# 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**
- **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**

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<table>
<thead>
<tr>
<th>PERMIT FEE SCHEDULE</th>
<th>FEE</th>
<th># OF EACH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuance Fee (automatically included)</td>
<td>62.76</td>
<td>1</td>
</tr>
<tr>
<td>Absorption System up to 600,000 BTU</td>
<td>62.73</td>
<td></td>
</tr>
<tr>
<td>Absorption System over 600,000 BTU</td>
<td>91.22</td>
<td></td>
</tr>
<tr>
<td>Air Handling Unit up to 1,200 CFM</td>
<td>113.53</td>
<td></td>
</tr>
<tr>
<td>Air Handling Unit 1,201 – 6,000</td>
<td>176.28</td>
<td></td>
</tr>
<tr>
<td>Air Handling Unit over 6,000 CFM</td>
<td>247.96</td>
<td></td>
</tr>
<tr>
<td>Appliance Gas Vent</td>
<td>62.73</td>
<td></td>
</tr>
<tr>
<td>Boiler/Compressor up to 3 ton</td>
<td>62.73</td>
<td></td>
</tr>
<tr>
<td>Boiler/Compressor 3.1 ton – 15 ton</td>
<td>91.22</td>
<td></td>
</tr>
<tr>
<td>Boiler/Compressor 15.1 ton - 30 ton</td>
<td>128.48</td>
<td></td>
</tr>
<tr>
<td>Boiler/Compressor 30.1 ton - 50 ton</td>
<td>206.13</td>
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</tr>
<tr>
<td>Boiler/Compressor over 50 ton</td>
<td>301.89</td>
<td></td>
</tr>
<tr>
<td>Commercial/Industrial Oven/Incinerator (Enter Valuation)</td>
<td>1%</td>
<td></td>
</tr>
<tr>
<td>Duct or Area Smoke Detectors</td>
<td>38.82</td>
<td></td>
</tr>
<tr>
<td>Evaporative Cooler/Make up Air</td>
<td>48.81</td>
<td></td>
</tr>
<tr>
<td>Fire/Smoke or Fire Dampers</td>
<td>38.82</td>
<td></td>
</tr>
<tr>
<td>Fireplace</td>
<td>62.73</td>
<td></td>
</tr>
<tr>
<td>Furnace up to 100,000 BTU</td>
<td>62.73</td>
<td></td>
</tr>
<tr>
<td>Furnace over 100,000 BTU</td>
<td>91.22</td>
<td></td>
</tr>
<tr>
<td>Gas System (Enter # of outlets)</td>
<td>Up to/including 5 53.78</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Over 5 (each) 8.95</td>
<td></td>
</tr>
<tr>
<td>Heater: Floor/Unit/Recessed Wall</td>
<td>62.73</td>
<td></td>
</tr>
<tr>
<td>Mechanical Exhaust Hood/System (Enter Valuation)</td>
<td>1%</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous (Enter Valuation)</td>
<td>1%</td>
<td></td>
</tr>
<tr>
<td>Registers (Supplies &amp; Returns)</td>
<td>17.92</td>
<td></td>
</tr>
<tr>
<td>Repair/Alteration to Existing System</td>
<td>62.73</td>
<td></td>
</tr>
<tr>
<td>Single Duct Exhaust/Supply Fan/Vent</td>
<td>48.81</td>
<td></td>
</tr>
<tr>
<td>Test Witness Fee (Hood/Shut Off)</td>
<td>256.96</td>
<td></td>
</tr>
<tr>
<td>VAV Box</td>
<td>17.92</td>
<td></td>
</tr>
<tr>
<td>VAV Box with Heating Coil or Fan</td>
<td>38.82</td>
<td></td>
</tr>
<tr>
<td>VAV Box with Heating Coil and Fan</td>
<td>56.74</td>
<td></td>
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<tr>
<td>Ventilation System up to 1,000 CFM</td>
<td>62.73</td>
<td></td>
</tr>
<tr>
<td>Ventilation System 1,001-3,000 CFM</td>
<td>101.58</td>
<td></td>
</tr>
<tr>
<td>Ventilation System over 3,000 CFM</td>
<td>128.48</td>
<td></td>
</tr>
</tbody>
</table>

**Technology Surcharge:**

- **4% applies to all fees**
- **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

APPLICATION FOR MECHANICAL PERMIT – PAGE 2

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):

<table>
<thead>
<tr>
<th>Projecting Features</th>
<th>Maximum Allowed Projection Into Required Setback Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment - Air conditioners, ground mounted water heaters, fixed barbecues, sinks, fixed counters, and similar equipment</td>
<td>Front: 24 inches  Side: None  Rear: 24 inches</td>
</tr>
<tr>
<td>Equipment - Electric, gas meters and wall mounted water heaters</td>
<td>Front: 24 inches  Side: 18 inches  Rear: 24 inches</td>
</tr>
</tbody>
</table>

• 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.

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**SITE PLAN**

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**ELEVATION**

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**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).