



COMMERCIAL MECHANICAL PERMIT APPLICATION

CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> Commercial/Industrial	<input type="checkbox"/> Multi-family
JOB SITE INFORMATION AND LOCATION	
Job address:	
Suite/bldg./apt. no.:	
City/State/ZIP:	
Tenant/Business:	
DESCRIPTION OF WORK	
PROPERTY OWNER	
Name:	
Address:	
City/State/ZIP:	
Phone:	Fax:
E-mail:	
Owner installation: This installation is being made on residential or farm property owned by me or a member of my immediate family. This property is not intended for sale, exchange, lease, or rent. OAR 479.540(1) and 479.560(1).	
Sign here:	
CONTRACTOR	
Business name:	
Address:	
City/State/ZIP:	
Phone:	Fax:
E-mail:	
CCB lic. no.:	
Signature:	
Contact name:	
Contact phone number:	
PERMIT NUMBER	

PLAN REVIEW	
Please note: Plan review is required for commercial projects that include installation of roof- or floor-mounted equipment that weighs over 400 lbs, wall- or ceiling-mounted equipment that weighs over 75 lbs, new HVAC or gas piping systems, or significant alterations to existing systems.	
ANCHORAGE	
Provide details showing the type, number, and location or spacing of fasteners to attach mechanical equipment, including pipes and ducts, to the structure. Additionally, provide engineering calculations for the anchorage of a) equipment that weighs 400 lbs or more; b) equipment that weighs 75 lbs or more (5 lb/ft or more for distributed systems) and is mounted more than four feet above the nearest adjacent floor or roof; c) equipment for which $I_p = 1.5$. (OSSC 1609.1, 1613.1, 1613.4.2) Exception: Engineering calculations are not required for like-for-like replacement of existing rooftop equipment that meets the criteria of Oregon Statewide Code Interpretation 16-01. See page 2.	
LIKE-FOR-LIKE ROOFTOP EQUIPMENT REPLACEMENT	
If the scope of work includes like-for-like replacement of existing rooftop mechanical equipment, complete page 2 of this application and include cutsheets of the new and existing equipment with the application submittal.	
FEE SCHEDULE	
COMMERCIAL	
Mechanical permit fees are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) including all mechanical materials, equipment, labor, overhead, and profit. **	
Enter valuation	
Permit fee	
MECHANICAL PERMIT FEES	
Subtotal permit fees	
Minimum Permit Fee \$99.00	
Commercial Plan Review (65% permit fee)	
City Technology Fee (2% permit & plan review fees)	
City Administrative Fee (9% permit & plan review fees)	
State surcharge (12% of permit fee + admin fee)	
TOTAL MECHANICAL PERMIT FEE	

ROOFTOP MECHANICAL EQUIPMENT REPLACEMENT

Complete this form if work involves replacement of existing rooftop equipment with comparable equipment in the same location.

Information:

Oregon Statewide Code Interpretation No. 16-01, "Structural Permit Requirements for the Replacement of Rooftop Mechanical Equipment", provides for like-for-like replacement of existing mechanical equipment without need for a building permit if **all** the following criteria are met:

1. Replacement unit weighs no more than 10 percent or 100 pounds greater than the existing unit, whichever is greater.
2. Replacement unit does not exceed any dimension of the existing unit by more than 10 percent or 6 inches, whichever is greater.
3. Manufacturer's specifications for the existing and the replacement units are provided.
4. No additional modification to structural elements is performed, including re-framing of existing openings.
5. Replacement unit is located in the same location as the previous unit.
6. Replacement unit is mounted to the existing curb (use of a curb adapter requires a building permit).
7. Connection details or installation instructions for attachment of the replacement unit to the existing curb are provided.

Where any of the conditions above are unable to be met, a building permit outlining compliance with Section 102.6.1 of the 2019 OSSC is applicable.

1. Complete the table below for each replacement and existing unit:

ROOFTOP MECHANICAL UNIT SUMMARY										
Unit Designation	New Unit				Existing Unit				Curb	
	Wgt (lbs)	Length (in)	Width (in)	Height (in)	Wgt (lbs)	Length (in)	Width (in)	Height (in)	Existing	New

2. Submit the following information with the permit application:

- Roof plan or description that clearly identifies the location of work.
- Manufacturer's specifications for each existing and replacement unit.
- Connection detail(s) for the attachment of the new unit to the curb.
- Connection detail(s) for attachment of curb to roof, if new.