

FREQUENTLY ASKED QUESTIONS - MECHANICAL PERMIT

WHAT KIND OF WORK REQUIRES A MECHANICAL PERMIT?

1. All new structures that require heating, ventilation, air and cooling.
2. Remodeling of dwellings and businesses
3. Room additions
4. Repair of existing systems
5. New systems

WHAT KIND OF WORK DOES NOT REQUIRE A MECHANICAL PERMIT?

Replace thermostat, registers, filters, cleaning ducts and similar.

HOW DO I AS A CONTRACTOR APPLY FOR A MECHANICAL PERMIT?

You must be a licensed contractor in the City of Leavenworth. You must provide:

1. A valid Mechanical Contractor's License
2. A valid certificate of insurance

You must fill out a mechanical permit application.

Please note: a mechanical permit is separate from the building permit and shall be filed whenever mechanical work is to be performed. This means that a separate mechanical permit is required in addition to any other permits being filed.

HOW MUCH DOES IT COST TO GET A MECHANICAL LICENSE IN THE CITY OF LEAVENWORTH?

Contractor License - \$200
Apprentice Electrical - \$15

Each license expires each year on December 31st.

HOW LONG DOES IT TAKE TO GET A MECHANICAL PERMIT?

Mechanical permits are normally issued the same day, as long as all required paperwork is presented. It is important that you call or make an appointment with the Mechanical Inspector; our inspectors are out in the field a majority of the time.

WHERE DO I APPLY FOR A MECHANICAL PERMIT?

The Leavenworth City Hall located at 100 N. 5th St. on the second floor in the Inspection Department. 8 a.m. – 5 p.m., M-F.