



**MECHANICAL PERMIT**  
510-B Pioneer Street/PO Box 608  
Ridgefield, WA 98642  
Tel: (360)887-3908  
Fax: (360)887-2507  
[www.ridgefieldwa.us](http://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. Complete 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. MECHANICAL WORKSHEET:** For commercial projects, please provide the Washington State Energy Code Compliance (WSEC) forms.

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

### Mechanical fixture count (indicate number of each)

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

## APPLICATION FEES

Fees must be paid prior to review via permit portal or check made payable to City of Ridgefield. There may be fees related to outside consultant review. 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)

Print Owner's or Authorized Agent's Name \_\_\_\_\_