

# MECHANICAL AGREEMENT LETTER INSTRUCTIONS

## Overview

These instructions walk through each step needed to complete, record, and submit a mechanical agreement letter to the County and City.

## Helpful Links

[King County Recorders Record A Document Page](#)

## Questions?

[Contact the Permit Center](#)

City of Sammamish  
801 228th Ave SE  
Sammamish, WA 98075  
[www.sammamish.us](http://www.sammamish.us)

## ABOUT THE MECHANICAL AGREEMENT LETTER

Attached to these instructions is your mechanical agreement letter. Please read the below instructions carefully and complete each step.

If you are receiving a printed copy of these instructions, please visit [www.sammamish.us/permitcenter](http://www.sammamish.us/permitcenter) and go to the Forms and Applications page to find this form online and access the document links.

## INSTRUCTIONS

### STEP 1 - COMPLETE THE MECHANICAL AGREEMENT LETTER

1. Have the letter signed by the Grantor (neighbor)
2. Have the letter signed by the Grantee (owner installing the mechanical unit in the setback)

**TIP - DO NOT WRITE IN THE MARGINS OF THE LETTER, OR YOU WON'T BE ABLE TO RECORD IT.**

### STEP 2 - RECORD THE MECHANICAL AGREEMENT LETTER & SITE PLAN

1. Review the [formatting standards and formatting tips](#) required in order to record documents.
2. Prepare a site plan showing the location of the unit.
3. Record the Mechanical Agreement Letter on BOTH parcels through one of the ways listed on the [King County Recorders Record A Document Page](#).

### STEP 3 - UPLOAD THE RECORDED AGREEMENT TO YOUR PERMIT

1. Log in to [www.mybuildingpermit.com](http://www.mybuildingpermit.com) and upload the recorded agreement to your permit or provide it to the inspector.
2. **Please do not bring or mail the form to City Hall.**

Date: \_\_\_\_\_

Title: APPROVAL FOR INSTALLATION OF RESIDENTIAL MECHANICAL UNIT

Grantor Name: \_\_\_\_\_

Grantor Address: \_\_\_\_\_

\_\_\_\_\_

Tax Parcel ID # &  
Legal Description:

Grantee Name: \_\_\_\_\_

Grantee Address: \_\_\_\_\_

\_\_\_\_\_

Tax Parcel ID # &  
Legal Description:

Dear Sir or Madam,

The City of Sammamish guidelines states the following:

Air conditioning, heat pump, and generator units may not be installed within the interior setback without recorded agreement from adjacent property owner prior to permit issuance.

To address this requirement, we, the undersigned adjacent property owners, hereby agree that the grantee may install an air conditioning unit within the interior setback of the property referenced above. We have no reservations or opposition as to this installation.

Sincerely,

\_\_\_\_\_  
Grantor(s)

\_\_\_\_\_  
Grantee(s)