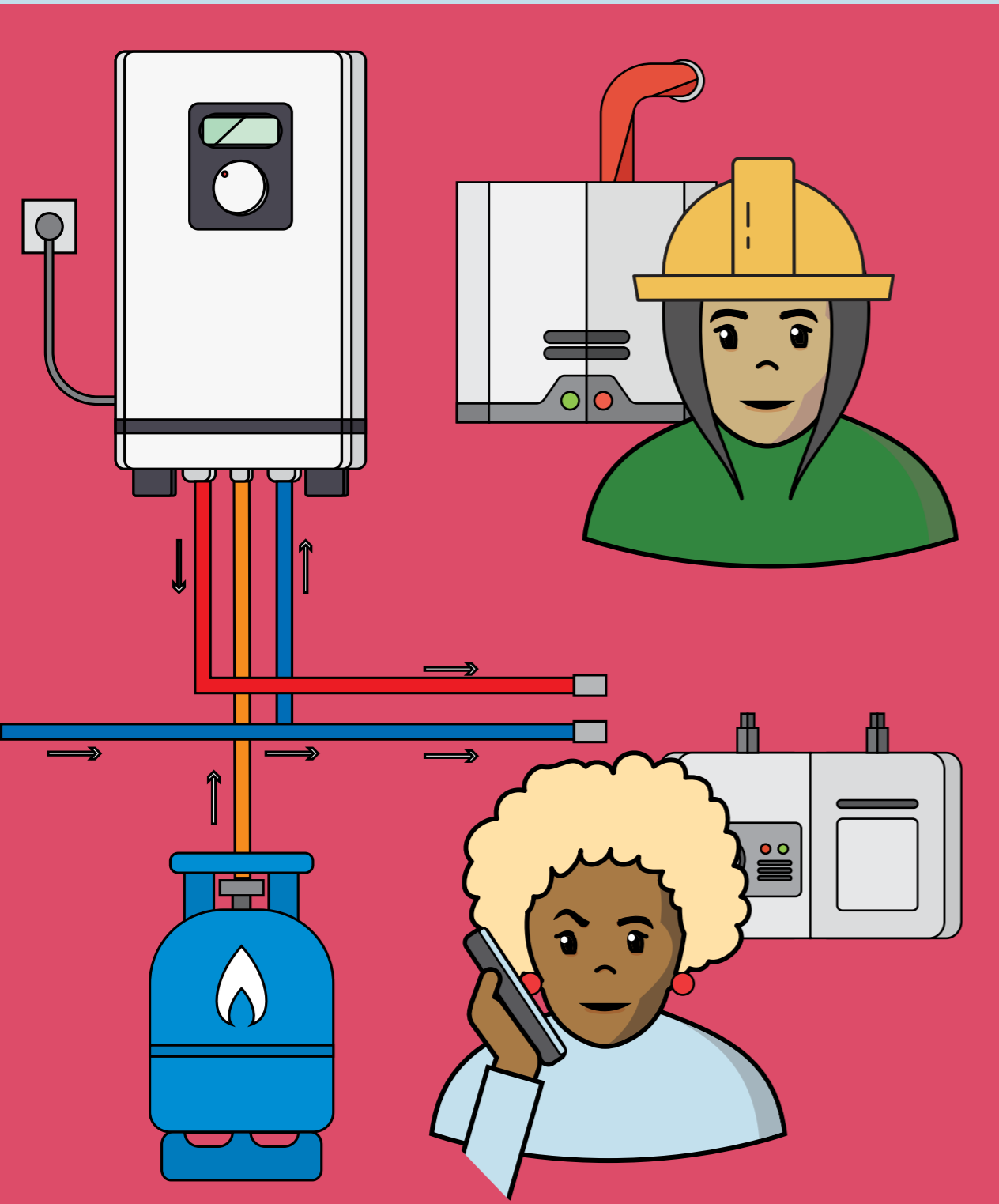


How to Obtain a Boiler or Pressure Vessel Permit

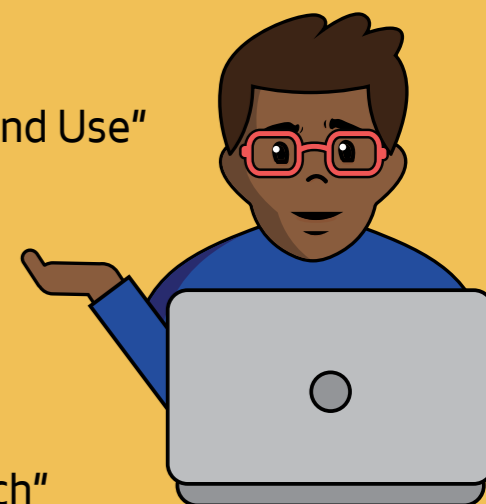


Create an Account. Go to the Seattle Services Portal and click the Register for an Account link in the upper right of the screen. Follow the prompts to create an account.

Start your application.

You will need a separate permit for each boiler and/or pressure vessel. Complete the Boiler-Pressure Vessel Permit application online using the Seattle Services Portal.

- 1) Click "Permits - Trade, Construction & Land Use"
- 2) Click "Trade Permits"
- 3) Select "Boiler-Pressure Vessel Permit"
- 4) Click "Continue Application"
- 5) Enter Work Site Address and click "Search"
- 6) Select correct address from list and click "Select"
- 7) Click "Continue Application"
- 8) Enter Contact Information for Applicant, Contractor, and Owner (*Applicant and Contractor required*)
- 9) Click "Continue Application"



Enter Application Details

- 1) Enter an Application Name if desired
- 2) Fill in required fields in Detail Information and Permit Application Common sections
- 3) In Boiler Application Information section, select Type of Work (New, Repair, or Burner Replacement - ignore "Full Replacement") and Object Type (Boiler or Pressure Vessel)
- 4) If you are installing a Boiler, then select Boiler Source of Heat (Combustion or Electricity) and fill in the corresponding field (Heating Surface or KW/Hr) under Boiler Unit Information. Also, select Yes or No for Automatic Certification and Monitoring System, depending on your needs. Note - Heating Surface is the area of heating surface of the boiler, not the square footage of the building in which it is being installed.
- 5) If you are applying for Automatic Certification, enter a row for each fuel type in the Burner Info section
- 6) If you are installing a Pressure Vessel, then enter the size of the vessel in square feet (obtained by multiplying the 2 greatest dimensions, or diameter X length for cylindrical vessels) in the Pressure Vessel Info section
- 7) Click "Continue Application"
- 8) No attachments are required for a Boiler or Pressure Vessel Permit - click "Continue Application"
- 9) Review Application for accuracy and click "Continue Application" when all information is correct



Pay fees. You need to pay your permit fees at intake. If you perform a high volume of installations, you may want to set up an advance deposit (trust) account with us. Trust accounts require that you maintain a minimum balance in the account. Fees for your permit applications are automatically drawn from the account as you submit them. For more information on setting up an escrow account, call the OTC Permit Desk at (206) 684-8464.

Pay final fees. We will notify you if you need to pay any final fees before we issue your permit.

Print your permit. We will notify you when we have issued your permit and the documents are available in your Seattle Services Portal. Print the permit.

Display your permit. Place your permit in a visible location on the project site.

Schedule Inspections. Upon completion of your work, call 206-684-8414 to request an inspection.

How do I contact SDCI for boiler issues?

You can find much of the information you need on:

The Seattle Services Portal Help Center
<https://seattlegov.zendesk.com/hc/en-us/>

The SDCI website
www.seattle.gov/sdci



If you still need help, you can contact:

Our permit specialists
OTCPermits@seattle.gov

Inspection services staff
(206) 684-8418

