MECHANICAL PERMIT APPLICATION

OFFICE USE ONLY	
Permit Number:	
Date Received:	By:
Date Issued:	

TYPE OF WORK	
☐ New Construction	☐ Demolition
☐ Addition/Alteration/Replacement	☐ Other

CATEGORY OF CONSTRUCTION	
☐ 1 and 2 Family Dwelling	☐ Commercial/Industrial
☐ Accessory Building	☐ Multi-Family

JOB SITE INFORMATION AND LOCATION	
Job site address:	
City, State, Zip:	
Suite/Bldg/Space/Apt #:	
Subdivision:	Lot #:
Project Name:	

DESCRIPTION OF WORK

☐ PROPERTY OWNER	☐ TENANT
Name:	
Address:	
City, State, Zip:	
Email Address:	
Phone Number:	

☐ APPLICANT	☐ CONTACT PERSON
Name:	
Address:	
City, State, Zip:	
Email Address:	
Phone Number:	

CONTRACTOR	
Business Name:	
Contact Name:	
Address:	
City, State, Zip:	
Email Address:	
Phone Number:	CCB#:

Signature: _____ **Date:** _____

COMMERCIAL FEE SCHEDULE

Mechanical permit fees are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all mechanical materials, equipment, labor, overhead and profit.

Valuation: $

RESIDENTIAL FEE SCHEDULE

DESCRIPTION	QTY.	FEE	TOTAL
Heating/Cooling			
HVAC		$26.00	
Air Conditioner		$26.00	
Heat Pump		$26.00	
Alteration of existing HVAC		$26.00	
Install/Replace/Relocate Heater (suspended/wall/floor)		$26.00	
Other:			
Other Fuel Appliances			
Gas Water Heater		$33.00	
Vent for appliance other than furnace		$19.00	
Fireplace/Wood Stove/Pellet Stove/Insert		$33.00	
Other			
Environmental Exhaust and Ventilation			
Range Hood/other Kitchen Equipment		$19.00	
Clothes dryer exhaust		$19.00	
Exhaust Fan—single duct (bath, toilet compartments, utility rooms)		$19.00	
Exhaust System apart from heating/AC (attic/crawl space/radon/fans)		$19.00	
Fuel Piping Outlets (first four)		$19.00	
Each additional Outlet		$4.00	

Check for each gas outlet used

☐ Furnace	☐ Range	☐ Heat Pump
☐ Water Heater	☐ Fireplace	☐ Wall/Unit Heater
☐ Barbecue	☐ Clothes dryer	☐ Other

NOTICE

All contractors and subcontractors are required to be licensed with the Oregon Construction Contractors Board under ORS 701, as well as licensed with the City of Sandy.

Fees are calculated by office staff based on project valuation

MECHANICAL PERMIT FEES (OFFICE USE ONLY)

Subtotal	$
Permit Fee (minimum $98.00)	$
State Surcharge (12%)	$
Plan Review (40%)	$
Technology Fee (3%)	$
TOTAL PERMIT FEE	$

This permit application expires if not obtained within 180 days after it is deemed ready to issue.