



# MECHANICAL PERMIT APPLICATION

Crook County Community Development  
 300 NE 3<sup>RD</sup> St. Room 12, Prineville, OR 97754  
 Phone: (541) 447-3211  
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Date Received:

Initials:

This permit application expires if a permit is not purchased within **180 days** after it has been accepted as complete

TYPE OF WORK	
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Replacement
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other, Specify:
CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> 1- and 2-family dwelling	<input type="checkbox"/> Manufactured Home <input type="checkbox"/> Commercial/Industrial
<input type="checkbox"/> Accessory building	<input type="checkbox"/> Multi-family <input type="checkbox"/> Other, Specify:
DESCRIPTION OF WORK	
JOBSITE INFORMATION AND LOCATION	
Job site address:	
City/State/ZIP:	
Suite/bldg./apt. no.:	
Tax/map parcel no:	
<input type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> TENANT
Name:	
Mailing Address:	
City/State/ZIP:	
Phone:	
E-mail:	
OWNER INSTALLATION	
<b>This installation is being made on property that I own, which is not intended for sale, lease, rent, or exchange.</b>	
Signature:	Date:
APPLICANT	
Name:	
Mailing Address:	
City/State/ZIP:	
Phone:	
E-mail:	
Signature:	Date:
CONTRACTOR	
Business name:	
Mailing Address:	
City/State/ZIP:	
Phone:	
E-mail:	
CCB Lic#:	BCD Lic#:
LPG (propane Installer) Lic#:	

COMMERCIAL FEE SCHEDULE – VALUATION BASED
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 Amount \$

RESIDENTIAL FEES			
DESCRIPTION	QTY	EA.	TOTAL
APPLIANCE AND/OR DUCTING			
Furnace, incl. ductwork, vent, and liner		20.50	
Air conditioner/Air handling unit up to 10,000 cfm		15.50	
Air Handling unit 10,001 cfm and over		20.50	
Duct work, alterations, and additions		8.95	
Hydronic hot water system		82.15	
Evaporative cooler other than portable		8.95	
Suspended heater, recessed wall heater, or floor mounted heater		20.50	
Heat Pump		19.15	
Mini Split System		19.15	
Gas Water heater		51.45	
Gas or wood fireplace/insert/stove		20.50	
Pool or spa heater, kiln		12.85	
Wood stove/pellet stove		20.50	
Flue vent for water heater or gas fireplace		10.75	
Chimney/liner/flue/vent w/o appliance		12.85	
Oil tanks/gas/diesel generators		19.15	
Other heating/cooling		12.85	
Other fuel appliance		12.85	
<b>FUEL PIPING: Piping per outlet</b>		<b>12.85</b>	
ENVIRONMENTAL EXHAUST AND VENTILATION			
Range hood/other kitchen equipment		12.35	
Clothes dryer exhaust		12.85	
Ventilation fan connected to single duct		8.95	
Attic/crawlspace fans		8.95	
Ventilation system not a portion of heating or air-conditioning system		8.95	
Appliance Vent Installation, relocation or replacement not included in an appliance		12.35	
Other environment exhaust/ventilation		8.95	
OFFICE USE ONLY			
Minimum permit fee			<b>115.75</b>
Plan review (75% of permit fee) – If Applicable			
State surcharge (12% of permit fee)			
<b>TOTAL PERMIT FEE:</b>			

In general, a mechanical plan review is required for a commercial mechanical permit (OMSC 106.3.1). The information below will help staff determine if your project may meet plan review exemption criteria.

MECHANICAL PLAN REVIEW QUESTIONS		
Please answer the following questions. Where any of the conditions below are met (i.e., "YES"), a mechanical plan review is required. Crook County reserves the right to require mechanical plan review for other conditions. No list can cover all projects that may be encountered.		
DOES THE PROJECT CONTAIN?	YES	NO
Installation of a new appliance anywhere in the building		
Installing, replacing, altering an exhaust hood for a commercial kitchen		
Replacement of an existing appliance, and the Btu rating is more than 10 percent of the existing appliance		
Replacement of an existing appliance utilizing a different fuel type		
Installation will penetrate fire-rated construction		
New gas piping is installed.		
Alterations to existing piping that will increase overall Btu demand by more than 10 percent		
Changing a ducted system to a ductless system		
Installation in high-occupant space, such as a school or a place of public assembly		
Installation in a location with higher fire danger (e.g., wood shop, hemp processing, chemical storage, industrial)		
HVAC unit installed has a return air capacity greater than 2,000cfm?		
Replacement of rooftop HVAC unit not installed in same location as previous unit		
STRUCTURAL PLAN REVIEW QUESTIONS		
In accordance with <a href="#">Oregon Statewide Interpretation 16-01</a> , where any of the conditions below are met (i.e., "YES"), a structural (building) permit and plan review outlining compliance with Section 102.6.1 of the <a href="#">OSSC</a> is applicable.		
QUESTION	YES	NO
Is the weight of the new unit/equipment more than 10 percent over, or 100 pounds more than, the weight of the existing unit? <i>(Provide information below if answering "No")</i>		
Total <b>weight</b> of existing HVAC equipment to be removed:		
Total <b>weight</b> of new/proposed HVAC equipment (including new units, economizers, etc.):		
Weight (pounds) difference:		
Is any dimension of the new/proposed HVAC equipment (including new units, transition curbs, economizers, etc.) greater than 6 inches or more than 10 percent of the dimensions of the existing HVAC equipment (whichever is less) to be removed/replaced?		
Will the new unit/equipment mount to a new curb or require modification of an existing curb? Use of a curb adapter is considered a modification of the curb in reference to this question.		
Will the new unit/equipment be installed in a location that did not previously support equipment of comparable size and weight?		
Will the installation of the new HVAC equipment include modification or additions to structural elements, including re-framing of existing opening?		

**If a mechanical plan review is required for the following specifications, drawings and details should be provided as applicable to your project. This does not constitute a complete list.**

- Engineering, if required, based on unit weight and location
- Roof layout: location of roof top units, setbacks from edges
- Venting, piping, and layout with location of units
- Ventilation calculations (include makeup air calculations for hoods, if applicable)
- Gas piping schematics: materials, installation, valve locations, size of meter, sizing criteria and calculations (i.e., the longest run of piping), the pressure, the pressure drop, and applicable gas pipe sizing table(s)
- Details on the HVAC equipment, including the equipment capacity (Btu/h input), controls, equipment location, access, and clearances
- Details of all duct penetrations through fire-resistance-rated assemblies, including locations for all fire dampers, smoke dampers, and ceiling radiation dampers, along with applicable fire protection ratings and labeling requirements
- Method of supplying combustion air to all fuel-fired appliances, the location and size of openings, and criteria used to size the openings
- Complete details of all Type I and II kitchen hoods, grease duct construction and velocity, clearance to combustibles, and fire suppression system.
- Product cut sheets for any equipment and materials being installed, including listing, labeling, installation, and compliance with referenced material standards
- Required exhaust systems, routing of ducts and termination to the exterior.