

APPLICATION FOR MECHANICAL PERMIT

JOB ADDRESS _____

COMMERCIAL RESIDENTIAL

PROPERTY OWNER _____

Mailing Address _____

City/Zip _____

Phone Number _____

Email _____

TENANT/BUSINESS _____

Mailing Address _____

City/Zip _____

Phone Number _____

Email _____

CONTRACTOR _____

Mailing Address _____

City/Zip _____

Phone Number _____

State License Number _____

Email _____

ENGINEER _____

Mailing Address _____

City/Zip _____

Phone Number _____

Email _____

ARCHITECT _____

Mailing Address _____

City/Zip _____

Phone Number _____

Email _____

AGENT/OTHER _____

Address _____

City/Zip _____

Phone Number _____

Email _____

PERMIT FEE SCHEDULE		FEE	# OF EACH
Issuance Fee (automatically included)		62.76	1
Absorption System up to 600,000 BTU		62.73	
Absorption System over 600,000 BTU		91.22	
Air Handling Unit up to 1,200 CFM		113.53	
Air Handling Unit 1,201 – 6,000		176.28	
Air Handling Unit over 6,000 CFM		247.96	
Appliance Gas Vent		62.73	
Boiler/Compressor up to 3 ton		62.73	
Boiler/Compressor 3.1 ton – 15 ton		91.22	
Boiler/Compressor 15.1 ton - 30 ton		128.48	
Boiler/Compressor 30.1 ton - 50 ton		206.13	
Boiler/Compressor over 50 ton		301.89	
Commercial/Industrial Oven/ Incinerator (Enter Valuation)		1%	
Duct or Area Smoke Detectors		38.82	
Evaporative Cooler/Make up Air		47.81	
Fire/Smoke or Fire Dampers		38.82	
Fireplace		62.73	
Furnace up to 100,000 BTU		62.73	
Furnace over 100,000 BTU		91.22	
Gas System (Enter # of outlets)	Up to/including 5	53.78	
	Over 5 (each)	8.95	
Heater: Floor/Unit/Recessed Wall		62.73	
Mechanical Exhaust Hood/System (Enter Valuation)		1%	
Miscellaneous (Enter Valuation)		1%	
Registers (Supplies & Returns)		17.92	
Repair/Alteration to Existing System		62.73	
Single Duct Exhaust/Supply Fan/Vent		41.85	
Test Witness Fee (Hood/Shut Off)		256.96	
VAV Box		17.92	
VAV Box with Heating Coil or Fan		38.82	
VAV Box with Heating Coil and Fan		56.74	
Ventilation System up to 1,000 CFM		62.73	
Ventilation System 1,001-3,000 CFM		101.58	
Ventilation System over 3,000 CFM		128.48	

Technology Surcharge: 4% applies to all fees
 Plan Check Fee: City Plan Check: 75% of permit fee

Outsourced Structural Plan Check: 25% of permit fee for City Administrative processing and review *plus* Outside Consultant direct cost

PLEASE TURN FORM OVER TO CONTINUE ⇨

**ALL APPLICANTS MUST CAREFULLY REVIEW
AND CHECK ALL THAT APPLY**

THE FOLLOWING REQUIRE IN-HOUSE PLAN CHECK:

- Install new or replace commercial kitchen hood
- Cannabis related project

THE FOLLOWING MAY QUALIFY FOR IN-HOUSE PLAN CHECK:

- Installing new rooftop unit of 400 lbs. or greater. If no change to existing building structure is required, must provide stamped letter from structural engineer. Any changes to structure will require separate Building permit.
- Work area is 10,000 to 20,000 square feet
- Installing total aggregated, nominal tonnage A/C system, 9 - 15 ton, additional or new
- Construction of new multi-unit residential building with 3 or 4 units

THE FOLLOWING WILL REQUIRE PLAN CHECK BY A THIRD PARTY REVIEWER:

- Work area is over 20,000 square feet
- Installing total aggregated, nominal tonnage A/C system, 15 ton or larger, additional or new
- Installing smoke evacuation system
- Installing environmental exhaust system (garage ventilation) or product conveying exhaust
- Construction of new multi-unit residential building over 4 units

Note: If any of the items above are checked, plan check will be required.

The procedure for plan check is as follows:

- Submit two sets of mechanical plans along with a completed Mechanical Permit Application to Building Safety for review.
- When applicable, mechanical engineer to certify that project will conform to the Culver City Cannabis Ordinance including certification and performance of odor absorbing ventilation / exhaust system.
- Plan checks going to a third party reviewer may require an architectural set of plans for reference.
- Reviews will take approx. 10-15 business days.



Application for Mechanical/Utility Equipment

LOCATION OF EQUIPMENT: Ground-Mounted Roof-Mounted

Date: _____ Permit No.: _____

Project Address: _____

Applicant Name: _____

Description of Work: _____

• **SUBMITTAL CHECKLIST:**

- Site Plan – Indicate new or existing, mounting method (ground, wall or roof), method and location of screening, any property fences, and setback distances of equipment and screening from all property lines.
- Elevation – Required if new screening is required. See Screening Requirements below; *or*
- Line of Sight Drawing – Required if no screening is proposed for new or replacement roof-mounted equipment in order to demonstrate that existing features sufficiently provide screening as required.

Note: Building and Safety Division may have additional requirements for roof-mounted equipment and/or screening on the roof. Contact the Division for information.

• **ALLOWED PROJECTIONS (CCMC 17.300.025.E):**

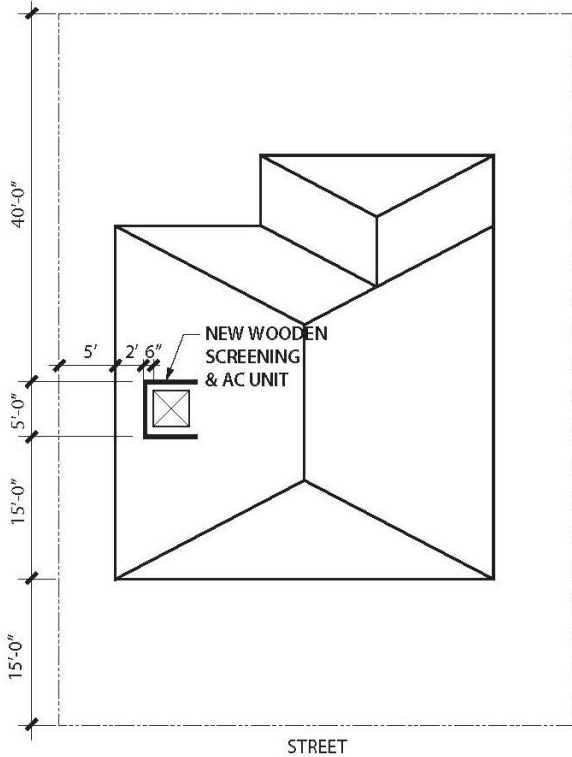
Projecting Features	Maximum Allowed Projection Into Required Setback Area		
	Front	Side	Rear
Equipment - Air conditioners, ground mounted water heaters, fixed barbecues, sinks, fixed counters, and similar equipment	24 inches	None	24 inches
Equipment - Electric, gas meters and wall mounted water heaters	24 inches	18 inches	24 inches

• **SCREENING REQUIREMENTS (CCMC 17.300.035.C):**

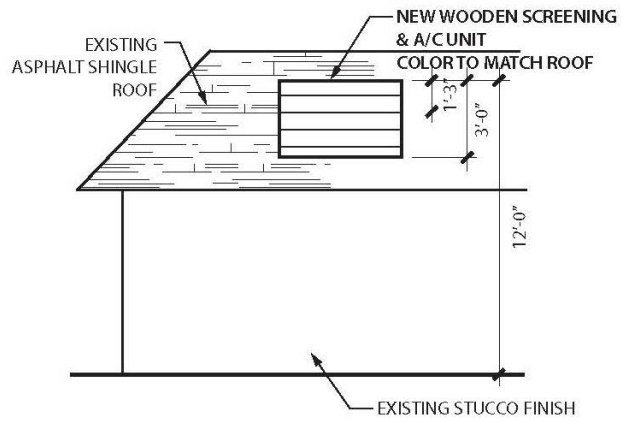
1. Mechanical equipment (e.g. air conditioning, heating, exhaust, and ventilation ducts, etc.), loading docks, refuse and recyclable materials storage areas, and utility services shall be screened from public view from adjoining public street and rights-of-way and surrounding area(s) zoned for residential or open space uses as determined by the Director.
2. The method of screening shall be architecturally compatible with other on-site development in terms of colors, materials, and architectural style as determined by the Director.
3. Plant materials shall be installed adjacent to the walls, at the discretion of the Director, in compliance with Chapter 17.310 (Landscaping).
4. All mechanical equipment screening shall be subject to review and approval by the Director and Fire Department.

- **DRAWING EXAMPLES** (all drawings shall be drawn to scale):

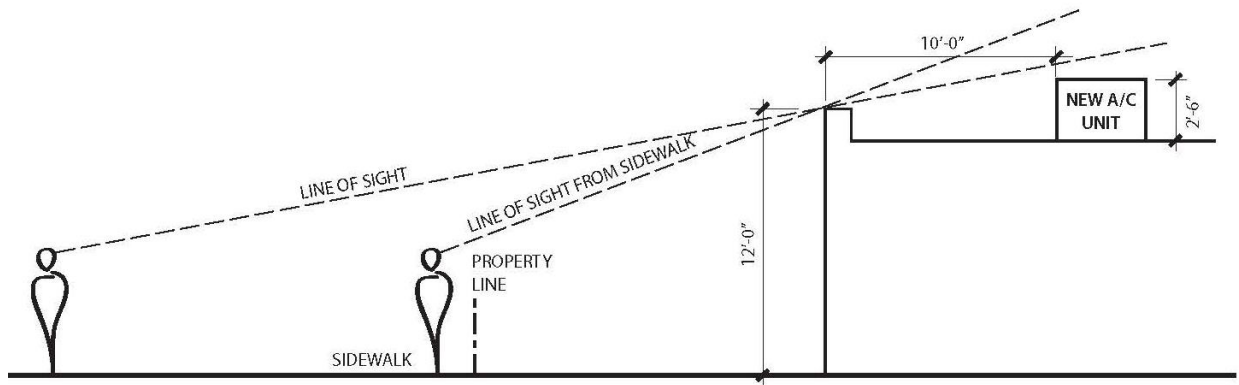
Note: Dimensions are for example purposes only. Refer to appropriate Section(s) for development standards.



SITE PLAN



ELEVATION



LINE OF SIGHT DRAWING
(Required for unscreened roof-mounted units)

SITE PLAN

Include the following: Property lines, building footprint(s), dimensioned setbacks, equipment dimensioned to the nearest property line, north arrow, scale, and street name(s).

