



# Development Services Department

320 E Jefferson Blvd, Dallas TX 75203  
(214) 948-4480

## MECHANICAL PERMIT

### APPLICATION CHECKLIST AND REQUIRED DOCUMENTS (1 of 2) (FOR MECHANICAL INSPECTION USE)

By checking each requirement, you are stating that you have supplied correct and complete information. If the required information is not contained in the submitted documents, you will be notified of the deficiency. **Failure to supply the additional requested information may result in your application being delayed, denied, and eventually discarded.** A new application, complete plans, and a new checklist will be required for resubmittal for plan review. This resubmittal will be treated as new application and will be processed in the order of receipt.

### **BASED UPON THE SCOPE OF MECHANICAL WORK FOR THE PERMITTED PROJECT, MECHANICAL PLANS MUST INCLUDE THE FOLLOWING PLANS AND DETAILS ON THE ORIGINAL PLANS**

#### 1. Layout of all duct systems

- Type of system: Supply Air, Outside Air, Grease, All Exhaust (restroom, kitchen, dryer, combustion air, hazardous)
- Type of Material with duct sizes (including listing and labeling): Metallic, Non-Metallic, Rigid, Flexible, Plastic

#### 2. Air Balance Details (for all duct systems)

- CFM discharge rate for all registers, grills, and diffusers
- Exhaust system CFM discharge rate
- Make up air CFM rate (if applicable)
- Ventilation air CFM rate (for mechanical ventilation system)
- Outdoor air supply CFM rate

#### 3. HVAC Equipment Locations (existing and new): Air Handlers, Furnaces, VAV systems, Fan Coil Units, Heat Pumps, Condensers, and any other mechanical equipment)

#### 4. Commercial Kitchen Hood Systems (existing and new)

- Type I and II
- Size and Location of Hood
- Grease Duct layout, Size, Type of Material, Location of Cleanouts (if applicable)
- Scaled Drawing of each Hood (existing and new) Must:
  - Identify and label all cooking appliances including the fuel source(s) (gas, electric)
  - The hood CFM exhaust rate/ hood exhaust fan manufacturer's specifications
  - Make up air details including the type, location, and CFM supply rate of unit

(1 of 2)



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## MECHANICAL PERMIT CHECKLIST (2 OF 2)

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### 5. Condensate Drains details for all Appliances

- Layout from HVAC unit to point of termination
- Size and material
- Type and size of condensate drain waste receptor
- Approved condensate drain receptors: floor sink and drain, hub train, trench drain, mop sink standpipe, utility sink, lavatory wye branch tail piece, bathtub overflow pipe

### 6. Walk-In Cooler/Freezer details

- Location
- Manufacturer's specifications
- Quantity of refrigerant
- Condensate drain layout, size, termination point, type of condensate drain waste receptor

### 7. Roof access details (when equipment is installed)

- Label type and location of accesses with sizes (door, panel, ladder, stair, etc.)

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