

**PORT OF SEATTLE  
SEA-TAC INTERNATIONAL AIRPORT  
APPLICATION FOR CONNECTION TO  
MECHANICAL: CHILLED AND HEATING WATER SYSTEMS,  
STEAM AND CONDENSATE 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 Project 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 Utilities Systems Team (MUST) presentations can be scheduled by going to Committee Meetings website:  
<http://collab.portseattle.org/sites/avfcommittee/StaticPages/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 of 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](mailto:AVCommittees@portseattle.org).

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Date		CIP #		Mandatory Project ID#	
Project Title:				% Design Complete:	
Project Description:					
Airport Tenant Company :					
Contact Person:		Phone:		Fax:	
Address:					
<div style="display: flex; justify-content: space-between;"> <span>Street Address</span> <span>City</span> <span>State</span> <span>Zip Code</span> </div>					
Billing Address (if different than above):					
<div style="display: flex; justify-content: space-between;"> <span>Street Address</span> <span>City</span> <span>State</span> <span>Zip Code</span> </div>					
Port Line of Business Representative:	Sample				
Location of Service:					
POS Project Manager:				Phone:	
Design Firm:					
Design Project Manager:				Phone:	
Lead Design Engineer:				Phone:	
<b>Project Presented to Mechanical Utilities Systems Team (MUST) on:</b> If you have not presented to MUST and would like to schedule a time on the agenda, please go to <a href="http://collab.portseattle.org/sites/avficommittee/SitePages/Home.aspx">http://collab.portseattle.org/sites/avficommittee/SitePages/Home.aspx</a> .					

CHILLED WATER SYSTEM CONNECTION: (42F EWT – SUMMER; 52F EWT – WINTER)						
Service Connection (identify proposed connection location(s) with pipe sizes) (attach drawing)						
Item	Description (air handling unit, fan coil, ac unit, etc.)	Location (main terminal, concourse, etc.)	Level (STS, Ramp, etc.)	Cooling Load (MBH)	Flow Rate (GPM)	Comments
TOTALS						

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AIR HANDLING UNIT CONNECTION							
Service Connection ( <i>identify proposed connection location(s) with duct sizes</i> ) ( <i>attach drawing</i> )							
Item	Description (air handling unit, supply fan, exhaust fan, etc.)	Existing Airflow (CFM)	Proposed Airflow (CFM)	Motor Full Load Amps (AMPS)	Existing Motor Load (AMPS)	Proposed Motor Load (AMPS)	Comments
<b>TOTALS</b>							

STEAM AND CONDENSATE SYSTEM CONNECTION						
Service Connection ( <i>identify proposed connection location(s) with pipe sizes</i> ) ( <i>attach drawing</i> )						
Item	Description (air handling unit, heat exchanger, etc.)	Location (main terminal, concourse, etc.)	Level (STS, Ramp, etc.)	Heating Load (MBH)	Flow Rate (LB/HR)	Comments
<b>TOTALS</b>						

HEATING WATER SYSTEM CONNECTION: (180F DESIGN WT; 160F COIL EWT)						
Service Connection ( <i>identify proposed connection location(s) with pipe sizes</i> ) ( <i>attach drawing</i> )						
Item	Description (air handling unit, fan coil, vav unit, etc.)	Location (main terminal, concourse, etc.)	Level (STS, Ramp, etc.)	Heating Load (MBH)	Flow Rate (GPM)	Comments
<b>TOTALS</b>						

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SMOKE CONTROL SYSTEM CONNECTION						
Service Connection ( <i>identify proposed connection/system with sequences and diagrams</i> )						
Item	Description (air handling unit, fan coil, vav unit, dampers, etc.)	Location (main terminal, concourse, etc.)	Level (STS, Ramp, etc.)	Control Modes		
				Normal	Smoke/Purge	Smoke Exhaust Check
<b>TOTALS</b>						

**NOTES:** Utility Shutdown Request Form must be completed before connection during construction phase (7 days' notice required).

A final copy of "As-Built" system drawings must be provided to F&I at the conclusion of the project.

<b>Prepared by:</b> _____	<b>Date:</b> _____
<i>A revised application is required as the project progresses from pre-design to 100% design. No connections to the mechanical systems will be allowed without Facilities &amp; Infrastructure approval of this document.</i>	

<b>Application is:</b>	<input type="checkbox"/> <b>Approved</b>	<input type="checkbox"/> <b>Approved as noted</b> ( <i>see below</i> )
	<input type="checkbox"/> <b>Revise and Resubmit</b>	<input type="checkbox"/> <b>Rejected</b>
<b>Notes:</b>		
_____	_____	
<b>Aviation/Facilities &amp; Infrastructure</b>	<b>Date</b>	

**If Tenant project, Utility Business Manager must review.**

_____	_____
<b>Utility Business Manager</b>	<b>Date</b>