



# MECHANICAL PERMIT APPLICATION

Community Development – Building Division  
 333 Broadalbin Street SW • Albany, OR 97321  
 (541) 917-7553 • Fax (541) 917-7598  
[permits@cityofalbany.net](mailto:permits@cityofalbany.net)

Permits may be obtained online at:

<http://www.cityofalbany.net/aca>

**Job Site Information and 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 #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Oregon CCB # (required): \_\_\_\_\_

**Project Description:**

\_\_\_\_\_  
 \_\_\_\_\_

Type of Construction (check one)	Work Type (check one)
<input type="checkbox"/> Commercial (see reverse)	<input type="checkbox"/> Accessory Structure
<input type="checkbox"/> Manufactured Dwelling	<input type="checkbox"/> Addition
<input type="checkbox"/> Mutli-family (3 or more units)	<input type="checkbox"/> Alteration
<input type="checkbox"/> One- and Two-Family	<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	Sum
Minimum Permit Fee		x	\$72.00	\$72.00

**Unit Fee Schedule**

Gas Connections		x	\$ 7.00	
Appliances		x	\$20.00	
Venting		x	\$10.00	
Radon mitigation, LP-tank connections and venting, gas fireplace		x	\$30.00	

**Mechanical Permit Fees**

		Subtotal	
Plan Review, 35% of subtotal, when required or requested	Subtotal x \$ .35		
State Surcharge, 12% of subtotal	Subtotal x \$ .12		
Document Imaging, \$1.00 per page	# pages x \$1.00		
<b>TOTAL PERMIT FEE</b>			

*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.*

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

# Commercial and Multifamily Plan Review Requirements:

New, Alterations, Additions, Repairs, and 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 BTUs
- Gas line extensions less than six feet
- Reconnecting gas lines to appliances rated at less than 80,000 BTUs
- 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.

If your project affects the building envelope, mechanical systems, and/or interior or exterior lighting, you must complete the appropriate COMcheck certificates. The software can be downloaded for free at <http://www.energycodes.gov/> and found under the Quick Links for architects, engineers, and designers.

Mechanical plans shall be submitted for review and must include all pertinent information to assess compliance with state building code as required in the current Oregon Mechanical Specialty Code section 106.3.1.

Valuation: \$ \_\_\_\_\_

Total Valuation	Fee		Total
\$0 to \$25,000	\$75.00 for the first \$2,000 *	\$ 75.00 +	
	<i>plus</i> \$11.10 for each additional \$1,000 or fraction	_____ × \$ 11.10	
\$25,001 to \$50,000	\$330.00 for the first \$25,000	\$330.00 +	
	<i>plus</i> \$8.25 for each additional \$1,000 or fraction	_____ × \$ 8.25	
\$50,001 to \$100,000	\$540.00 for the first \$50,000	\$540.00 +	
	<i>plus</i> \$6.45 for each additional \$1,000 or fraction	_____ × \$ 6.45	
\$100,001 and up	\$863.00 for the first \$100,000	\$863.00 +	
	<i>plus</i> \$4.80 for each additional \$1,000 or fraction	_____ × \$ 4.80	
<b>MECHANICAL PERMIT FEES:</b>			
		Subtotal	
Mechanical Plan Review, 35% of subtotal		Subtotal × \$ .35	
State Surcharge, 12% of subtotal		Subtotal × \$ .12	
Document Imaging Fee, \$1.00 per page		# pages × \$1.00	
<b>TOTAL PERMIT FEE</b>			

\* Maximum of one inspection.

**ONE** set of plans must be made available electronically **or TWO** sets of paper plans must be submitted for review.