

**PORT OF SEATTLE – SEA-TAC INTERNATIONAL AIRPORT**  
**APPLICATION FOR CONNECTION TO**  
**MECHANICAL: CHILLED AND HEATING WATER SYSTEMS,**  
**STEAM AND CONDESATE SYSTEM OR AIR HANDLING UNITS**

**PURPOSE:**

The purpose of the **‘APPLICATION FOR CONNECTION’** document is to formalize the procedure for making connections to the existing mechanical system, assess the impacts of additional services/loads on the system, identify the point of connection, reserve the point of connection for the approved service/loads, establish and maintain configuration control of the system and plan for the long-term system development to meet the needs of Sea-Tac International Airport. By providing the information requested for each system included on the **‘APPLICATION FOR CONNECTION’** form, Facilities & Infrastructure (F&I) can work with the project teams to achieve the most effective point of connection for the proposed service/load while maintaining system integrity. No connections to the mechanical systems will be allowed without an approved application for connection form.

**WHO’S TO FILE:**

The Port of Seattle Manager responsible for the project and proposed connection is responsible for obtaining the required information and the timely filing of the **‘APPLICATION FOR CONNECTION’** forms with Facilities and Infrastructure at Sea-Tac International Airport.

**WHEN TO FILE:**

The initial **‘APPLICATION FOR CONNECTION’** form should be filed during project scoping and budgeting, but no later than at the 15% design package stage. Updated **‘APPLICATION FOR CONNECTION’** forms should be resubmitted at the 30%, 60%, 90%, and 100% submittals along with the technical documents of the project for review. Mechanical Systems Design Review presentations can be scheduled by going to Design Review Meeting website:

<https://portseattle.sharepoint.com/sites/avficommittee/SitePages/Home.aspx>

**WHAT TO FILE:**

The **‘APPLICATION FOR CONNECTION’** must be filled out in detail. Please provide complete details for project accounting purposes as well as a detailed description of the project scope and the proposed connections to the existing systems. Documents to be provided with the **‘APPLICATION FOR CONNECTION’** should include, but are not limited to the following:

Mechanical HVAC Load Calculations	Mechanical Piping System Pressure Drop Calculations
HVAC System Pre-Balance Report	General Arrangement Drawing
Elevation Drawings	Detail Drawings of Connection Points
Catalogue Cuts of Proposed Equipment	System Line Diagram
DDC Control Sequences and Diagrams	Smoke Control Sequences and System Diagrams

It is understood and recognized that all the information identified will not be available at the early stages of the project, but by the later stages of the project the requested information is required.

**WHERE TO FILE:**

The **‘APPLICATION FOR CONNECTION’** documents are to be filed with the Facilities & Infrastructure (F&I) office at Sea-Tac International Airport.

Applications and general questions about the application process can be emailed to

AVCommittees@portseattle.org.