



CITY OF KIRKLAND

# EXPRESS PERMITS

123 FIFTH AVENUE, KIRKLAND, WASHINGTON 98033

## ROOFTOP APPURTENANCES

### APPLICATIONS NOT ACCEPTABLE FOR THIS EXPRESS PERMIT:

- ✓ If rooftop appurtenance is not proposed to be screened
- ✓ If rooftop appurtenance is over 4' above the applicable height limitation
- ✓ If area of all appurtenances and screening exceeds 10% of total area of building footprint

### THE FOLLOWING ITEMS MUST BE PROVIDED IN ORDER TO PROPERLY PROCESS YOUR PERMITS:

- 1. Complete building permit application and this checklist.
- 2. Copy of contractor's registration card and UBI number are required prior to permit issuance.
- 3. Total project cost. Value of the Work (fair market value of labor & materials).
- 4. Provide Four (4) full size copies of the site plan, drawn to scale, indicating:
  - a. The location of the building on the property relative to property lines.
  - b. The location of all mechanical units on the building.
  - c. Location of all rights-of-way and access easements.
  - d. Uses on all adjacent properties.
- 5. Indicate mechanical unit location(s) on the roof plan.
- 6. Rooftop mechanical equipment shall be surrounded by a solid screening enclosure equal in height to the appurtenance being screened. Include the following information on the screening plan:
  - a. Screen dimensions and location.
  - b. Screen materials and construction.
  - c. The color of the screen and the color of the building.
  - d. Detail how the screen is to resist wind loads - include engineering (commonly the same engineer used to determine support for the mechanical units is also retained to address the screening).
  - e. Clarify that existing structure can adequately accommodate new vertical and lateral loads imposed by the screening (include engineering supporting calculations and structural details if modifications are needed).
  - f. Specify minimum access and working clearance for equipment.
  - g. Specify any required clearances from appurtenances (combustion vents, etc.) to combustible screening.
  - h. Total area of rooftop appurtenances including screening area.
  - i. Total area of rooftop.
  - j. Height of unit above roof including curbing.
- 7. Manufacture's brochure or manual with unit specifications:
  - a. Dimensions of the rooftop appurtenance.
- 8. Submit documentation showing compliance with W.S.E.C. and V.I.A.Q.
- 9. Equipment requires 110 volt outlets within 25 feet of unit and disconnects outside the equipment.
- 10. If over 2000 cfm, equipment must shut down with activation of fire alarm system (duct detectors or fire alarm system).

For further information, please contact the City of Kirkland Building Department at 425-587-3600 or the Planning Department at 425-587-3225

**NOTE: Permit Applications requiring plan review are accepted Monday-Tuesday-Thursday-Friday 8-4:00, Wednesday 10:30-4:00**