



MECHANICAL PERMIT APPLICATION

Crook County Community Development
 300 NE 3RD St. Room 12, Prineville, OR 97754
 Phone: (541) 447-3211
 Email: bld@crookcountyor.gov

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/alteration/replacement
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other, Specify: _____
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"/> 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: _____	
Address: _____	
City/State/ZIP: _____	
Phone: _____	
E-mail: _____	
OWNER INSTALLATION	
This installation is being made on property that I own, which is not intended for sale, lease, rent, or exchange.	
Signature: _____	Date: _____
APPLICANT	
Name: _____	
Address: _____	
City/State/ZIP: _____	
Phone: _____	
E-mail: _____	
CONTRACTOR	
Business name: _____	
Address: _____	
City/State/ZIP: _____	
Phone: _____	
E-mail: _____	
CCB Lic#.: _____	BCD Lic#: _____
CONTACT FOR ISSUANCE	
Print Name: _____	Date: _____

See Page 2 for Mechanical Plan Review Information

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 \$			
FOR SPECIAL INFORMATION, USE CHECKLIST ON PAGE 2			
RESIDENTIAL EQUIPMENT / SYSTEM / FEES			
DESCRIPTION	QTY	EA.	TOTAL
HEATING / COOLING			
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 piping system		82.15	
Evaporative cooler other than portable		8.95	
Gas heaters/unit in-wall, in-duct, suspended, etc. not incl. vent.		20.50	
Heat Pump		19.15	
Mini Split System		19.15	
Other heating/cooling		12.85	
OTHER FUEL APPLIANCES			
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 fuel appliance		12.85	
ENVIRONMENTAL EXHAUST AND VENTILATION			
Range hood/other kitchen equipment		12.35	
Clothes dryer exhaust		12.85	
Single-duct exhaust (bathrooms, toilet compartments, utility rooms)		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	
FUEL PIPING: Piping per outlet		12.85	
OFFICE USE ONLY			
Minimum permit fee			115.75
Plan review (75% of permit fee)			
State surcharge (12% of permit fee)			
TOTAL PERMIT FEE			

* Site plan required for an outdoor unit

Mechanical Plan Review

1 set of plans required for all mechanical plan review (Full Size)

Check all that apply:

- Educational or Institutional Occupancy
- Hazardous Location
- Installation in Patient Care Areas
- Agricultural Buildings Used for Commercial Purposes
- Any System Providing Greater Than 2000 CFM, per OMSC 606.2.1 / 606.2.2
- Complex Structures
- Commercial Exhaust Hood

2022 OMSC 508.1.2 Air Balance – Design plans for a facility with a commercial kitchen ventilation system shall include a schedule or diagram indicating the design outdoor air balance. The design outdoor air balance shall indicate all exhaust and replacement air for the facility, plus the net exfiltration if applicable. The total replacement airflow rate shall equal the total exhaust airflow rate plus the net exfiltration.

- Commercial Fuel Piping