true and correct to the best of my knowledge and that I am the owner of the premises where the work is to be performed or am acting as the owner's authorized agent. I further agree to hold harmless the City as to any claim (including costs, expenses and attorney's fees incurred in investigation of such claim) which may be made by any person, including the undersigned, an filed against the City, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as a part of this application. The building official may, in writing, suspend or revoke a permit issued under the provisions of this code whenever a permit is issued in error or on the basis of incorrect information supplied, or in violation of any ordinance or regulation or any of the provisions of this code.

Signature of Owner/Authorized Agent _____ Date _____

(Original signature required)