



Plan Requirements: Mechanical/fuel gas permit applications

Overview

The Department of Licenses and Inspections (L&I) reviews plans submitted with permit applications for new installations and alterations of existing mechanical systems for heating, air conditioning, ventilation, exhaust, and appliances. Review the information below before submitting plans for review.

Plan sheet size and material

- Minimum Sheet Size: 18 in. x 24 in.
- Maximum Sheet Size: 36 in. x 48 in.
- Print plans on white, standard-weight, bond type paper.

Acceptable drawing scales

- Architectural Scale: ¼ in. = 1 ft.-0 in.
- Larger scales may be used. If a smaller scale is used, the plans examiner may reject your plans.

Minimum requirements

- Must be of professional quality and drawn to scale. Free-hand sketches will **not** be accepted.
- Printed plans must be in ink and in grayscale. Pencil drawings will **not** be accepted.
- Include a title block with sheet number and project address.
- Floor plan layout must be consistent with any associated building permit approval.
- Plans for HVAC systems must show:
 - Ductwork: new and existing, and all sizes and types.
 - Dampers: locations of all fire and smoke dampers.
 - Registers, diffusers, grilles, and exhaust fans, and quantity, location, and airflow rate in cubic feet per minute (CFM).
 - Appliances and equipment: locations and schedule with all specifications including weight of rooftop units.
 - Installation details: mounting, hangers, penetrations, duct connections, transitions, and access to controls.
- Plans for commercial kitchen exhaust systems must show:
 - Hoods: type, size, location, material, and listing information, if applicable.
 - Cooking equipment: types of appliances, size of each, and quantity of each.
 - Grease duct: material, size, location, termination at exterior, cleanout locations, slope, and supports.
 - Fire separation: clearances, fire resistance rated separations, and listed duct wrap, where used.
 - Makeup air duct: material, size, location, and supports.
 - Fans, exhaust and makeup air, air flow rates, positions relative to finished roof, building openings, adjacent buildings, property lines, public ways, alleys, and driveways.

Design professional signature and seal

The signature and seal of a PA-licensed design professional (registered architect or professional engineer) is required if the cost of work exceeds \$25,000 or if any structural work is proposed (regardless of cost).

Prerequisite approvals

Plans included with your mechanical permit application package may require approvals from other departments or agencies.

L&I Permit and License Center

1401 John F. Kennedy Blvd., Municipal Services Building, Public Service Concourse

Open 8 a.m. to 3:30 p.m., Monday through Friday. Offices close at noon on the last Wednesday of each month.