



MECHANICAL PERMIT APPLICATION

Community Development ~ Building Division
 333 Broadalbin ST SW / Albany, OR 97321
 (541) 917-7553 Fax (541) 917-7598

Applications may be obtained online at:

www.cityofalbany.net/comdev/building/permits.php

Job Site Information & Location: (Where the work is taking place)

Job Site Address: _____

Suite # _____ Business Name: _____

Property Owner:

Owner Mailing Address: _____

City/State/Zip: _____

Phone #: _____

Applicant / Contact Information: (Permit owner)

Name of Applicant: _____

Mailing Address: _____

City/State/Zip: _____

Phone #: _____

E-mail: _____

Contractor Information:

Name of Contractor: _____

Mailing Address: _____

City/State/Zip: _____

Phone #: _____

Oregon CCB # (required): _____

Project Description:

To be completed by Applicant: JOB INFORMATION

Type of Construction: (CHECK ONE)
Commercial *** See Reverse
<input type="checkbox"/> Manufactured Dwelling
<input type="checkbox"/> Multi-Family (3 or more units)
<input type="checkbox"/> One-and Two-Family

Work Type: (CHECK ONE)
<input type="checkbox"/> Accessory Structure
<input type="checkbox"/> Addition
<input type="checkbox"/> Alteration
<input type="checkbox"/> New
<input type="checkbox"/> Gas Line Only
<input type="checkbox"/> Repair

NOTICE:

PERMITS BECOME VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED.

Office Use Only

Permit #:

COMMERCIAL EQUIPMENT – See Reverse Side of Form

RESIDENTIAL EQUIPMENT/SYSTEMS FEES				
Description	Qty		Each	Total
Base Permit Fee	1		\$50.00	\$50.00
Unit Fee Schedule:				
Wood Stove — freestanding/insert/pellet stove		x	\$17.00	
Gas Stove — freestanding/insert		x	\$39.00	
Additional gas appliances		x	\$7.00	
Each ventilation fan connected to a single duct		x	\$3.50	
Other equipment		x	\$7.00	
Air conditioner/compressor or forced-air or gravity-type furnace or burner including ducts and vents:				
To and including 100,000 Btu		x	\$7.00	
Over 100,000 Btu		x	\$8.50	
Remodel:				
Each duct line extension		x	\$7.00	
Each gas line extension, connection or outlet		x	\$7.00	
Mechanical Permit Fees:				
			Subtotal	
Plan Review: 25% of Permit subtotal, when required or requested			Subtotal x .25	
State surcharge: 12% of Permit subtotal			Subtotal x .12	
Document Imaging (\$1.00 per page)		# pages x \$1.00		
TOTAL PERMIT FEE				

I hereby certify I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

Applicant Signature: _____

Print Name: _____ Date: _____

Commercial & Multifamily Plan Review Requirements:

New, Alterations, Additions, Repairs & Accessory Structures. The valuation used to determine the commercial mechanical permit fee shall include the value of all mechanical materials, equipment, labor, overhead and profit (Rounded to the nearest dollar).

A plan review is required on all new commercial buildings. Review is also required for repairs or remodel work **except** as follows: (Check all that apply)

- Repair or replacement of existing vents when not replacing an appliance.
- Repair or alteration of existing HVAC appliances or controls.
- Replacement of appliances rated less than 80,000 Btu's.
- Gas line extensions less than 6 feet.
- Reconnecting gas lines to appliances rated at less than 80,000 Btu's.
- Walk-in coolers less than 120 square feet.

NOTE: Structural, Electrical, Plumbing permits and plan review may be required on some of these exempted items.

Non-Residential Energy Code Compliance Manual (chapter 4 forms and instructions) can be printed from the Oregon Department of Energy web site found at <http://www.oregon.gov/ENERGY/CONS/Codes/cdpub.shtml#Spreadsheet>

Mechanical plans shall be submitted for review and must include all the pertinent information as required in the current Oregon Mechanical Specialty Code section 106.3.1

Valuation: \$ _____

Total Valuation	Fee		Total
\$0 to \$2,000	\$50.00* Minimum	\$50.00	
\$2,001 to \$25,000	\$50.00 for the first \$2,000	\$50.00 +	
	plus \$7.40 for each additional \$1,000 or fraction	_____ X \$7.40	
\$25,001 to \$50,000	\$220.00 for the first \$25,000	\$220.00 +	
	plus \$5.50 for each additional \$1,000 or fraction	_____ X \$5.50	
\$50,001 to \$100,000	\$360.00 for the first \$50,000	\$360.00 +	
	plus \$4.30 for each additional \$1,000 or fraction	_____ X \$4.30	
\$100,001 and up	\$575.00 for the first \$100,000	\$575.00 +	
	plus \$3.20 for each additional \$1,000 or fraction	_____ X \$3.20	
MECHANICAL PERMIT FEES:			
		Subtotal	
Mechanical Plan Review	25% of the subtotal	Subtotal x .25	
State Surcharge	12% of the subtotal	Subtotal x .12	
Document Imaging Fee	\$1.00 per page	# pages x \$1.00	
TOTAL PERMIT FEE			

*Maximum of one inspection.