



NEW

Commercial Mechanical

Building Permit Applications to be submitted online at:

<https://aca-oregon.accela.com/oregon/>

Or by email to:

Permits@lakeoswego.city

REQUIRED DOCUMENTS

Dear Applicant;

Please be aware of the following:

- ✧ Please be sure to provide the quantities in the fee schedule.
- ✧ All deferred applications must be submitted in accordance with OSSC, Section 106.3.4.
- ✧ Complete the respective sections of the Tri-County Commercial checklist pertinent to your application.
- ✧ Your permit expires if work isn't started within 180 days from the date of issue. Your permit expires if work is suspended or abandoned for 180 days or more. If you can't work within a 180-day period and don't wish to abandon the project, you may submit a written request to extend your permit for an additional 180-day period.

MECHANICAL PERMIT APPLICATION



380 A Avenue, Lake Oswego, OR 97034
 503-635-0390
 Submit Permits to: permits@lakeoswego.city
 Online: www.buildingpermits.oregon.gov

DEPARTMENT USE ONLY

Permit #:

By:

Date:

This permit is issued under OAR 918-440-0050. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.

CONSTRUCTION CATEGORY
<input type="checkbox"/> Single Family Dwelling <input type="checkbox"/> Mfd Dwelling <input type="checkbox"/> Res Accessory Structure <input type="checkbox"/> Duplex <input type="checkbox"/> Townhome <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Multifamily <input type="checkbox"/> Mixed Use
TYPE OF WORK
<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Demolition <input type="checkbox"/> Other <input type="checkbox"/> Replacement <input type="checkbox"/> Tenant Improv.
JOB SITE INFORMATION & LOCATION
Job site address:
City/State/ZIP:
Project Name:
Parcel #:
Directions to job site:
DESCRIPTION OF WORK
Job # (optional):
PROPERTY OWNER INSTALLATION
Name:
Address:
City/State/ZIP:
Phone:
Email:
<input type="checkbox"/> Owner acknowledges 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. ORS 479-540(1) and 479.560(1).
Signature: _____
CONTRACTOR INSTALLATION
Business name:
Address:
City/State/ZIP:
Phone:
Email:
Contractor CCB license #:
BCD license #:
Applicant Signature: _____

MECHANICAL FEE SCHEDULE			
<i>Commercial based on valuation – see table on reverse</i>			
APPLIANCE	PER EA	QTY	TOTAL
Heating/Cooling			
Air conditioner	50.00		
Air handling unit of up to 10K cfm	36.00		
Air handling unit 10,001K cfm and over	36.00		
Evaporative cooler other than portable	50.00		
Furnace up to 100k BTU	36.00		
Furnace greater than 100k BTU	36.00		
Furnace/burner w/ ductwork/vent/liner	20.00		
Heat pump	50.00		
Mini split system - Additional heat source: _____	50.00		
Suspended heater, recessed wall or floor mounted	29.00		
Hydronic hot water system	50.00		
Other Fuel Appliances			
Barbecue	21.00		
Chimney/liner/flue/vent	20.00		
Decorative gas fireplace	36.00		
Gas or wood fireplace/insert	36.00		
Oil tank/gas/diesel generator	21.00		
Pool or spa heater, kiln	20.00		
Water heater includes vent/flue only	21.00		
Wood/pellet stove	36.00		
Environmental Exhaust and Ventilation			
Attic/crawl space fans	14.00		
Clothes dryer exhaust	13.00		
Ductwork – no appliance/fixture	20.00		
Floor furnace including vent	21.00		
Range hood/other kitchen equipment	22.00		
Ventilation fan connected to single duct	14.00		
Ventilation system, not a portion of HVAC	21.00		
Fuel piping			
Gas fuel piping 1- 4 outlets, \$2.20 ea add'l	14.00		
Miscellaneous fees			
Domestic incinerator – install/relocate	20.00		
Radon mitigation	14.00		
Other heat/cool/vent/fuel, not listed	21.00		
Repair/alter/add to mechanical appliance incl controls	21.00		
Subtotal: (add up ALL fees) – minimum fee \$ 102.82			
12% surcharge (.12 x subtotal)			
Seismic review – permit fee x 0.01			
Records Retention Fee			30.00
Plan review, if req – 25% of subtotal			
GRAND TOTAL (Com/Res fees + surcharges)			

COMMERCIAL MECHANICAL	
Valuation of Install	\$
\$1.00 to \$5,000	\$ 102.82
\$5,001 to \$10,000	102.82 for the first \$5,000 plus \$1.50 for ea add'tl \$100.00 to and including \$10,000
\$10,001 to \$100,000	177.82 for the first \$10,000 plus \$10.20 for ea add'tl \$1000 to and including \$100,000
\$100,001 to \$ ABOVE	1095.82 for the first \$100,000 plus \$7.00 for ea add'tl \$1000 to and including \$ ABOVE
Calculated Amount	<i>(Add to Subtotal on front of application)</i>



CERTIFICATE OF ASSURANCE - IMPACT TO TREES

(Include with the Building Permit Application)

Building permit # _____

I am authorized to make assurances with regard to the development of this property. By signing below, I hereby declare (*please v the correct site description*):

_____ Development activity e.g. construction, grading, excavation, demolition, vehicle parking, material storage, excavated material, debris storage, etc. will not occur under the canopy of a tree since trees are not present on the site and tree limbs do not overhang the site from an adjacent property;

OR,

_____ Trees are present and will be protected by a Tree Protection Plan approved by the City of Lake Oswego prior to and during the development of the property.

I further understand that if a tree is removed or damaged due to the failure to receive a Tree Protection Plan as required, or as a result of the failure to implement and maintain the tree protection measures of an approved Tree Protection Plan, the property owner and persons responsible for damaging the tree will be subject to the fines and penalties in Lake Oswego Code (LOC) 55 [Tree Code].

Acknowledgement: I have read and understood the above statements regarding the protection of trees required during the development of the property.

Signature

Date

Tree Protection Plan

An approved Tree Protection Plan with the tree protection measures (6' metal fence, required signs, arborist report (if fence not at edge of the tree canopy, etc.) is required to be in place **PRIOR TO COMMENCING ANY SITE DEVELOPMENT OR CONSTRUCTION ACTIVITIES** e.g. demolition, excavation, grading, utility work, building construction, material storage, etc.

NOTE: Please see the Tree Protection Plan application for a complete listing of information required for a Tree Protection Plan.



Tri-County Commercial Application Checklist

City of Lake Oswego – Building Division

PO Box 369 ▪ 380 A Ave.
 Lake Oswego, OR 97034
 (503) 635-0390 ▪ Fax: (503) 697-6574
 www.ci.oswego.or.us

PROJECT INFORMATION

Project name:		Date:	
Address:	City:	State:	ZIP:
Scope of work:			
Reference no.:	Map and tax-lot no.:		
Contact person name:	Company:		
Phone:	Fax:		
Cellular phone:	E-mail:		

NOTES AND INSTRUCTIONS

The purpose of this checklist is to help define a complete submittal package for the scope of work. Plan review will not take place until a complete package is submitted.
 This checklist can be used for all commercial construction projects, including new construction, additions, alterations and tenant improvements.
 For complex projects, applicants should use the “location” space to note the item’s location and page number from the plans or the specification book.
 It is not necessary to duplicate submittal information, even if it is asked for in multiple sections.
 In the checklist, “Required” means that the applicant must provide this information for plan review.
 In the checklist, “P” means —

- *if checked by the applicant* — the information is provided for the plan review.
- *if checked by the plans reviewer* — this information is required for the plan review.

In the checklist, “NA” means that the information does not apply.
 Choose only those sections of the checklist that apply to your scope of work. Section 1.0, “General Project Data,” must be included with each project submitted.

PRE-SUBMITTAL PROCESS

An applicant may request a pre-submittal meeting with representatives of the jurisdiction in which the project will be built. The meeting may take place during the conceptual, schematic, or in-progress phase, or when the applicant has completed plans.

INDEX OF CHECKLIST SECTIONS

1.0 General project data Page 2	7.0 Mechanical data (Types I and II kitchen-hood permits)..... Page 6
2.0 Civil data Page 2	8.0 Plumbing data..... Page 7
3.0 Architectural data Page 3	9.0 Electrical data..... Page 8
4.0 Structural data Page 4	10.0 Fire-suppression data..... Page 9
5.0 Mechanical data (new construction, tenant improvement, gas-piping permits) Page 5	11.0 Fire-detection and fire-alarm data..... Page 9
6.0 Mechanical data (additional or replacement rooftop-equipment installation permits)..... Page 6	12.0 Re-roof installation data..... Page 10
	13.0 Jurisdictional requirements..... Page 10

This checklist is for building department jurisdictions in Clackamas, Multnomah, and Washington counties.

SECTION 1.0 — GENERAL PROJECT DATA

Construction documents

Location (sheet number or spec section)

- | | | | | |
|------|-------------------------------------|-------------------------------|---|-------|
| 1.1 | <input checked="" type="checkbox"/> | Required | No. of sets of plans: 2 Max. size 30 x 42 | _____ |
| 1.2 | <input checked="" type="checkbox"/> | Required | Cover sheet title block | _____ |
| 1.3 | <input checked="" type="checkbox"/> | Required | Cover sheet vicinity map | _____ |
| 1.4 | <input checked="" type="checkbox"/> | Required | Cover sheet plan index..... | _____ |
| 1.5 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Code summary | _____ |
| 1.6 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Deferred submittal summary | _____ |
| 1.7 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Professional stamp and signature..... | _____ |
| 1.8 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Fire and life-safety plan | _____ |
| 1.9 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Landscape plan | _____ |
| 1.10 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Landscape specifications | _____ |

Supporting documents

Notes

- | | | | | |
|------|--------------------------|-------------------------------|---|-------|
| 1.20 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Land-use or planning actions..... | _____ |
| 1.21 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Required fire-flow calculations | _____ |
| 1.22 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Fire-hydrant flow-test report..... | _____ |
| 1.23 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Fire department or fire district building survey report | _____ |
| 1.24 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Material safety data sheets (MSDS) | _____ |

SECTION 3.0 — ARCHITECTURAL DATA

Construction documents

Location (sheet number or spec section)

- | | | | | |
|------|-------------------------------------|-------------------------------|---|-------|
| 3.1 | <input checked="" type="checkbox"/> | Required | Floor plan(s)..... | _____ |
| 3.2 | <input checked="" type="checkbox"/> | Required | Transverse and longitudinal cross sections..... | _____ |
| 3.3 | <input checked="" type="checkbox"/> | Required | OSSC Chapter 11 accessibility requirements | _____ |
| 3.4 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Interior elevations | _____ |
| 3.5 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Exterior elevations | _____ |
| 3.6 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Roof plans | _____ |
| 3.7 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Exterior wall sections and details | _____ |
| 3.8 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Reflected ceiling plan(s)..... | _____ |
| 3.9 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Fire-rated construction details | _____ |
| 3.10 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Energy code compliant construction details and specifications | _____ |
| 3.11 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Door schedule | _____ |
| 3.12 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Glazing schedule..... | _____ |
| 3.13 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Furniture plan..... | _____ |

Supporting documents

Notes

- | | | | | |
|------|--------------------------|-------------------------------|---|-------|
| 3.20 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Energy code compliance forms/calculations | _____ |
| 3.21 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Material safety data sheets (MSDS) | _____ |
| 3.22 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Hazardous materials inventory statement (HMIS) | _____ |
| 3.23 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Hazardous materials management plan (HMMP) | _____ |
| 3.24 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Written fire and life-safety evacuation plan for area of rescue assistance..... | _____ |
| 3.25 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Active and passive smoke-control information | _____ |

SECTION 5.0 — MECHANICAL DATA (New construction, tenant improvement, gas piping permits)

Construction documents			<i>Location (sheet number or spec section)</i>
5.1	<input checked="" type="checkbox"/>	Required	Floor plan..... _____
5.2	<input checked="" type="checkbox"/>	Required	Equipment schedule..... _____
5.3	<input type="checkbox"/>	P <input type="checkbox"/> NA	Site plan _____
5.4	<input type="checkbox"/>	P <input type="checkbox"/> NA	Under-slab mechanical plan _____
5.5	<input type="checkbox"/>	P <input type="checkbox"/> NA	Roof plan _____
5.6	<input type="checkbox"/>	P <input type="checkbox"/> NA	Fuel gas piping plan..... _____
5.7	<input type="checkbox"/>	P <input type="checkbox"/> NA	HVAC equipment and duct plan(s) _____
5.8	<input type="checkbox"/>	P <input type="checkbox"/> NA	Roof access details..... _____
5.9	<input type="checkbox"/>	P <input type="checkbox"/> NA	Duct smoke detector plans..... _____
5.10	<input type="checkbox"/>	P <input type="checkbox"/> NA	Fire/smoke damper locations _____
5.11	<input type="checkbox"/>	P <input type="checkbox"/> NA	Smoke control plan _____
5.12	<input type="checkbox"/>	P <input type="checkbox"/> NA	Outside air (OSA) table _____
5.13	<input type="checkbox"/>	P <input type="checkbox"/> NA	Refrigeration equipment and piping plan _____
5.14	<input type="checkbox"/>	P <input type="checkbox"/> NA	Kitchen equipment plan..... _____
5.15	<input type="checkbox"/>	P <input type="checkbox"/> NA	Type I and/or Type II kitchen hood plan (see Section 7.0 — Mechanical Data) _____
5.16	<input type="checkbox"/>	P <input type="checkbox"/> NA	Fume/vapor hood plan _____
5.17	<input type="checkbox"/>	P <input type="checkbox"/> NA	Process piping/product and/or exhaust-conveying duct plan..... _____
5.18	<input type="checkbox"/>	P <input type="checkbox"/> NA	Fire-rated construction details _____
5.19	<input type="checkbox"/>	P <input type="checkbox"/> NA	Equipment hanger/fastener details..... _____
Supporting documents			<i>Notes</i>
5.20	<input checked="" type="checkbox"/>	Required	Structural calculations for vertical loads and lateral loads for equipment weighing over 400 pounds..... _____
5.21	<input type="checkbox"/>	P <input type="checkbox"/> NA	Equipment manufacturers' catalog "cut sheets" or specifications _____
5.22	<input type="checkbox"/>	P <input type="checkbox"/> NA	Outside air (OSA) calculations _____
5.23	<input type="checkbox"/>	P <input type="checkbox"/> NA	Smoke-control calculations _____
5.24	<input type="checkbox"/>	P <input type="checkbox"/> NA	Combustion air calculations _____
5.25	<input type="checkbox"/>	P <input type="checkbox"/> NA	Fuel gas piping sizing calculations _____
5.26	<input type="checkbox"/>	P <input type="checkbox"/> NA	Make-up air calculations..... _____
5.27	<input type="checkbox"/>	P <input type="checkbox"/> NA	Energy code compliance forms _____
5.28	<input type="checkbox"/>	P <input type="checkbox"/> NA	Boiler information _____

SECTION 6.0 — MECHANICAL DATA (Additional or replacement rooftop installation permits)

Construction documents

Location (sheet number or spec section)

- 6.1 Required Roof plan
- 6.2 P NA Roof framing plan.....
- 6.3 P NA Fuel gas piping plan.....
- 6.4 P NA Roof access details

Supporting documents

Notes

- 6.20 Required Structural calculations for vertical loads and lateral loads for equipment weighing over 400 pounds.....
- 6.21 P NA Equipment manufacturers' catalog "cut sheets" or specifications.....
- 6.22 P NA Fuel gas piping sizing calculations.....
- 6.23 P NA Energy code compliance forms

SECTION 7.0 — MECHANICAL DATA (Type I and Type II kitchen hood permits)

Construction documents

Location (sheet number or spec section)

- 7.1 Required Site plan
- 7.2 Required Floor plan(s)
- 7.3 Required Kitchen equipment plan.....
- 7.4 Required Kitchen equipment and hood elevations.....
- 7.5 P NA Roof plan
- 7.6 P NA Cross sections through hoods, ducts and shafts.....
- 7.7 P NA Fire-rated construction details
- 7.8 P NA Fire suppression details

Supporting documents

Notes

- 7.20 Required Structural calculations for vertical loads and lateral loads for equipment weighing over 400 pounds.....
- 7.21 Required Make-up air calculations
- 7.22 P NA Equipment manufacturers' catalog "cut sheets" or specifications.....
- 7.23 P NA Hood/grease extractor listing documentation
- 7.24 P NA Hood/grease duct sizing calculations
- 7.25 P NA Fire suppression information

SECTION 13.0 — JURISDICTIONAL – SPECIFIC REQUIREMENTS

Construction documents

Item

Location (sheet number or spec section)

- 13.1 P NA Required
- 13.2 P NA Required
- 13.3 P NA Required
- 13.4 P NA Required
- 13.5 P NA Required
- 13.6 P NA Required
- 13.7 P NA Required
- 13.8 P NA Required
- 13.9 P NA Required
- 13.10 P NA Required