

Mechanical Permit Application

Department of Consumer and Business Services
Building Codes Division • Pendleton Field Office
 800 SE Emigrant Ave., Suite 360 • Pendleton, OR 97801
 541-276-7814 • Fax: 541-276-9244
building.department@dcbs.oregon.gov
www.oregon.gov/bcd

DEPARTMENT USE ONLY	
Permit no.:	
Office:	
By:	Date:

This permit is issued under OAR 918-440-0050. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.

CATEGORY OF CONSTRUCTION		
☐ Residential	☐ Commercial	
☐ Detached accessory structure	☐ Accessory building	
☐ Manufactured dwelling	☐ Industrial	
☐ Single-family dwelling	☐ Mixed use	
☐ Two-family dwelling	☐ Multifamily	
☐ Townhouses	☐ Other	
☐ Other		
TYPE OF WORK		
☐ Addition	☐ Alteration	☐ Tenant improvement
☐ Move	☐ New	☐ Other
☐ Repair	☐ Replacement	
JOBSITE INFORMATION AND LOCATION		
Jobsite address:		
City/State/ZIP:		
Project name:		
Directions to jobsite:		
Parcel no.:		
DESCRIPTION OF WORK		
Job no.:		
PROPERTY OWNER INSTALLATION		
Name:		
Address:		
City/State/ZIP:		
Phone:	Fax:	
Email:		
This installation is being made on property owned by me or a member of my immediate family.		
Sign here:		
CONTRACTOR INSTALLATION		
Business name:		
Address:		
City/State/ZIP:		
Phone:	Fax:	
Email:		
CCB lic.:	LPG lic.:	
Signature:		

RESIDENTIAL FEE SCHEDULE			
Minimum fee		\$13.00	
	Items	Cost ea.	Total
Furnace / burner including ducts and vents			
Up to 100k BTU/hr.		\$10.80	
Over 100k BTU/hr.		\$12.75	
Heaters / stoves / vents			
Unit heater		\$10.80	
Wood / pellet stove		\$8.85	
Gas stove / fireplace		\$8.85	
Chimney / liner / flue		\$8.85	
Repair / alter / add to hgt. appl. / ref. cooling / absorb		\$10.80	
Evaporative cooler other than portable		\$8.85	
Vent fan with one duct		\$6.90	
Appliance vent		\$6.90	
Hood with exhaust and duct		\$8.85	
Floor furnace including vent		\$10.80	
Gas piping			
One to four outlets		\$5.60	
Additional outlets (each)		\$3.65	
Air handling units , including ducts			
Up to 10,000 CFM		\$8.85	
Over 10,000 CFM		\$12.75	
Air conditioner		\$27.30	
Heat pump		\$27.30	
Mini-split		\$27.30	
Boiler / absorption system			
Up to 3 hp/100k BTU		\$10.80	
Up to 15 hp/500k BTU		\$17.30	
Incinerators			
Domestic incinerator		\$12.75	
Miscellaneous fees			
Regulated equipment (unclassified / other)		\$8.85	

COMMERCIAL FEE SCHEDULE				
Permit fees are based on the value of the work performed. Indicate the value (rounded to the nearest hundred) of the equipment, materials, labor, overhead, and the profit for the work indicated on this application.				
Valuation: \$ _____				
Total valuation	Permit fee	Ea. add'l	Cost ea.	Total
\$0 to \$1,000	\$15.00		\$15.00	
\$1,001 to \$2,000	\$15.00 for the first \$1,000 Plus \$0.70 for each additional \$100, or fraction thereof, to and including \$2,000		\$15.00 x \$0.70	
\$2,001 to \$10,000	\$22.00 for the first \$2,000 Plus \$0.30 for each additional \$100, or fraction thereof, to and including \$10,000		\$22.00 x \$0.30	
\$10,001 to \$50,000	\$46.00 for the first \$10,000 Plus \$0.20 for each additional \$100, or fraction thereof, to and including \$50,000		\$46.00 x \$0.20	
\$50,001 and greater	\$126 for the first \$50,000 Plus \$0.10 for each additional \$1,000, or fraction thereof		\$126.00 x \$0.10	
Commercial Mechanical Permit Fees Total:			\$	

FISCAL USE	APPLICANT USE	
70111/1195	(A) Enter total from above fees	
70711/1291	(B) Enter 12% surcharge (.12 x [A])	
70711/1212	(C) Plan review 25%, if required (.25 x [A])	
TOTAL fees and surcharges (A+B+C):		

Make check or money order payable to Department of Consumer and Business Services. If paying by credit card, applicant must sign the credit card information box. Do ***not*** send cash.

☐ Visa ☐ MasterCard ☐ Discover Phone: _____	
Credit card number	/ Expiration
Name of cardholder as shown on credit card	
Cardholder signature	\$ Amount

**Fax for credit card payments:
541-276-9244**