**Permit Center**
210 Lottie Street, Bellingham, WA 98225
Phone: (360) 778-8300 Fax: (360) 778-8301 TTY: 711 (WA Relay)
Email: permits@cob.org Web: www.cob.org/permits

# Multifamily, Non-Residential & Mixed Use Submittal Guide & Checklist

## Project Address: _____

**This checklist must be provided with commercial and multifamily building permit applications.**

Use this checklist for new nonresidential, mixed-use, and multifamily buildings; commercial additions; and commercial projects involving exterior building alterations. For projects involving only interior work, refer to the Tenant Improvement Permit Application Requirements handout.

**Only complete applications will be accepted per BMC 17.10.020**. This checklist provides general submittal guidance and does not replace formal plan review. Additional information may be required based on the scope and complexity of the project.

## *Project Information*

Neighborhood _____Area # _____ Zoning _____

Planned Development Contract/Permit
☐ Yes – Contract/Permit Number: _____ (ex. PDC2025-0001) ☐ N/A

Urban Village
☐ Yes – Urban Village name: _____ ☐ N/A

Is the proposed use permitted in the current zoning?
☐ Yes ☐ No — Consult with a Planner before preparing the application.

Associated or Other Required Permits or Approvals: _____

## *Pre-application Requirements, if applicable:*

☐ **Pre-application conference, neighborhood meeting, and/or waiver:**
_____ (e.g., PRE2026-0001)

☐ **Transportation Concurrency Approval:** _____ (e.g., CON2026-0001)

☐ **Transportation Impact Fee Estimate:** Obtain an estimate by contacting Public Works at 360-778-8329 or pwpermits@cob.org.

☐ **Land Use Approvals:** Complete required land use approvals before building permit application. Concurrent review may be allowed in some cases.

☐ **Public Facilities Contract (PFC) Agreement:** Submit the application and required review documents.

## *Design Professional*

A licensed design professional is *required* for new construction of, or alterations/additions made to, buildings that are larger than 4,000 sq ft or multifamily buildings with five or more units. Note, if the project does not *require* a design professional, it is still *highly recommended*.

Has a licensed design professional prepared the plans?
☐ No, entire building is less than 4,000 sq ft (commercial) or building is less than five units (multifamily)
☐ No, the project size is not more than 4,000 sq ft and the work does not affect the life safety or structural systems of the building (exempt per RCW 18.08.410)
☐ Yes, licensed design professional provided

## ***Associated Reviews:***

- **Mechanical and Plumbing Permits**:
  - **Concurrent review**: If mechanical and/or plumbing plans and the required fixture count are submitted with the building permit application, the applicable mechanical and/or plumbing permits will be generated and processed concurrently with the building permit.
  - **Separate permits**: If mechanical and/or plumbing plans will be submitted later, identify each separate permit scope on the building permit plan cover sheet.
- **Electrical Permits**: Separate permits are required for electrical work. Apply online through the City's eTRAKiT permit portal.
- **Fire Construction Permits:** Apply online through the City's eTRAKiT permit portal. For questions, contact the Fire Department at 360-778-8420 or fire@cob.org.
- **Whatcom County Health Department Review:** The following facilities or installations may require separate review and permits by the Whatcom County Health Department: restaurants, food preparation or handling facilities, grocery stores or other food sales facilities, public pools and spas, and septic systems. Contact the Health Department at 360-778-6000 with questions about applicable requirements.
- **Industrial Wastewater Discharge:** Does your business discharge wastewater to the sewer that may require a permit under 40 CFR Part 403? ○ Yes ○ No
  - Certain industrial users must obtain permits for discharges to the sewer under federal pretreatment regulations. Applicability may depend on wastewater discharge volume and whether the business is classified as a federally regulated categorical industrial user. For assistance determining whether your business is subject to these requirements, contact a City Water Quality Specialist at 360-778-7870. You may also consult 40 CFR Part 403.

## ***Submittal Requirements:***

**Application Forms and Administrative Documents**

- ☐ Building Permit Application
- ☐ Fixture Count Form, if applying for mechanical and/or plumbing permits with the building permit.
- ☐ Plan review deposit, as identified in the Permit Fees handout.
- ☐ Special Inspection and Testing Agreement, if applicable. This document may be deferred until permit issuance.
- ☐ Contractor's Statement of Responsibility, if applicable. This document may be deferred until permit issuance.
- ☐ Sanitary Service Company (SSC) approval. The Permit Center must receive written approval from SSC for the location and size of the proposed solid waste facility. Contact Marty Kuljis at SSC at 360-734-3490 or info@ssc-inc.com for design guidelines and approval procedures.
- ☐ Phasing plan and/or construction staging plan, as applicable.
- ☐ Hazardous Materials Inventory Statement, if applicable.

**Structural and Technical Documentation**

- ☐ Structural calculations, signed and sealed by the design professional. Identify applicable design criteria, including wind speed and exposure, seismic design criteria, geotechnical criteria, and snow load.
- ☐ Geotechnical engineering report, as required by 2021 IBC Chapter 18.
- ☐ Project specification manual, if applicable.

**Energy Code Compliance Documentation**

Submit the applicable energy-code forms and supporting documentation for the project.

**Commercial projects:** All nonresidential buildings and residential buildings more than three stories in height. Use the Washington State Energy Code resources (login required), as applicable.

- ☐ Mechanical
- ☐ Building envelope
- ☐ Lighting
- ☐ Commissioning Plan

**Residential projects:** Residential buildings three stories or less.
Use the Washington State University Energy Program's Building Efficiency and Energy Code resources, as applicable.
Submit the applicable compliance pathway:

☐ Prescriptive worksheet, including glazing schedule and heating system sizing documentation, as applicable; **or**

☐ Code Compliance Calculator (C3).

**Electronic Plan Submittal**

☐ Submit one complete PDF containing all applicable plans, including civil, architectural, landscape, structural, mechanical, plumbing, and electrical plans.

☐ Include working bookmarks for each plan sheet. Each bookmark must clearly identify the sheet content (for example, "A1.0 – Architectural Site Plan").

☐ Please refer to the Electronic Submittal Requirements handout for plan formatting, PDF requirements, bookmarking, and instructions for submitting supplemental documents.

**Architectural Drawings**

Note: Unless the required information is clearly shown on separate civil drawings, include all civil drawing requirements within architectural drawings. When separate civil drawings are provided, the design professional in responsible charge must ensure consistency between the architectural and civil drawings.

**1. Plan Coversheet, Code Analysis, and Life Safety Plans**

Site Information

☐ Parcel number or legal description
☐ Building address(es). If applicable, submit an Address Request Application to the Fire Department and obtain address assignment(s) before submitting the building permit application.
☐ Zoning, neighborhood, and area number
☐ Parcel size (square feet)
☐ Lot coverage (square feet and percentage)
☐ Open and usable space, for multifamily projects
☐ Parking calculations for all uses on the site (see BMC 20.12.010)

Building Information

☐ Applicable building codes and editions (see Adopted Codes handout)
☐ Building construction type
☐ Provide fire-resistance rating diagrams identifying fire-resistance-rated building elements and assemblies, including applicable fire-resistance ratings.
☐ Identify fire-resistance-rated assemblies and provide assembly details, including applicable through-penetration firestop systems, fire-resistant joint systems, and opening protection, as applicable.
☐ Occupancy classification(s), occupant load(s) and area(s) for each space – subtotal by floor and use
☐ Mixed occupancy compliance methods, if applicable
☐ Total building height in feet and number of stories
☐ Building area by floor and total building area, including allowable area calculations
☐ Fire sprinkler protection: identify whether the building is fully or partially sprinklered and, if applicable, identify the sprinkler system type
☐ Fire alarm system: identify whether a fire alarm system is provided or required and, if applicable, identify the system type
☐ Brief description of the work proposed under this permit

Other Information

☐ List all deferred submittals
☐ Identify all separate permits required for the project, such as mechanical permits and fire construction permits for sprinkler installation.
☐ Drawing index
☐ Legend/Abbreviations

**2. Architectural Site Plan**

☐ North arrow
☐ Drawing scale (minimum 1" = 20')
☐ Building Address(es)
☐ Property lines and dimensions
☐ Adjacent streets and right-of-ways, labeled
☐ Locations of all existing and proposed structures, including distances to property lines and between buildings. Identify the imaginary line used to determine fire separation distance in accordance with the applicable building code, where required.
☐ Location of the tenant space within multitenant building, if applicable
☐ Existing and proposed vehicular access to and from the site, including the size and location of driveways and streets, and existing and proposed street names
☐ Parking layout, including accessible parking spaces and all exterior accessible routes of travel, labeled and dimensioned
☐ Location of all existing and proposed easements
☐ Location and size of recycling, garbage, and compost enclosure and/or toters
☐ Mailbox location(s), for multifamily projects
☐ Location of critical areas and buffers on the site and adjacent properties, including, shorelines, wetlands, streams, steep slopes, flood zones and habitats
☐ Two-foot contour lines showing proposed grades. Existing grades may also be requested by Building Services when a project seeks an exemption from accessible units due to site grades.
☐ Benchmark location and elevation used for height calculations
☐ Total cubic yards of material to be imported to or exported from the site
☐ Locations of existing and proposed retaining walls, rockeries, and fences
☐ Locations of large trees, utility and light poles
☐ Locations of landmark trees and other trees subject to applicable tree protection requirements, where applicable. Show tree locations and proposed protection measures as required by the city.

**3. Floor Plan(s)**

☐ Label all rooms and identify their intended uses
☐ Provide dimensions
☐ Include applicable accessibility details and dimensions
☐ Identify fixed equipment and fixtures
☐ Identify cabinets and counters
☐ Identify the location and height of shelving (Separate permits are typically required for racking systems.)
☐ Show the location and swing directions of all windows and doors
☐ Identify fire-resistance-rated assemblies and provide applicable opening protection details, including the locations and ratings of fire doors, windows, and other protected openings, as applicable.
☐ Identify required exit signs and means of egress illumination
☐ Provide a portable fire extinguisher plan identifying locations, types, sizes, and mounting details.

**4. Door, Window, and Skylight Schedules**

☐ Identify door, window, and skylight dimensions
☐ Identify required hardware – including panic hardware, where applicable
☐ Identify fire-protection ratings, where applicable
☐ Identify emergency escape and rescue openings (EEROs), where required
☐ Identify safety glazing locations, where required
☐ Identify U-factors and solar heat gain coefficients (SHGC), as applicable to demonstrate compliance with WSEC

**5. Reflected Ceiling Plan(s)**

☐ Provide reflected ceiling plans, as applicable, showing ceiling layouts, materials, and heights above finished floor

☐ Show soffit locations and details where used to avoid ductwork and other systems penetrating fire-resistance-rated assemblies.

**6. Roof Plan**

Provide a roof plan showing the roof layout, including:

☐ Roof access locations and access provisions, as applicable.

☐ Identify roof slopes and indicate slope direction.

☐ Identify roof drainage systems, including roof drains, scuppers, gutters, downspouts, and drainage flow paths, as applicable.

☐ Locations of rooftop mechanical equipment and required access and service clearances.

☐ Locations and details of skylights.

☐ Solar-ready zones and associated information required by the applicable energy code.

☐ Locations and details of on-site renewable energy systems, where provided or required.

**7. Building Elevations (all required)**

☐ Provide all required building elevations, labeled by cardinal direction (north, south, east, and west).

☐ Label total building height.

☐ Provide building height calculations in accordance with Planning's Building Height Calculation Instructions.

☐ Indicate existing grades, finished grades, and grade plane.

**8. Building Section(s) and Detail(s)**

☐ Provide building sections and details, including wall assemblies, stairs, ramps, and other components necessary to demonstrate code compliance.

☐ Identify material types, sizes, and spacing.

☐ Identify ceiling heights.

☐ Identify insulation values.

☐ Provide dimensions.

**9. Building Enclosure Design Documents** for multifamily buildings per RCW 64.55

☐ Provide the required building enclosure design documents, which shall contain a stamped statement by the person stamping the building enclosure design documents in substantially the following form:

*"The undersigned has provided building enclosure documents that in my professional judgment are appropriate to satisfy the requirements of RCW 64.55.005 through 64.55.090."*

OR

☐ If using the allowed alternative sale prohibition covenant, provide the required covenant prohibiting the sale of individual units as defined in RCW 64.55.010.

**Structural Drawings**

☐ Identify applicable structural design criteria, including wind speed and exposure, seismic design criteria, geotechnical criteria, risk category in accordance with 2021 IBC Table 1604.5, and story drift criteria for new multistory buildings, as applicable.

☐ Provide foundation plans

☐ Provide floor framing plans

☐ Provide roof framing plans

☐ Identify the size and location of all structural elements, including footings, columns, beams, girders, joists, shear walls, bracing, and floor and roof diaphragms. Reference structural assembly details to their locations on the plans using standard symbol

☐ Provide structural details and schedules necessary to clarify the design and construction of structural assemblies.

☐ Provide a statement of special inspections in accordance with 2021 IBC Section 1704, as applicable.

**Mechanical Drawings**
Provide mechanical plans and supporting documents sufficient to show the location, design, and code compliance of the proposed mechanical systems, as applicable to the project.

- ☐ Mechanical equipment schedule identifying equipment type, manufacturer, model, capacity, efficiency rating
- ☐ Equipment locations, including rooftop equipment and required rooftop access
- ☐ Required service clearances and working space for mechanical equipment and appliances
- ☐ Clearance-reduction methods and details, where applicable
- ☐ Heating and cooling load calculations in accordance with 2021 IMC Section 312
- ☐ Ventilation design, including ventilation methods and supporting calculations
- ☐ Exhaust systems, including equipment, duct routing, and termination locations
- ☐ Identify locations of fire and smoke dampers at duct penetrations of fire-resistance-rated assemblies and identify through-penetration firestop systems for applicable penetrations of fire-resistance-rated assemblies.
- ☐ Refrigerant type and quantity for applicable systems
- ☐ Fuel-gas piping diagrams, including pipe sizing, where applicable
- ☐ Applicable energy-code compliance documentation, including required C406 additional efficiency credits and commissioning documentation, as applicable

**Plumbing Drawings**
Provide plumbing plans and supporting documents sufficient to identify the proposed plumbing systems and demonstrate compliance with applicable code requirements.

- ☐ Plumbing fixture schedule, including fixture types and quantities
- ☐ Fixture unit schedule identifying drainage fixture units and water supply fixture units, as applicable
- ☐ Identify plumbing fixtures and features required to comply with applicable accessibility requirements
- ☐ Potable water supply piping plans, including pipe sizes, valves, and shutoff locations
- ☐ Identify cross-connection control and backflow prevention devices, including locations and types, as applicable
- ☐ Water heater location, equipment specifications, sizing, and applicable energy-code compliance information
- ☐ Identify heated water supply piping and demonstrate compliance with applicable energy-code limitations
- ☐ Identify freeze protection for water supply piping and plumbing equipment, where applicable
- ☐ Sanitary drainage and vent piping plans, including pipe sizes and routing
- ☐ Identify cleanout locations and the slope of horizontal drainage piping
- ☐ Identify backwater valves or other backwater protection devices where required by 2021 UPC Section 710
- ☐ Identify indirect waste piping and waste receptors, where applicable
- ☐ Identify grease interceptor locations and provide sizing calculations, where applicable
- ☐ Provide storm drainage plans in accordance with 2021 UPC Chapter 11, where applicable
- ☐ Identify plumbing penetrations of fire-resistance-rated assemblies and specify applicable through-penetration firestop systems.

**Electrical Drawings**
The city does not conduct a National Electrical Code (NEC) review as part of the building permit review. Provide sufficient information at building permit application to demonstrate compliance with building and energy code requirements.

- ☐ Identify exit signs and means of egress illumination, including emergency illumination where required.
- ☐ Identify electrical room locations, access, and exit arrangements. Show required exit doors and panic hardware where applicable.
- ☐ Identify emergency power and standby power systems, where provided or required, including the systems and equipment served, in accordance with applicable provisions of 2021 IBC Chapter 27.
- ☐ Identify required EV charging infrastructure and associated electrical provisions in accordance with 2021 IBC 429.
- ☐ Identify on-site renewable energy systems and associated provisions required by the applicable energy code.

- ☐ Provide lighting power allowance calculations demonstrating compliance with applicable energy code requirements.
- ☐ Identify required lighting controls and demonstrate compliance with applicable energy code requirements.
- ☐ Identify controlled receptacles where required by the applicable energy code.
- ☐ Identify selected 2021 WSEC Section C406 additional efficiency options and provide supporting documentation.
- ☐ Provide required energy-code commissioning documentation, as applicable.

**Lighting and Photometric Plan**
Refer to the City's Exterior Lighting handout for general guidelines.

- ☐ Show the locations of all proposed exterior lighting fixtures and poles, including distances from rights-of-way and buildings, pole heights, and security lighting.
- ☐ Provide specifications for all proposed exterior lighting fixtures, including photometric data, cutoff or shielding characteristics, lamp wattage and type, and other information necessary to evaluate the proposed lighting.

**Landscape Plan**
- ☐ Identify drawing scales (e.g., 1 inch = 20 feet).
- ☐ Show existing and proposed rockeries, retaining walls, and fences.
- ☐ Show surface stormwater facilities.
- ☐ Show buildings, paved areas, utility vaults, and transformers.
- ☐ Show existing and proposed topography.
- ☐ Identify wetlands, ponds, streams, and proposed buffers.
- ☐ Identify existing vegetation to be retained.
- ☐ Show the general locations of proposed trees, shrubs, and ground cover.
- ☐ Provide a plant schedule identifying the scientific name, common name, size, and spacing of proposed plants.
- ☐ Identify the locations of all existing trees and indicate which trees are proposed to be retained.
- ☐ Show locations of landmark trees and proposed tree protection measures as required by the city.
- ☐ If an irrigation system is proposed, identify the water source, required water supply capacity, and location of the required backflow prevention assembly.

**Civil Drawings for <u>On-Site</u> Infrastructure Improvements**
Note that a separate Public Facilities Construction application and associated review documents must be submitted to Public Works Engineering for construction of **<u>public</u>** infrastructure improvements.

- ☐ Provide detail drawings for proposed curb cuts.
- ☐ Identify the locations of underground and aboveground utility vaults, motors, and transformers.

**<u>Utilities</u>**
- ☐ Identify all water services and meters, including sizes.
- ☐ Identify all sewer lines on the site, including sizes.

**<u>Stormwater</u>** Refer to the separate Stormwater Permit Submittal Requirements packet for detailed requirements.

**<u>300–2,000 square feet of new and/or replaced hard surface</u>**
- ☐ Show the locations of the construction entrance and silt fence.
- ☐ Provide detail drawings for the construction entrance and silt fence.
- ☐ Provide a General Construction Stormwater Pollution Prevention Plan (SWPPP).
- ☐ Provide a hard surface area calculation table.

**<u>More than 2,000 and less than 5,000 square feet of new and/or replaced hard surface, or 5,000 square feet or more of land disturbance</u>**
- ☐ Show on-site stormwater management best management practices (BMPs), such as an infiltration trench, dispersion trench, or perforated stub-out. If on-site management is not possible, show the connection to the storm system.
- ☐ Provide detail drawings and installation guidelines for the selected on-site BMP.
- ☐ Include all submittal items listed above for projects with 300–2,000 sq ft of new and/or replaced hard surface

**<u>More than 5,000 square feet of new and/or replaced hard surface</u>**
- ☐ Provide an engineered drainage report.
- ☐ Provide hydrologic modeling files.
- ☐ Provide a hard surface area calculation table.
- ☐ Provide signed and engineered plans.

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# Building Permit Application

*See separate handouts for complete submittal requirements and fees. If mechanical and/or plumbing fixtures are installed or replaced, complete supplemental fixture count worksheet. All materials should be submitted to permits@cob.org.*

## Property Information

**Site Address**

**Parcel Number**

**Legal Description**

**Rental Property?** ☐ **Yes** ☐ **No** **If Yes, please register here: http://www.cob.org/services/housing/rentals**

## Project Information

**Description of work**

**Single Family & Duplex Valuation of work** (see fee worksheet)**: $**

**Commercial & Multi-Family Valuation of work** (see valuation guidelines)**: $**

**Permit Fee Estimates** (fee calculator Excel worksheet) *Optional*

## Building Information

☐ **Single Family** ☐ **Duplex** ☐ **Multifamily, # of Dwelling Units:** _____

☐ **Commercial** ☐ **Other Use Type:** _____

| Occupancy Classification(s) | Occupant Load | New Floor Area | Existing Floor Area | Floor Level | Const. Type | Notes |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |

**# of Stories** (excluding basement) _____ **Basement** ☐ Finished ☐ Unfinished ☐ None

**Total Building Floor Area** _____ **Building Height** (if new/increased) _____

**Fire sprinkler?** ☐ Yes, existing ☐ Yes, proposed ☐ No **If yes, is it** ☐ Voluntary ☐ Required

**Fire alarm?** ☐ Yes, existing ☐ Yes, proposed ☐ No **If yes, is it** ☐ Voluntary ☐ Required

**Sewer** ☐ Existing ☐ New ☐ N/A **Septic** ☐ Existing ☐ New ☐ N/A **Water** ☐ Existing ☐ New

**Defer sewer and water system development charges? (New SFR & Duplex ONLY)** ☐ Yes ☐ No

**Defer Impact Fees? (New SFR ONLY)** ☐ Yes ☐ No

***Recorded Lien must be submitted at time of Building Permit Issuance***

| Hard Surface Type (ex. Roof, Concrete, Gravel) | Existing (square feet) | Proposed New (square feet) | Proposed Replaced (square feet) |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| **Totals** | | | |

## People Information complete as many entries as necessary to **indicate all responsible parties**: owner, applicant, contractor, design professional, engineer, tenant, etc. Use additional sheets if needed.

**Check all that apply** ☐ Applicant* ☐ Owner ☐ Contractor ☐ Other _____

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

**Check all that apply** ☐ Applicant* ☐ Owner ☐ Contractor ☐ Other _____

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

**Check all that apply** ☐ Applicant* ☐ Owner ☐ Contractor ☐ Other _____

Name _____ Company _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

## PERSON PERFORMING THE WORK is

☐ **Property owner or** ☐ **Tenant** and is exempt from contractor licensing requirements pursuant to RCW 18.27.090. If tenant is checked, an additional acknowledgment form must be completed prior to issuance.

☐ **Licensed contractor**, please complete licensing information below (may be deferred until issuance).

L & I License # _____ Exp _____

*Please note, businesses operating in the City limits must have a valid Bellingham Business Registration.*

**FINANCING INFORMATION** required if project valuation exceeds $5,000, per RCW 19.27.095 (may be deferred until issuance)

**Lender administering the construction financing** or **firm issuing a payment bond** (if any) on behalf of the prime contractor for the protection of the owner, if the bond is for an amount not less than 50% of the total amount of the construction project (if owner is self-financing, please indicate)

Name _____ Day Phone _____

Mailing Address _____

City _____ State _____ Zip Code _____

*I am the owner of the property described above or am authorized by the owner to sign and submit this application. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete and correct. I also acknowledge that by signing the application I am the responsible party to receive all correspondence from the City regarding this project including, but not limited to, expiration notifications. If I, at any point during the review or inspection process, am no longer the Applicant for this project, it is my responsibility to update this information with the City in writing in a timely manner. I understand that this form is being submitted electronically and my typed name on the signature line will qualify as my signature for purposes of the above certification.

**Signature** _____ **Date** _____

**Printed Name** _____

City and State where this application is signed _____

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# Mechanical & Plumbing Fixture Count

***This supplemental form should be used when applying for a building permit when work also includes installation and/or replacement of plumbing and/or mechanical fixtures.***

## Project Information

**Site Address** _____

## Mechanical Fixtures Typical residential fixtures are in **bold**.

Indicate the number of new and/or replaced mechanical fixtures in this project.

**Fuel Type:** ☐ **Gas** ☐ **Electric** ☐ **Wood** ☐ **Other:**

| | | | |
|---|---|---|---|
| **A/C Unit/Heat Pump** | | **Gas Fireplace Insert** | |
| Up to 15 HP/ton | | **Gas Piping** (If new or replaced gas piping is installed, indicate the number of outlets - each fixture or stub-out is considered one outlet) | |
| 15 HP/ton to 30 HP/ton | | | |
| 31 HP/ton and up | | | |
| Air Handling Unit | | **Hydronic System** | |
| Alteration/Relocation/Repair | | Type I Hood System | |
| **Boiler** (backflow prevention is required) | | **Type II Hood or Residential Range Hood** | |
| Residential Boiler ≤ 500K BTU | | **Unit Heater** | |
| Non-Residential Boiler Venting | | Ventilation System: (choose one) | |
| **Clothes Dryer Exhaust** | | ERV System (Energy-Recovery Ventilator) | |
| Dampers – Fire/smoke | | HRV System (Heat-Recovery Ventilator) | |
| **Exhaust Fan** | | **Wood Stove** | |
| Fire Log/Lighter – Gas | | **Wood Fireplace Insert** | |
| **Forced Air Furnace** | | Other (please describe): | |
| **Gas Appliance – Cooking** | | | |

## Plumbing Fixtures Typical residential fixtures are in **bold**.

***First** column:* Indicate the number of new, replaced and/or relocated plumbing fixtures in this permit.
***Second** column*: List all water using fixtures on this water service *after* the remodel/addition. Public Works needs this information to evaluate whether the current water service size has the capacity for additional fixtures.

| | **This permit** | Total | | **This permit** | Total |
|---|---|---|---|---|---|
| **Bar Sink** | | | Lawn Sprinkler (each head) | | |
| **Bath or combo Bath/Shower** | | | Medical Gas / Vacuum System (# of inlets/outlets) | | |
| **Dishwasher** | | | Rainwater System (per drain) | | |
| Drinking Fountain | | | Reduced pressure backflow assembly (RPBA) | | |
| Double Check Valve Assembly | | | Service Sink | | |
| Double Check Detector Valve Assembly | | | **Shower (per head)** | | |
| Floor Drain | | | **Toilet (water closet)** | | |
| Floor Sink | | | Urinal | | |
| Grease / Waste Interceptor | | | **Washer, Clothes** | | |
| **Hand Sink (Lavatory)** | | | **Water Heater** ☐Gas ☐Electric | | |
| **Hose Bibb** | | | Water Piping / Treatment | | |
| **Kitchen Sink** | | | Vacuum Breaker | | |
| **Laundry Tub/Tray or Utility Sink** | | | Other: | | |