



# Mechanical Permit Application

## City of Wood Village

23335 NE Halsey St., Wood Village OR 97060

### Permit Specialist and Inspection Requests

Phone: 503.489.6861 or 503.489.6859 Fax: 503.669.8723 E-mail: [city@ci.wood-village.or.us](mailto:city@ci.wood-village.or.us)

Application No.	Permit No.
Date Received	Date Issued
Received By	Issued By
Receipt No.	Receipt No.

TYPE OF WORK	
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition/alteration/replacement
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other:
CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> 1-and 2-family dwelling	<input type="checkbox"/> Commercial/industrial
<input type="checkbox"/> Multi-family	<input type="checkbox"/> Accessory building
<input type="checkbox"/> Master builder	<input type="checkbox"/> Other:
JOB SITE INFORMATION AND LOCATION	
Job site address:	
City/State/Zip: <b>Wood Village, Oregon 97060</b>	
Suite/bldg./apt. no.:	Project name:
Cross street/directions to job site:	
Subdivision:	Lot no.:
Tax map/parcel no.:	
DESCRIPTION OF WORK	
<input type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> TENANT
Name:	
Address:	
City/State/Zip:	
Phone:	Fax:
<input type="checkbox"/> APPLICANT	
Business name:	
Contact name:	
Address:	
City/State/Zip:	
Phone:	Fax:
E-mail:	
CONTRACTOR	
Business name:	
Contractor Contact:	Contact Phone:
Address:	
City/State/Zip:	
CCB License No.:	City or Metro License No.:
Phone:	Fax:
E-mail:	
Authorized signature:	Date
Print name:	Date
DEPARTMENT APPROVAL	
Initial & Date:	
<b>This permit application expires if a permit is not obtained within 180-days after it has been accepted as complete. Permits are non-transferable and expire 180-days from issuance or last inspection.</b>	
<b>* Site plan required for an outdoor unit</b>	
<b>** State Building Codes Division's approval required</b>	

COMMERCIAL FEE* SCHEDULE – USE CHECKLIST			
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 EQUIPMENT/SYSTEM FEES*			
For special information use checklist			
Description	Qty	Fee	Total
Heating/cooling			
Furnace, incl. ductwork, vent and liner		18.00	
Air conditioner (site plan required)		36.00	
Heat pump (site plan required)		8.00	
Duct work, alteration and additions		22.00	
Hydronic piping system		22.00	
Boiler, incl. vent**		36.00	
Gas heaters/unit in-wall, in-duct, suspended, etc. not incl. vent		18.00	
Other:			
Other fuel appliances			
Water heater		16.00	
Gas fireplace/insert/stove		18.00	
Gas log/log lighter		16.00	
Pool or spa heater, kiln*		22.00	
Wood/pellet stove/insert		40.00	
Wood fireplace		40.00	
Chimney/liner/flue/vent w/o appliance		14.00	
Oil tanks/gas/diesel generators		36.00	
Other:		22.00	
Environmental exhaust and ventilation			
Range hood/other kitchen equipment		8.00	
Clothes dryer exhaust		8.00	
Single-duct exhaust (bathrooms, toilet compartments, utility rooms)		8.00	
Attic/crawlspace fans		8.00	
Whole house ventilation or radon mitigation			
Other:		22.00	
Fuel piping \$8.00 for the first four; \$2.00 for each additional			
Furnace, etc.			
Wall/suspended/unit heater			
Water heater			
Fireplace/log lighter/gas log			
Range/ Barbeque/ Cloths dryer (circle)			
Other:			
Mechanical Permit Fees			
Mechanical Permit Fee		\$	
<b>Minimum Permit Fee</b>		<b>\$ 50.00</b>	
12% State Surcharge		\$	
25% Commercial Plan Review Fee		\$	
		\$	
<b>Total Due</b>		<b>\$</b>	

**INSPECTIONS ARE PERFORMED MONDAY THROUGH FRIDAY.**

I hereby certify I have read and examined this permit application. All provisions of laws and ordinances governing the work described herein will be complied with, whether specified herein or not. Permits are non-transferable and expire 180-days of acceptance or 180-days from issuance or last inspection.

**CITY OF WOOD VILLAGE  
PERMIT FEE REFUND POLICY**

- Plan Review fees will not be refunded after any Plan Review has been performed.
- If no Plan Review work has been done, the refundable amount will be the fee collected, minus an Administrative Fee equal to 30% of the total Plan Review Fee.
- Where no construction or work has occurred in conjunction with an issued permit, the refundable amount will be the fee collected, minus the State Surcharge, and 30% of the total Permit Fee to cover Administrative Costs.
- Once construction has occurred on the site, Building Permit Fees are nonrefundable.
- If a refund request is made more than six months after the fee was collected, no Plan Review or Building Permit Fee refunds will be given.

<b>FEES FOR PENDING PERMITS:</b>	
Pending Application No.	
Plan Review	
Date Received	
Receipt No.	

<b>FEES FOR ISSUED PERMITS:</b>	
Permit No.	
Permit Fee	
Date Issued	
Plan Review	
12% Surcharge	
Subtotal	
Total Permit Cost	