



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#.: _____

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 \$ _____
Commercial projects must complete page 2.

RESIDENTIAL 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			

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)		
Replacement of rooftop HVAC unit where size and shape is not within 10 percent of the original unit (smaller/larger)		
Replacement of rooftop HVAC unit not installed in same location as previous unit		

STRUCTURAL PLAN REVIEW QUESTIONS

In accordance with [Oregon Statewide Interpretation 16-01](#), 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 [OSSC](#) 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 weight of existing HVAC equipment to be removed:		
Total weight 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.