



# Residential Mechanical Permit Application

(For office use only)  
Permit #:



**Building and Safety Division/Permit Application Center**  
City Hall / 555 Liberty St. SE / Room 320 / Salem, OR 97301-3513  
503-588-6256 \* [baspac@cityofsalem.net](mailto:baspac@cityofsalem.net)

If you need the following translated in Spanish, please call 503-588-6256.  
Si usted necesita lo siguiente traducido en español, por favor llame 503-588-6256.

## Work site location and information

<b>Parent permit #</b> (required when site has other building permits)				
<b>Street address of work site</b>				
<b>Type of work</b>	New	Addition	Alteration	Gas line only
<b>Project description</b>				

## People information

	Same as Applicant?	Name	Full Mailing Address	Phone Number and Email address
<b>Applicant</b> (person responsible for the permit)				
<b>Property owner</b>	Yes No			
<b>Contact</b> (person receiving correspondence)	Yes No			
<b>Contractor</b> (person or company doing the work)	Yes No			

Oregon Construction Contractors Board (CCB) Number: \_\_\_\_\_

## Residential fees

Description	Qty	Each	Total
<b>Heating/Cooling</b>			
Gas heaters/unit in-wall, in-duct, suspended, etc. <b>not</b> incl. vent.		\$20.75	
Boiler *** State BCD approval required (Boiler gas connect and venting)		\$20.75	
Furnace, including ductwork, vent, liner		\$20.75	
Air Conditioner/Evaporative cooler		\$20.75	
Heat Pump		\$20.75	
Hydronic piping system		\$20.75	
<b>Other Equipment</b>			
Fireplace/insert/stove		\$20.75	
Log/log lighter		\$20.75	
Water heater		\$20.75	
Range		\$20.75	
Clothes dryer		\$20.75	
Barbecue		\$20.75	

Decorative Fireplace		\$20.75	
Pool or spa heater		\$20.75	
Wood/pellet stove or insert/dom. incinerator		\$20.75	
Wood fireplace		\$20.75	
Above-ground tanks: Gas/Oil/Diesel (Connection and venting only)		\$20.75	
Generators (Connection and venting only)		\$20.75	
<b>Environmental exhaust and ventilation (includes relocation)</b>			
Ductwork or venting, alternations/additions		\$10.25	
Range hood/other kitchen equipment		\$20.75	
Clothes dryer exhaust		\$10.25	
Single-duct exhaust (bathrooms, toilet compartments, utility rooms)		\$10.25	
Chimney: liner/flue/vent w/o appliance		\$10.25	
Attic/crawlspace fans		\$10.25	
Whole house ventilation or radon mitigation		\$20.75	
<b>Fuel Piping; gas equipment (includes relocation)</b>			
Gas Connections – Gas line only		\$20.75	
<b>Other</b>			
Specify:		\$20.75	
<b>MECHANICAL PERMIT FEES</b>			
A) Permit Subtotal (from above checklist)			
B) Minimum Permit Fee (only applicable if line A is less than \$67.25)		67.25	
C) Permit Total (A or B per above)			
D) Investigation Fee - Working without permits (\$67.25 per hour not to exceed Line C)			
E) State Surcharge (12% of Permit Total – Line C x 0.12)			
F) Automation fee - \$5.00			
<b>TOTAL PERMIT</b>			

## Notices

**Expiration of application:** This application is valid for 180 days after it has been accepted as complete.

**Inspections required:** Approved city inspections must be completed before the work performed is enclosed.

## Terms and conditions

**Correct information:** 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.

**Indemnity:** I, the permit applicant, shall indemnify, defend and hold harmless the City of Salem, its officers, employees and agents from any and all claims arising out of or in connection with work done under this permit.

**Owner permission:** I have the legal right or permission from any property owner whose property is affected by the work covered under this permit to: 1) enter the property; 2) perform the work covered under this permit; 3) leave structures on or in the affected property. The issuance of this permit shall not be construed as permission or a grant of a legal right to enter upon or remain on any property affected by the work covered under this permit.

**Electronic signature certification:** By attaching an electronic signature (whether typed, graphical or free form) I certify herein that I have read, understood and confirm all the statements listed above and throughout the application form. I agree (initials): \_\_\_\_\_

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

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

**Not using Internet Explorer (IE 11)?**

Save the file to your computer and email to [baspac@cityofsalem.net](mailto:baspac@cityofsalem.net).