



Building Division
736 F Street
Arcata CA 95521
707-822-5956
permits@cityofarcata.org

COMMERCIAL MECHANICAL CHECKLIST

Use this checklist when submitting a permit application for commercial mechanical construction.

PLEASE NOTE:

Encroachment Permits are required if work will be performed in any public right-of-way. An application and City insurance requirements can be found at www.cityofarcata.org/268/Forms-Applications. The permit is processed through the Engineering Department.

Check with the Planning Division at 707-822-5955 if mechanical equipment will be installed on commercial, industrial, or multi-family buildings; or if the property is located in a Neighborhood Conservation Area, or is an historic property.

Hood and Duct System

3 copies of construction plans and elevations.

2 copies structural calculations for units exceeding 400 pounds (weight to include duct, shaft, and hood).

Detail on suppression system.

See also Hood and Duct Systems – Commercial Kitchens handout.

HVAC / Mechanical – Commercial Installation

3 copies of site plans.

2 copies of construction plans.

2 copies of commercial HVAC checklist and mechanical summary.

2 copies structural calculations for gravity and lateral design for units weighing over 400 pounds.

2 copies equipment schedules for heating and cooling equipment.

Extraction

4 copies site plans.

4 copies construction plans.

Identify vent pressure.

Identify blow rooms.

Walk-In Cooler – Inside

A mechanical permit is required for the compressor and condenser. A building permit is also required for all coolers.

Provide:

3 copies site plans.

3 copies construction plans.

2 copies of equipment data – identify type and quantity of refrigerant used.

Larger systems may require code analysis detailing compliance with CMC Chapter 11, CFC Sec. 606.

Walk-in Cooler – Outside

A mechanical permit is required for the compressor and condenser. A building permit is also required for all coolers.

Provide:

4 copies site plans.

4 copies floor plan.

2 copies of equipment data – identify type and quantity of refrigerant used.

Larger systems may require code analysis detailing compliance with CMC.

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Dust Collection – Inside

- 3 copies site plans.
- 3 copies construction plans.
- 2 copies construction equipment data.

Dust Collection – Outside

- 4 copies site plans.
- 4 copies construction plans.
- 2 copies equipment data.
- 1 signed copy of Engineering Easement Declaration or 3 additional site plans.

See also Dust Collection Systems – Hood and Duct System handout.

Boilers

- 3 copies site plans.
- 2 copies construction plans.
- 2 details on boiler stack and vents.
- 2 copies equipment data. Boiler must be in a 1 hour room if over 400,000 BTU.

Draft Curtain / Smoke Vents

- 3 copies of construction plans.

Industrial Ovens

- 3 copies construction plans including shafts, ducting, and ventilation.
- 2 copies equipment data.

See also Industrial Baking and Drying Ovens handout.

Medical Gas Rooms / Piping

- 4 copies construction plans.
- Identify special inspector for piping.

Spray Painting Booth – Inside

- 4 copies site plans.
- 4 copies construction plans.

Spray Painting Booth – Outside

- 4 copies site plans.
- 4 copies construction plans.
- One signed copy of Engineering Easement Declaration or 3 additional site plans.
- 2 copies structural calculations for canopy, and for booth tie downs.

See also Spray Booths Checklist.