

POLK COUNTY BUILDING DEPARTMENT



850 MAIN STREET, DALLAS, OR 97338

Email: cd.permits@polkcountyor.gov

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 _____ County _____

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 _____ Fax _____

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.

Rev. 8/25

9. COMPLETE FEE SCHEDULE BELOW:

Section 1: Residential Installation/ addition/repair or relocation of the following:	# of Items	Fee (each)	Total
Furnace/Burner with Ducts/Vents			
Up to 100,000 BTU	_____	\$32.32	\$ _____
Over 100,000 BTU	_____	\$32.32	\$ _____
Heaters/Stoves/Exhaust/Vents			
Flue vent for water heater or gas fireplace	_____	\$32.32	\$ _____
Suspended heater, recessed, or floor mount	_____	\$32.32	\$ _____
Wood/pellet stove (including vent)	_____	\$32.32	\$ _____
Gas or wood fireplace/insert (including vent)	_____	\$32.32	\$ _____
Gas log/log lighter/insert (including vent)	_____	\$32.32	\$ _____
Repair, alteration or addition to appliance	_____	\$32.32	\$ _____
Chimney/liner/flue/vent	_____	\$32.32	\$ _____
Mini split system	_____	\$32.32	\$ _____
Air conditioner	_____	\$32.32	\$ _____
Evaporated cooler (other than portable)	_____	\$45.22	\$ _____
Vent fan connected to single duct	_____	\$12.67	\$ _____
Range hood/other kitchen equipment	_____	\$15.12	\$ _____
Clothes dryer exhaust	_____	\$19.41	\$ _____
Attic/crawl space fans	_____	\$32.32	\$ _____
Duct work-no appliance/apprutenance	_____	\$32.32	\$ _____
Hydronic hot water system	_____	\$32.32	\$ _____
Other heating and cooling	_____	\$32.32	\$ _____
Gas Fuel Piping Outlets			
1 to 4 outlets, Enter # of outlets _____	_____	\$8.65	\$ _____
Additional outlets (each)	_____	\$2.16	\$ _____
Air-Handling Units, including ducts			
Air handling unit	_____	\$32.32	\$ _____
Compress. /Absorption/Heat Pump			
Heat pump	_____	\$32.32	\$ _____
Incinerators			
Domestic type incinerator (install or relocate)	_____	\$32.32	\$ _____
Other Fuel Appliances			
Water heater	_____	\$32.32	\$ _____
Pool or spa heater kiln	_____	\$32.32	\$ _____
Other fuel appliance	_____	\$32.32	\$ _____
Miscellaneous			
Inspection outside business hours (2hr min.)	_____	\$126.37	\$ _____
Each additional inspection, above allowable/Reinspection-per each	_____	\$126.37	\$ _____
Addition plan review (per hour)	_____	\$126.37	\$ _____

Section 2: Commercial

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 \$ 101.22
- 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	\$102.77	N/A	\$102.77	\$
\$2,001.00 - \$25,000.00	\$102.77 for the first \$2,000	N/A	\$102.77	\$
	plus \$16.36 for each additional \$1,000 or fraction thereof, to and including \$25,000	\$	X \$16.36	\$
\$25,001.00 - \$50,000.00	\$479.05 for the first \$25,000	N/A	\$479.05	\$
	plus \$13.25 for each additional \$1,000 or fraction thereof, to and including \$50,000	\$	X \$13.25	\$
\$50,001.00 - \$100,000.00	\$810.30 for the first \$50,000	N/A	\$810.30	\$
	plus \$7.79 for each additional \$1,000 or fraction thereof, to and including \$100,000	\$	X \$7.79	\$
\$100,001 and up	\$1,199.80 for the first \$100,000	N/A	\$1,199.80	\$
	plus \$5.76 for each additional \$1,000 or fraction thereof	\$	X \$5.76	\$
Subtotal				\$ _____ (Enter amount on Page 1)