



Office Use Only
Permit #:

MECHANICAL PERMIT APPLICATION

BUILDING & SAFETY DIVISION

City Hall / 555 Liberty St. SE / Room 320 / Salem, OR 97301-3513
 (503) 588-6256 • Fax (503) 588-6115

Applications may be obtained online at:

www.cityofsalem.net/bas

Application MUST be complete for processing, or will be returned

1. Project/Job Information (where the work is taking place)

Job Site Address (incl suite/bldg): _____

Name of Property Owner: _____

Owner Installation: This installation is being made on property that I own which is not intended for sale, lease, rent, or exchange according to ORS 447, 449, 670, and 701.

Owner Signature: _____

Owner Mailing Address: _____

City/State/Zip: _____

Phone #: _____

2. Applicant Information (person/co who will be the permit holder)

Name of Applicant: _____

Full Mailing Address: _____

City/State/Zip: _____

Phone #: _____

3. Contractor Information (person/co performing the work)

Name of Contractor: _____

Full Mailing Address: _____

City/State/Zip: _____

Phone #: _____

OR CCB # (reqd): _____ Active

Master Builder? Yes No (certified to complete own inspections)

4. Description of Work: _____

5. To be completed by Applicant: JOB INFORMATION

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

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

6. COMMERCIAL PLAN REVIEW REQUIREMENTS

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 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.

COMMERCIAL EQUIPMENT – See reverse side of form.

RESIDENTIAL EQUIPMENT/SYSTEMS FEES			
For special information, use checklist			
Description	Qty	Each	Total
Heating/Cooling			
Gas heaters/unit in-wall, in-duct, suspended, etc. not incl. vent.		x \$20.00	
Boiler *** State BCD approval required (Boiler gas connect and venting only)		x \$20.00	
Furnace, incl ductwork, vent, liner		x \$20.00	
Air Conditioner/Evaporative cooler		x \$20.00	
Heat Pump		x \$20.00	
Hydronic piping system		x \$20.00	
Other (be specific):		x \$20.00	
Heating/Cooling: Other fuel equipment			
Fireplace/insert/stove		x \$20.00	
Log/log lighter		x \$20.00	
Water heater		x \$20.00	
Range		x \$20.00	
Clothes dryer		x \$20.00	
Barbecue		x \$20.00	
Decorative Fireplace		X \$20.00	
Pool or spa heater		x \$20.00	
Wood/pellet stove or insert		x \$20.00	
Wood fireplace		x \$20.00	
Above-ground tanks: Gas/Oil/Diesel (Connection and venting only)		x \$20.00	
Generators (Connection & venting only)		x \$20.00	
Other (be specific):		x \$20.00	
Environmental exhaust and ventilation			
Ductwork or venting, alternations/additions		x \$10.00	
Range hood/other kitchen equipment		x \$20.00	
Clothes dryer exhaust		x \$10.00	
Single-duct exhaust (bathrooms, toilet compartments, utility rooms)		x \$10.00	
Chimney: liner/flue/vent w/o appliance		x \$10.00	
Attic/crawlspace fans		x \$10.00	
Whole house ventilation or Radon mitigation		x \$20.00	
Other (be specific):		x \$20.00	
Gas Connections			
For the first four gas connections (1-4)		\$6.00	
For each additional gas connection (5+)		x \$2.00	
Mechanical Permit Fees			
A) Permit Subtotal (from above checklist)			
B) Minimum Permit Fee (only applicable if line A is less than \$65.00)			\$65.00
C) Permit Total (A or B per above)			
Investigation Fee - Working without permits (Line C repeated)			
Plan Review (25% of Permit Total - C x 0.25))			
State Surcharge (12% of Permit Total - C x 0.12)			
Archive Fees >C Size pgs. \$1.75 <C Size pgs. \$0.50			
Automation fee			\$5.00
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.

Copyright Release for Government Entities: I hereby grant permission to the City of Salem to copy, in whole or part, drawings and all other materials submitted by me, my agents or representatives. This grant of permission extends to all copies needed for administration of the City's regulatory, administrative, and legal functions, including sharing of information with other governmental entities.

Authorized Signature: _____

Print Name: _____ Date: _____

Note: This application shall expire if not obtained with 180 days from the filing date, or extended as required by code – SRC 56.007

Commercial Fee Schedule

The applicant for a permit shall provide an estimated permit value at the time of application. Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment, and permanent systems. If, in the opinion of the building official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. Final building permit valuation shall be set by the building official.

Valuation: _____

Total Valuation	Permit Fee	Each Add'l		Total
\$1 to \$2,000	\$65.00 Minimum	-	\$65.00	
\$2,001 to \$25,000	\$65.00 for the first \$2000	-	\$65.00	
	plus \$11.00 for each additional \$1,000, or fraction thereof, to and including \$25,000.		x \$11.00	
\$25,001 to \$50,000	\$318.00 for the first \$25,000	-	\$318.00	
	plus \$9.00 for each additional \$1,000, or fraction thereof, to and including \$50,000.		x \$9.00	
\$50,001 to \$100,000	\$543.00 for the first \$50,000	-	\$543.00	
	plus \$6.00 for each additional \$1000, or fraction thereof, to and including \$100,000.		x \$6.00	
\$100,001 & greater	\$843.00 for the first \$100,000	-	\$843.00	
	plus \$4.00 for each additional \$1,000, or fraction thereof		x \$4.00	
MECHANICAL PERMIT FEES				
A) Permit Subtotal (total from above)				
Investigation fee - Working without permits (Line A repeated)				
Mechanical Plan Review (25% of the permit subtotal - A x 0.25)				
State Surcharge (12% of the permit subtotal - A x 0.12)				
Automation Fee				\$5.00
TOTAL PERMIT FEE				