Fill out completely

For Postal Delivery

Department of Labor and Industries
Factory Assembled Structures
PO Box 44430
Olympia WA 98504-4430

For Non-Postal Delivery (e.g., FedX, UPS)

Department of Labor and Industries
7273 Linderson Way SW MS 44430
Tumwater WA 98501

Company/Owner	
Address	
City/State/ZIP	
Phone No.	FAX No.

PLAN APPROVAL REQUEST
CONVERSION VENDOR UNITS

FOR DEPT USE ONLY	Fee Ledger Sheet No.	Application ID	
	Ap No.	Date approved	Expiration date

Contact person's printed name:	Date	Fee enclosed **$**
Signature	Phone No ( )	FAX No ( )

See WAC 296-150V-3000 for fees required.

New plan design $_____ Addendum $_____ Resubmittal $_____ Filing Fee $_____

Size of structure:
Width: Length: Area (Sq Ft):

Type heat: (If none, mark N/A)
☐ N/A ☐ Fan powered room heater ☐ Other:_____

Type of fuel:
☐ Electric ☐ Propane ☐ Other_____

(If none, mark N/A) Insulation values: Floor Walls Roof N/A ☐

Electrical service: Amps _____

WSEC compliance chapter: (Zone 1) (Only required if heating and/or cooling is installed)
Please contact Dept for forms

☐ N/A ☐ Component Performance ☐ Systems Analysis ☐ Prescriptive

Energy calculations: ☐ Attached

Air conditioning ☐ Yes ☐ No

	Attached	N/A	
Concentrated load calculations or test proposals	☐	☐	_____
HVAC drawing	☐	☐	_____
Panel box schedule/Electric load calc's	☐	☐	_____
Floor plan drawing	☐	☐	_____
Gas Piping drawing	☐	☐	_____
Plumbing systems:			
Water supply drawing	☐	☐	_____
Drain and vent drawing	☐	☐	_____

Operating pressure _____ No of fixtures_____ to_____ Total developed length _____

PROCEDURE

See attached list of applicable conversion vendor unit codes.

In order to process plans expeditiously, this completed form and the following requirements must be adhered to. Submittal of a new plan design must include the following, or it **will be returned** without a review being performed:

1. A minimum of two complete sets of plans and specifications.
2. A cover sheet describing the plan, including the plan designation, sheet numbers and titles.
3. The "cover" sheet shall have a 3" x 4" space in the lower right-hand corner for the department to insert the plan number and approval date.
4. Drawings shall include details pertaining to the consentrated loads (if applicable), electrical, plumbing and heating systems. If none, mark N/A on front of application.
5. Electrical drawings must include a panel schedule showing circuit details, breaker and wire sizes with circuit numbers on floor plans and load calculations. Show location of panel box and required clearance dimensions.
6. An isometric drawing of plumbing water lines, waste drain and vent lines indicating size of piping, fittings and type of materials.
7. An isometric drawing of gas lines indicating size of piping. Provide developed length & BTUH demand requirements for appliances.
8. Type of heat and size of furnace or heater. A/C output, if applicable. (Mark N/A in appropriate blocks if no systems.)
9. Size of heat ducts and material used.
10. Specifications, engineering data and test results, as necessary. For consentrated loads only
11. The plan must indicate where the insignia will be affixed.

An approved design plan shall be issued a plan number. Inspections and insignia are required for each structure.

However, if design changes from that approved plan occur during the approval period, details of that change shall be submitted to the Department along with a fee specified in WAC 296-150V-3000.

A copy of the approved design plans shall be made available to the inspector before any inspections can be made on the structures.