

# POLK COUNTY BUILDING DEPARTMENT



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Phone: (503) 623-9237

## MECHANICAL PERMIT APPLICATION

Office use only:

PERMIT #: \_\_\_\_\_

DATE: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_

ISSUED BY: \_\_\_\_\_

Incomplete applications will not be processed.

This permit is issued under the applicable Oregon Specialty Code. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.

### 1. TYPE OF CONSTRUCTION

☐ Residential ☐ Commercial

### 2. ASSOCIATED PERMIT NUMBERS (List below)

### 3. LOCATION OF INSTALLATION

Job Address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_

Directions \_\_\_\_\_

### 4. New/New Location of Carbon Monoxide Source?

☐ Yes ☐ No (See reverse for a list of "sources")

**Job Description** (include make, model and location of appliance):  
(All appliances require manufacturers instructions at time of inspection)

### 5a. CONTRACTOR INSTALLATION Permit Holder: ☐ Yes ☐ No

Mechanical Contractor \_\_\_\_\_

Address \_\_\_\_\_

Property Owner \_\_\_\_\_

CCB Lic. No. \_\_\_\_\_

Active License: ☐ Yes ☐ No

Signature \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### 5b. OWNER INSTALLATION Permit Holder: ☐ Yes ☐ No

Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

*This installation is being made by me on property owned by me and is exempt from licensing requirements under ORS 701.010.*

Signature \_\_\_\_\_

### 6. PERMIT HOLDER TERMS & CONDITIONS review on reverse.

### 7. PERMIT TERMS & CONDITIONS review on reverse.

### 8. PLAN REVIEW (if required) on reverse.

### 9. COMPLETE FEE SCHEDULE BELOW:

Section 1: Residential Installation/ addition/repair or relocation of the following:	# of Items	Fee (each)	Total
<b>Furnace/Burner with Ducts/Vents</b>			
Up to 100,000 BTU	_____	\$31.38	\$ _____
Over 100,000 BTU	_____	\$31.38	\$ _____
<b>Heaters/Stoves/Exhaust/Vents</b>			
Furnace/burner including duct work/vent/liner	_____	\$31.38	\$ _____
Suspended heater, recessed wall heater, or floor mounted heater	_____	\$31.38	\$ _____
Wood/pellet stove (including vent)	_____	\$31.38	\$ _____
Decorative gas fireplace (including vent)	_____	\$31.38	\$ _____
Gas or wood fireplace/insert (including vent)	_____	\$31.38	\$ _____
Chimney/liner/flu/vent	_____		
Flue vent for water heater or gas fireplace	_____	\$31.38	\$ _____
Alteration of existing HVAC system	_____	\$31.38	\$ _____
Air conditioner	_____	\$31.38	\$ _____
Evaporative cooler (other than portable)	_____	\$43.90	\$ _____
Ventilation fan connected to single duct	_____	\$12.30	\$ _____
Range hood/other kitchen equipment	_____	\$14.68	\$ _____
Clothes dryer exhaust	_____	\$18.84	\$ _____
Attic/crawl space fans	_____	\$31.48	\$ _____
Duct work only	_____	\$31.48	\$ _____
Hydronic hot water system	_____	\$31.48	\$ _____
Other heating/cooling	_____	\$31.48	\$ _____
<b>Gas Piping</b>			
1 to 4 outlets, Enter # of outlets _____	_____	\$8.40	\$ _____
Additional outlets (each)	_____	\$2.10	\$ _____
<b>Air-Handling Units with Ducts</b>			
Air handling unit	_____	\$31.48	\$ _____
<b>Compressor/Absorption/Heat Pump</b>			
Heat pump	_____	\$31.48	\$ _____
<b>Incinerators</b>			
Domestic type incinerator	_____	\$31.48	\$ _____
<b>Other Fuel Appliances</b>			
Water heater	_____	\$31.48	\$ _____
Pool or spa heater, kiln	_____	\$31.48	\$ _____
Other fuel appliance	_____	\$31.48	\$ _____
<b>Miscellaneous</b>			
Regulated equipment (unclassified) (each)	_____	\$31.48	\$ _____
Each additional inspection/reinspection	_____	\$122.69	\$ _____
Special inspection per hour (2 hr minimum)	_____	\$122.69	\$ _____
<b>Section 2: Commercial</b>			
Enter total valuation of mechanical system and installation costs: \$ _____			
See Page 2 for fee based on valuation	(Enter fee on line)		\$ _____

### 10. FEE TOTAL:

- A. Subtotal of permit fees above \$ \_\_\_\_\_
- B. Minimum permit fee \$ 98.27
- C. Total (enter the greater amount of A and B) \$ \_\_\_\_\_
- Add 12 % state surcharge \$ \_\_\_\_\_
- Enter 25% of line "C" for plan review fee, if required \$ \_\_\_\_\_
- D. TOTAL DUE: \$ \_\_\_\_\_

#### 4. CARBON MONOXIDE SOURCE

Carbon monoxide source means: A heater, fireplace, furnace, appliance, or cooking source that uses coal, wood, petroleum products, and other fuels that emit carbon monoxide as a by-product of combustion. Petroleum products include, but are not limited to, kerosene, natural gas, or propane. [OAR 837-047-0110]  
This would also include any oil burning source.

#### 6. PERMIT HOLDER TERMS AND CONDITIONS

The **permit holder** shall be deemed the person or firm that is authorized to make all decisions regarding the permit, including permit information, notices, cancellation, transfer, extensions or refunds.

#### 7. MECHANICAL PERMIT TERMS AND CONDITIONS

**Permit Application Expiration:** I understand this permit application will expire within 180 days after being submitted if the permit is not issued. To avoid expiration of an application an extension request needs to be submitted in writing showing justifiable cause to extend the application prior to 180 days of inactivity, otherwise the application will be expired. Residential extensions may be granted for an additional 180 days and commercial extensions may be granted for an additional 90 days.

**Permit Expiration:** I understand this permit expires if work is not commenced within 180 days of permit issuance or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. To avoid permit expiration, a progress report (showing progress toward the permit) needs to be submitted in writing or an extension request needs to be submitted in writing showing justifiable cause to extend the permit prior to 180 days of inactivity, otherwise the permit will be expired. Permit extensions may be granted for an additional 180 days. A commercial permit can only be extended one time.

**Permit Transferability:** I understand as long as no changes have been made in the original plans, specifications and valuation of the permit, the current permit holder may request to transfer a permit to another permit holder upon submittal of the Permit Transfer Request Form and a transfer fee. If there are changes to the plans, specifications or valuation for the work being done on a permit, a new permit will need to be applied for.

**Permit Refunds:** I understand refunds may be requested upon written request of permit deposit/fees paid within 180 days of fee payment, less any plan review fees, landuse site review fees, administrative fees and state surcharge fees, for a permit under which no work has commenced. Refunds amounting to less than \$10 will not be processed.

**Permit Renewals:** I understand a commercial or over-the-counter mechanical permit may be renewed within 1 year of expiration of the permit upon submittal of the Permit Renewal Request Form, provided no changes have been made in the original plans and specifications for the work. The renewal fee would be ½ the amount of new permit fees. Mechanical permits that are issued with a building permit can be renewed under the structural permit guidelines. Permits that have been cancelled and/or refunded are not eligible for renewal.

#### 8. MECHANICAL PLAN REVIEW REQUIREMENTS. 2 sets of plans required for review if you answered yes to any items below:

Yes / No

- ☐ ☐ New commercial building – other than warehouses, storage buildings, and those buildings where all tenant spaces are less than 2000 square feet in area?
- ☐ ☐ Equipment weighing over 400 lbs installed on roofs (except when replaced with a similar unit)?
- ☐ ☐ Type I Hood?
- ☐ ☐ Spray booth?
- ☐ ☐ Change of occupancy or use when the building or tenant space is over 4000 square feet in area (except warehouses & storage buildings)?
- ☐ ☐ Work in a hospital, clinic or medical lab?

#### 9. FEE SECTION

##### Commercial Mechanical Permits – Fee Based on Value (plan review may be required)

Total Valuation	Permit Fee	Each Add'l \$1,000		Total
\$1.00 - \$2,000.00	\$99.78	N/A	\$99.78	\$
\$2,001.00 - \$25,000.00	\$99.78 for the first \$2,000	N/A	\$99.78	\$
	plus \$15.88 for each additional \$1,000 or fraction thereof, to and including \$25,000	\$	X \$15.88	\$
\$25,001.00 - \$50,000.00	\$465.02 for the first \$25,000	N/A	\$465.02	\$
	plus \$12.86 for each additional \$1,000 or fraction thereof, to and including \$50,000	\$	X \$12.86	\$
\$50,001.00 - \$100,000.00	\$786.52 for the first \$50,000	N/A	\$786.52	\$
	plus \$7.56 for each additional \$1,000 or fraction thereof, to and including \$100,000	\$	X \$7.56	\$
\$100,001 and up	\$1,164.52 for the first \$100,000	N/A	\$1,164.52	\$
	plus \$5.59 for each additional \$1,000 or fraction thereof	\$	X \$5.59	\$
Subtotal				\$ _____ (Enter amount on Page 1)