



# Mechanical Permit Application

For additional application submittal information, please see the pages after this form.

## PROPERTY INFORMATION (site of proposed activity)

Site Address	BIA Allotment Number	Parcel Number
	Nearest Intersection	

Related Building Permit Number (if applicable)

Current Use

☐ Vacant ☐ Residential ☐ Commercial ☐ Institutional/Gov. Facility ☐ Other:

## APPLICANT INFORMATION

Applicant Name(s)	Primary Telephone Number
Mailing Address	Secondary Telephone Number
	Email Address

Relationship to Property Owner

☐ Self ☐ Contractor ☐ Employee ☐ Other:

## PROPERTY OWNER INFORMATION (if different than applicant)

Property Owner Name(s)	Primary Telephone Number
Mailing Address	Secondary Telephone Number
	Email Address

## CONTRACTOR INFORMATION (if different than applicant)

Contractor Name(s)

Tulalip Business License No.	Expiration Date	Primary Telephone Number
Mailing Address	Secondary Telephone Number	
	Email Address	

### PROPOSED ACTIVITY

- |   |   |
|---|---|
| <input type="checkbox"/> Commerical Mechanical      | <input type="checkbox"/> Commercial Fire Sprinkler/Suppression Work |
| <input type="checkbox"/> Commercial Plumbing        | <input type="checkbox"/> Residential Mechanical                     |
| <input type="checkbox"/> Commerical Fire Alarm Work | <input type="checkbox"/> Residential Plumbing                       |

*To obtain electrical permits and inspections, contact the WA Department of Labor & Industries, Electrical Division at 425-290-1309.*

### GENERAL PROJECT DESCRIPTION

Equipment to be installed and /or plumbing detail:

### PROJECT DETAILS

Square Feet of New Installation (if applicable)

Market Value of Installation (if applicable)

What gas source is available on site?

☐ Natural ☐ Propane ☐ Diesel ☐ Other:

Does the activity involve or require the removal or placement of dirt, gravel, sand, etc.?

☐ No ☐ Yes If yes, approximate square feet:

### APPLICANT SIGNATURE

**I hereby certify that I have prepared this application and site plan and that, to the best of my knowledge, the information provided is complete, accurate, and a true representation of the proposed work, I further attest that I have the authority to submit this application and agree to comply with any and all conditions of mechanical permit approval. I agree to provide any additional information required and understand that if the scope of the project is modified, a new application may be required.**

Signature Date

Applicant's Signature



# Application Submittal Information

---

## SUBMITTAL INSTRUCTIONS

Please submit all permit applications and plans to **permits@tulaliptribes-nsn.gov**

**Note:** Paper submittals can be accepted on a case-by-case basis if there is a hardship.

## SUBMITTAL REQUIREMENTS

- 1. MECHANICAL PERMIT APPLICATION.** Please ensure the application is signed and dated.
- 2. PROPERTY OWNERSHIP DOCUMENTATION** such as a Title or Lease to the property.
- 3. RESIDENTIAL SITE PLAN.** See example on next page. Site plan required if external units are installed. The Site Plan includes property boundaries, all existing buildings and structures, dimensions, including that of external mechanical unit(s) if present, distance to property lines and setbacks, roads, right-of-ways, utilities, and waterbodies.
- 4. COMMERCIAL SITE PLAN.** Site plan required for all commercial work. Site plan includes floor layout and any commercial equipment and or plumbing to be installed.
- 5. GENERAL LOCATION MAP.** The map must show an area at least 500 feet in all directions from the project boundary.
- 6. PERMIT FEES**  
Commercial: based on market value of construction  
Residential: \$160.00  
  
For a list of up to date permit fees check the Planning Dept. website:  
**<https://www.tulaliptribes-nsn.gov/Base/File/TTT-Title-7-Permit-Fees-20230728>**

## INTAKE

After submittal your application will be reviewed for completeness. Within a couple days Planning Dept. staff will respond with a permit reference number, permit fees, and estimated review time. If the application is incomplete or additional submittal requirements are required, Planning staff may request one or more of the following depending on the nature of the project:

- Specifications for Mechanical Equipment
- Engineered Foundation Details
- Fire Sprinkler Layout Plan
- Fire Alarm Specifications

## REVIEW PROCESS

Your complete application may be reviewed by Tulalip Bay Fire Department OFP or a certified Building Inspector to ensure compliance with 2015 International Fire Code, 2015 International Mechanical Code, 2015 Uniform Plumbing Code, 2015 Washington State Energy Code, or more current/relevant codes. Additionally, multiple tribal departments may review your complete application for consistency with Tulalip Tribal Codes. All contractors and subcontractors doing business in Tulalip are required to have a current Tulalip Business License and may also be subject to TERO review. Please contact these Departments prior to construction to confirm what may be required for your project.

Tulalip Tax & Licensing Department: **360-716-4211**      Tribal Employment Rights Office: **360-716-4629**

# Residential Site Plan Example

