



# Chelan County Department of Building/Fire Safety & Planning

## Mechanical Permit Application For Fuel Burning Devices And LPG Tanks

7/15/09

**(May be submitted over the counter Tuesday thru Thursday, 9:00 a.m. to 3:00 p.m.)**

To assist you with the completion of your building permit application, we have developed this packet outlining the procedural requirements. **If the following information and fees are not provided, we will be unable to accept your application.** If you have any questions, please contact us at (509) 667-6225.

- [ ] 1. **APPLICATION** – Complete the entire building permit application and provide the necessary signatures.
- [ ] 2. **BUILDING PLANS** – Include floor plans of each level, and locations of all fuel burning devices and LPG tanks. Also include a site plan showing locations of all LPG tanks and their proximity to structures, openings in the structures, and property lines. Zoning setbacks may be greater than setbacks in Article 82.
- [ ] 3. **LEGAL STRUCTURE** – If your residence or commercial building was constructed prior to January 1995, no documentation is required. If, however, your structure was constructed January 1995 or later, it should be noted that an approved building permit for your residence is required in order to accept your mechanical permit application. Please check with this office for details.
- [ ] 4. **ASSESSOR'S PARCEL NUMBER** - Your parcel number is a 12 digit number found in the upper right hand corner of your tax statement.
- [ ] 5. **LEGAL DESCRIPTION** - Provide a legal description of your property, usually found in the title or deed of the property. You may contact a title company or the assessor's office.
- [ ] 6. **VICINITY MAP** – The vicinity map will be used to help us find your property. Please provide driving directions explicit enough for our inspectors or emergency vehicles to locate the property. Street addresses should be clearly posted and visible from the road. No inspections will be performed without visible posting of your address.
- [ ] 7. **STREET ADDRESS** – To find your assigned house number; please call the Chelan County Public Works Department at (509) 667-6415.
- [ ] 8. **CONTRACTOR'S LICENSE** – Provide a current copy of your contractor's license, as required by state law, unless you are an owner-builder.
- [ ] 9. **SITE PLAN** – See page #8

# CHELAN COUNTY DEPARTMENT OF BUILDING/FIRE SAFETY & PLANNING

## BUILDING PERMIT APPLICATION

Staff Initials: \_\_\_\_\_ Date Received: \_\_\_\_\_ Permit ## \_\_\_\_\_

<b>PROJECT ADDRESS:</b> _____ <b>CITY</b> _____ <b>ASSESSOR'S (12) DIGIT PARCEL #:</b> _____ <b>LOT SIZE:</b> _____ <b>SUBDIVISION:</b> _____ <b>LOT:</b> _____ <b>BLOCK:</b> _____ <input type="checkbox"/> Attach legal description if applicable.
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<b>PROPERTY OWNER:</b> _____ _____ <b>MAILING ADDRESS:</b> _____ _____ <b>CITY/STATE/ZIP:</b> _____ _____ <b>PHONE #:( )</b> _____ _____ <b>E-MAIL:</b> _____ <b>PHYSICAL ADDRESS IF DIFFERENT:</b> _____	<b>OWNER'S AUTHORIZED AGENT:</b> _____ _____ <b>COMPANY NAME:</b> _____ <b>MAILING ADDRESS:</b> _____ _____ <b>CITY/STATE/ZIP:</b> _____ <b>PHONE #:( )</b> _____ _____ <b>E-MAIL:</b> _____ <b>LICENSE #</b> _____
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<b>DESCRIPTION OF PROPOSED WORK:</b> (Please check applicable boxes) Permit Application for: <input type="checkbox"/> Mechanical <input type="checkbox"/> Residential <b>OR</b> <input type="checkbox"/> Commercial
<b>Description:</b> _____ _____ _____

1. What is the current use of the property? \_\_\_\_\_
  
2. List other structures on the property (include dimensions or square footage for each):  
 \_\_\_\_\_  
 \_\_\_\_\_
  
3. Is the property within 200 feet of a wetland, water body, river, stream, drainage way, etc?  
 If yes, please identify.  
 \_\_\_\_\_  
 \_\_\_\_\_
  
4. List the year your residence or commercial structure was constructed and the building permit number  
 (list building permit number, if constructed after January 1995).  
 \_\_\_\_\_

I hereby affirm *under penalty of perjury* that I have read and examined this application and know it to be true and correct. All provisions of laws, ordinances and resolution governing this permit does not presume to give authority to violate or cancel the provisions of any other State or Local law regulating construction or the performance of construction. I agree to request the required inspections as detailed on the inspection record that will be posted at the construction site.

Property Owner's Signature \_\_\_\_\_ Print Name \_\_\_\_\_  
Date \_\_\_\_\_

Applicant/Agent's Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Planning Approval _____ Building Approval _____ Occupancy _____ Construction Type _____ Fire Approval _____ Public Works _____ Landscape _____ Zoning _____ <input type="checkbox"/> See Conditions of Approval	<b>Total Building Dept. Fees</b> _____  Amount Paid \$ _____  Receipt # _____
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**I (We) acknowledge that:**

- 1. This application requires the notarized signature of the property owner and owner's authorized agent (if applicable);**
- 2. The information, plans, maps and other materials submitted on and with this application are, to the best of my/our knowledge, a true and accurate representation of this proposal;**
- 3. This application, and any and all supplemental, later submitted materials, or amendments to the application, shall be subject to, all additions to and change in the laws, regulations and ordinances applicable to the proposed development upon acceptance of a complete application;**
- 4. Chelan County does not guarantee success of this permit application, and/or the issuance of a building permit. The County's assistance to the owner(s)/owner's authorized agent does not preclude the need to address impacts raised by the public or by other federal, state or local agencies;**
- 5. In the event of any legal proceeding to challenge this application, any environmental determination or any other aspect of the proposed development, the owners(s) shall be solely responsible to defend such challenge and pay all court costs and attorney's fees necessary for such defense;**
- 6. Only that person identified as the "owner(s)" or "owner's authorized agent" on the first page of the building permit application will receive correspondence and notices regarding this application;**
- 7. The property owner shall be personally liable and hereby personally guarantee payment of all fees, expenses and costs required by this application;**
- 8. If the owner(s)/owner's authorized agent fails to respond to a request by the Department to submit additional information, requested, orally or in writing, that further processing be suspended or postponed, and if such failure to respond or requested suspension/postponement exceeds *60 days or as stipulated by the Department Director, but not to exceed six months*, the application shall be considered null and void and all proposed development, uses and activities shall only be further considered in the submission of a new application and fees;**
- 9. The property owner hereby acknowledges and gives authorization to the owner's authorized agent as designated and specified herein, to agree, accept, sign, modify the project, and comply with all conditions of approval associated with this building permit application. The property owner also acknowledges and agrees with the accuracy of all application materials, supplemental or amended application materials and compliance with all conditions of approval associated with this building permit application.**
- 10. It shall be the responsibility of the property owner/owner's authorized agent to notify the Department of any changes and update all information on the building permit application until the project has been issued a certificate of occupancy/final inspection; Responsibility of the property owner/owner's authorized agent is a continuing obligation running from date of application to certificate of occupancy or passage of final inspection; and**
- 11. This application does not constitute approval of the proposed development activity and it is acknowledged that additional permit applications and approvals may be necessary to conduct specific activities;**

**CHELAN COUNTY**  
**Mechanical Permit Fee Schedule**

**For Woodstoves, Pellet stoves, LPG Appliances, Natural Gas Appliances, Fireplace Inserts and LPG Tanks**

**Base Fee = \$20.00**

Number of Solid Fuel Burning Devices \_\_\_\_\_ x \$20.00 = \_\_\_\_\_

Number of LPG Burning Appliances \_\_\_\_\_ x \$20.00 = \_\_\_\_\_

Number of Natural Gas Appliances \_\_\_\_\_ x \$20.00 = \_\_\_\_\_

Number of Propane Tanks \_\_\_\_\_ x \$10.00 = \_\_\_\_\_

(\_\_\_\_\_ gallon tank)

[ ] above ground

[ ] below ground

Total Mechanical Permit Fees = \_\_\_\_\_

## Site Plan for Propane (LP) Tank

Please draw an aerial map of the home below with the following information:

- Size of the LP tank
  - On the exterior wall where the LP tank sits include location of windows, heat pump, air conditioner and vents in relation to the LP tank (distance in feet)
  - Distance from LP tank to house
  - Indicate street in relation to house
- 

Site Plan Drawing:

**CHELAN COUNTY DEPARTMENT OF  
BUILDING/FIRE SAFETY AND PLANNING  
BUILDING PERMIT VICINITY MAP**

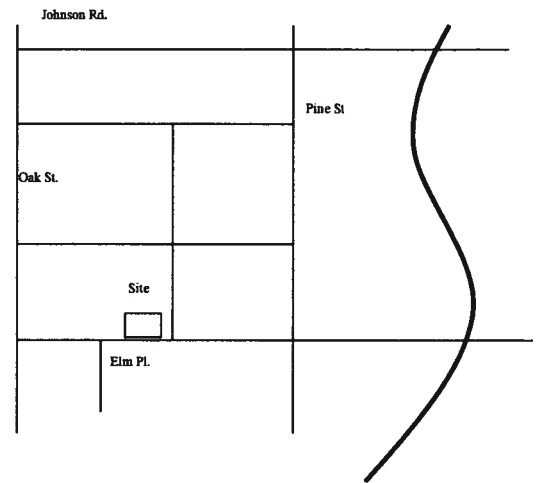
**EXAMPLE**

Please provide a vicinity map and written driving instructions below to help our inspectors find your project.

Vicinity map must show:

1. Location of property.
2. Directional arrow indicating North.
3. Any adjacent property addresses and landmarks near subject property.
4. Nearest intersecting roads. Be sure to include one major highway.

**\*\*If address is not posted at the road,  
inspection will not be done.**



Driving Directions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vicinity Map

## BUILDING INSPECTION REQUESTS

Chelan County is now providing inspection-scheduling services by answering or fax machine.

Inspection requests must be made by 3:00 PM to provide inspections the following business day.

Inspection requests made after 3:00 PM will be scheduled as follows:

1. Requests made after 3:00pm on a Thursday and prior to 3:00pm Friday will be inspected the following Monday.
2. Requests made after 3:00pm on a Friday and prior to 3:00pm the following Monday will be inspected on Tuesday.
3. Requests made after 3:00pm on a Monday and prior to 3:00pm the following Tuesday will be inspected on Wednesday.
4. Requests made after 3:00pm on a Tuesday and prior to 3:00pm the following Wednesday will be inspected on Thursday.
5. Requests made after 3:00pm on a Wednesday and prior to 3:00pm the following Thursday will be inspected on Friday.

**To make an inspection request by phone, please call (509) 667-6635 and provide the following information:**

- Owner/Applicant Name
- Job Site Address
- Building Permit Number
- Contact Person
- Contact Phone Number
- Type of Inspection Requested
- Date Inspection Needed (**Please do not call the office to request an exact time - times can not be guaranteed by inspectors – inspection schedules vary daily due to volume, weather, and geographic location of requests**).

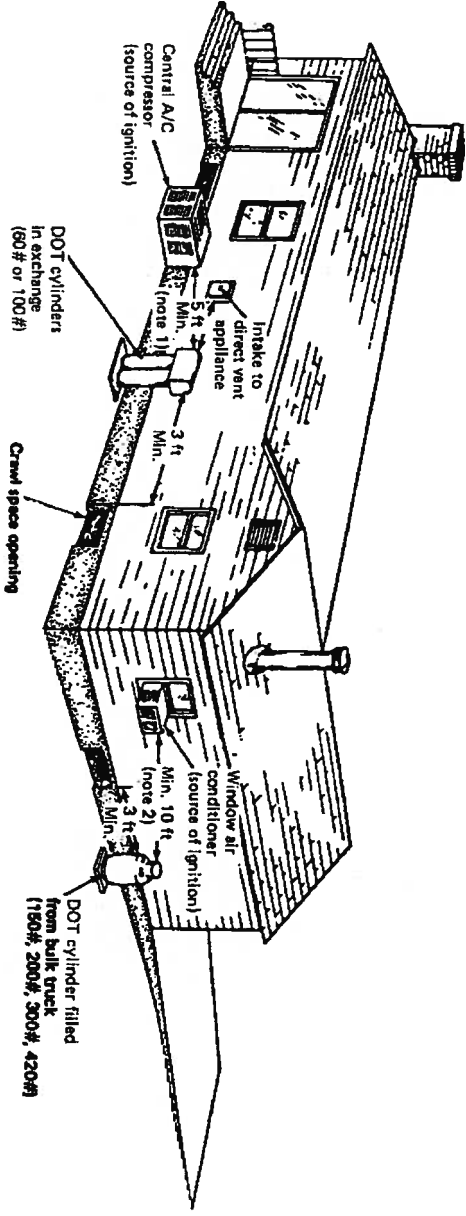
To make a request by fax, fill out the reverse side of this sheet and fax to (509) 667-6475.

If you have any questions or problems, please do not hesitate to contact us. We appreciate your cooperation in using this service and helping us serve you better.

Thank you.

Appendix I Container Spacing

*This Appendix is not a part of the requirements of this NFPA document, but is included for information purposes only.*

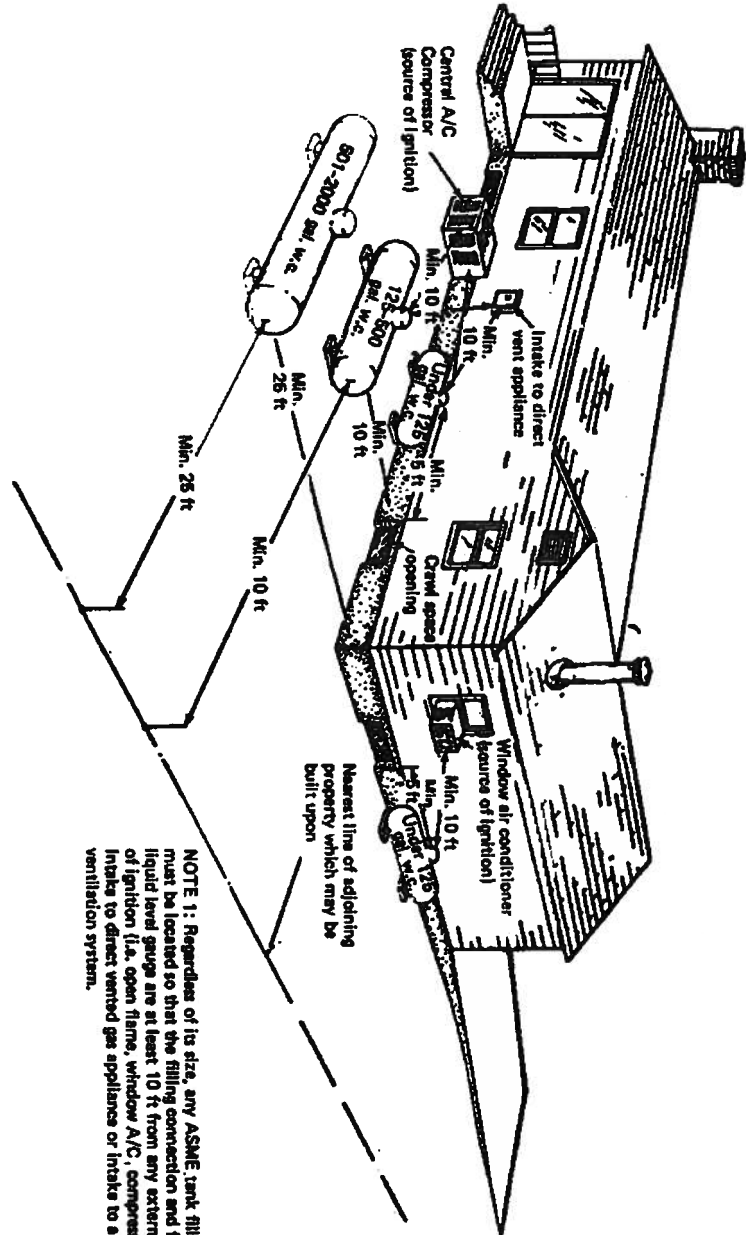


NOTE 1: 5 ft minimum between relief valve discharge and external source of ignition (air conditioner), direct vent, or mechanical ventilation system (letic fan).

NOTE 2: If the DOT cylinder is filled on-site from a bulk truck, the filling connection and vent valve must be at least 10 ft from any external source of ignition, direct vent, or mechanical ventilation system.

(For SI Units: 1 ft = 0.3048 m)

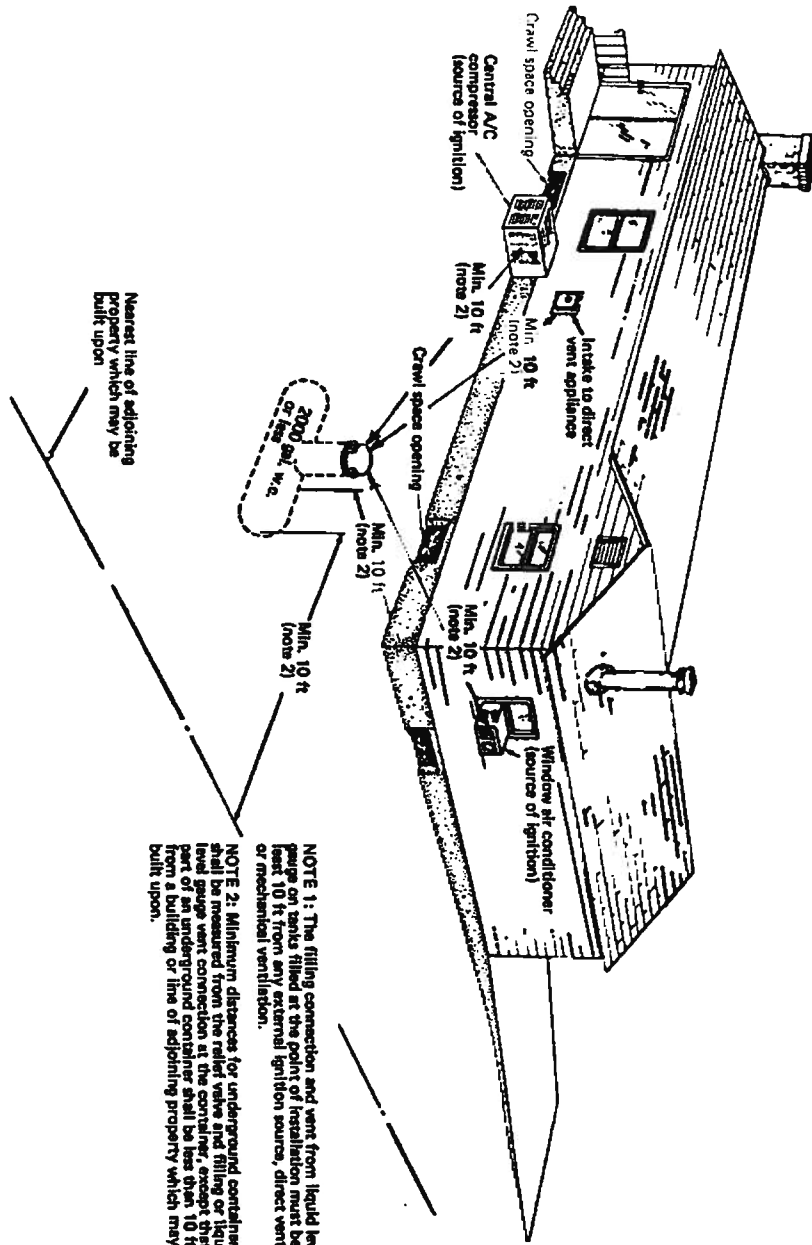
Figure I-1 DOT Cylinders.  
(This figure for illustrative purposes only; text shall govern.)



**NOTE 1:** Regardless of its size, any ASME tank filled on-site must be located so that the filling connection and fixed liquid level gauge are at least 10 ft from any external source of ignition (i.e., open flame, window A/C, compressor, etc). Intake to direct vented gas appliance or intake to a mechanical ventilation system.

(For SI Units: 1 ft = 0.3048 m)

Figure 1-2. Aboveground ASME Containers.  
 (This figure for illustrative purposes only; text shall govern.)



NOTE 1: The filling connection and vent from liquid level gauge on tanks filled at the point of installation must be at least 10 ft from any external ignition source, direct vent or mechanical ventilation.

NOTE 2: Minimum distances for underground containers shall be measured from the relief valve and filling or liquid level gauge vent connection at the container, except that no part of an underground container shall be less than 10 ft from a building or line of adjoining property which may be built upon.

(For SI Units: 1 ft = 0.3048 m)

Figure 1-3 Underground ASME Containers.  
(This figure for illustrative purposes only; text shall govern.)