

MECHANICAL PERMIT APPLICATION

	CITY OF NEWPORT Community Development Dept. 169 SW Coast Hwy Newport, OR 97365 (541) 574-0629 (541) 574-0644 Fax INSP: BuildingPermits.Oregon.gov or phone: 1-888-299-2821	Office Use only Permit #: _____ Parent Permit Applicable? Yes No Parent #: _____
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Applications may be obtained online at:

www.newportoregon.gov/business/formsAppsPermits.asp

Application MUST be complete for processing, or will be returned

1. Job Information (where work is taking place)

Job Site Address: _____

2. Owner's Name: _____

Full Mailing Address: _____

City/State/Zip: _____

Phone #: _____ Email: _____

Is this installation being made on your own residential property by you (owner) or a member of your immediate family; and where the property is not intended for sale, exchange, lease, or rent?

____ Yes ____ No

3. Applicant Information (owner or authorized agent)

☐ Mark if same as owner ☐ Mark if same as contractor

Name of Applicant: _____

Full Mailing Address: _____

City/State/Zip: _____

Phone #: _____ Email: _____

4. Contractor Information (person/co performing work)

Name of contractor: _____

Full Mailing Address: _____

City/State/Zip: _____

Phone #: _____ Email: _____

OR CCB # (req'd): _____ Active? ☐

State Lic. (req'd): Type: _____

#: _____

City Business License # (req'd): _____

5. Contact Person (receives permit correspondence)

same as: ☐ owner ☐ contractor ☐ applicant

Name of Contact: _____

Full Mailing Address: _____

City/State/Zip: _____

Phone #: _____ Email: _____

6. Full Description of work proposed: _____

7. JOB INFORMATION – to be completed by Applicant:

Type of Construction: (check one)	Work Type (check one)
☐ Commercial	☐ Accessory Structure
☐ Manufactured Home	☐ Addition
☐ Multi-Family	☐ Alteration
☐ One & Two Family	☐ New
☐ Townhouse	☐ Repair
	☐ Gas Line Only
	☐ Backflow Device Only
Plan review exemption reasons (s): (structural, electrical and/or plumbing permits & plan review may be required on some of the exempted items.)	☐ Repair/replacement of existing vents; not replacing an appliance
	☐ Repair/alteration of existing HVAC appliances or controls
	☐ Replacement of appliances rated <100,000 BTUs or 400 lbs. (whichever is greater)
	☐ Gas line extensions < 6 ft.
	☐ Reconnecting gas lines to appliances rated <100,000 BTUs
	☐ Walk-in coolers <120 sq. ft.

RESIDENTIAL FEE SCHEDULE

Description	Qty		Each	Total
Air conditioner		x	\$20.00	
Air Handling Unit up to 10,000 cfm		x	\$5.85	
Air Handling Unit 10,001 cfm & over		x	\$9.75	
Appliance or piece of equip. regulated by code but not classified in other appliance categories		x	\$9.50	
Appliance vent installation, relocation, or replacement not included in an appliance permit		x	\$28.60	
Attic/crawl space fans		x	\$7.40	
Boiler/compressor/absorption system up to 3 HP or 100,000 BTU		x	\$7.80	
Boiler/compressor/absorption system up to 15 HP or 500,000 BTU		x	\$14.30	
Boiler/compressor/absorption system up to 30 HP or 1,000,000 BTU		x	\$19.50	
Boiler/compressor/absorption system up to 50 HP or 1,750,000 BTU		x	\$29.25	
Boiler/compressor/absorption system over 50 HP or 1,750,000 BTU		x	\$48.75	
Barbecue		x	\$11.00	
Chimney/liner/flue/vent		x	\$5.85	
Clothes dryer exhaust		x	\$5.85	
Decorative gas fireplace		x	\$5.85	
Evaporative cooler other than portable		x	\$5.85	

Floor furnace, including vent		x	\$7.80	
Flue vent for water heater or gas fireplace		x	\$11.00	
Furnace: up to 100,000 BTU		x	\$7.80	
Furnace: > 100,000 BTU		x	\$9.75	
Furnace/burner, including duct work/vent/liner		x	\$19.00	
Gas or wood fireplace/insert		x	\$11.00	
Gas fuel piping outlets (first 4)		=	\$2.60	
Each add'l outlet		x	\$0.65	
Heat pump		x	\$7.80	
Hood served by mechanical exhaust, including ducts for hood		x	\$5.85	
Hydronic hot water system		x	\$11.00	
Installation or relocation domestic-type incinerator		x	\$9.75	
Mini split system		x	\$25.00	
Oil tank/gas/diesel generators		x	\$22.00	
Pool or spa heater, kiln		x	\$5.85	
Radon mitigation		x	\$22.00	
Range hood/other kitchen equip.		x	\$11.00	
Repair, alteration, or addition to mechanical appliance, including installation of controls		x	\$7.80	
Suspended heater, recessed wall heater, or floor-mounted unit heater		x	\$22.00	
Ventilation fan connected to single duct		x	\$3.90	
Ventilation system not a portion of heating or air-conditioning system authorized by permit		x	\$11.00	
Water heater		x	\$11.00	
Wood/pellet stove		x	\$5.85	
Other heating/cooling:		x	\$5.85	
Other fuel appliance:		x	\$5.85	
Other environment exhaust/ventilation:		x	\$5.85	
Each add'l inspection		x	\$55.00	
MECHANIAL PERMIT FEES				
A) Permit Subtotal (from above checklist)				
B) Minimum Permit Fee (only of Line A is less than \$75 = \$75)				
C) Permit Total (A or B above)				
Special inspection fee (\$65/hr. w/1-hr. min.)				
Plan Review (40% of Permit Total = C x 0.40)				
Add'l plan review (\$75/hr.)				
State Surcharge (12% of Permit Total = C x 0.12)				
Re-Inspection fee (\$55/hr.)				
TOTAL PERMIT FEE				

I hereby certify I have read & examined this application & know the same to be true & correct. All provisions of laws & ordinances governing this type of work will be complied with whether specified herein or not.

Copyright Release: I hereby grant permission to the City of Newport to replicate, scan and post to the internet, in whole or part, drawings & all other materials submitted by me, my agents, or representatives. This grant of permission extends to all copies needed for administration of the City's regulatory, administrative, and legal functions, including sharing of information with other governmental entities and members of the general public

Authorized/Owner Signature: _____

Date: _____

COMMERCIAL & MULTI-FAMILY FEES:

Permit fees are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all material & labor for the work indicated on this application. Valuation: 				
PERMIT FEES				
Valuation	Permit Fee	Each Add'l		Total
\$0 - \$500	\$13.00	-		
\$501 - \$2,000	\$13.00 for the first \$500	+ \$1.95 ea. Add'l \$100 or fraction thereof to & including \$2,000		
\$2,001 - \$25,000	\$42.25 for the first \$2,000	+ \$7.80 for ea. Add'l \$1,000 or fraction thereof to & including \$25,000		
\$25,001 - \$50,000	\$221.65 for the first \$25,000	+ \$5.85 for ea. Add'l \$1,000 or fraction thereof to & including \$50,000		
\$50,001 - \$100,000	\$367.90 for the first \$50,000	+ \$3.90 for ea. Add'l \$1,000. or fraction thereof to & including \$100,000		
\$100,001 & up	\$562.90 for the first \$100,000	+ \$3.25 for ea. Add'l \$1,000 or fraction thereof		
Commercial Mechanical Permit Fee				
A) Permit Subtotal (total from above checklist)				
B) Minimum permit fee (only if A is less than \$75 = \$75)				
Special inspection fee (\$65/hr. w/1 hr. min.)				
State Surcharge (12% of permit subtotal = A or B x 0.12)				
Plan Review (40% of Permit Total = C x 0.40)				
Add'l plan review (\$75/hr.)				
Re-inspection fee (\$55/hr.)				
TOTAL PERMIT FEE				

Note: This permit becomes null & void if work authorized is not commenced within 180 days, or if work is suspended or abandoned for a period of 180 days at any time after work is commenced.

By attaching a signature, I certify herein that I have read, understood, and confirm all the statements listed above & throughout the application form.

I agree: _____

Print Name: _____