



# **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.
- ✧ 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](mailto:permits@lakeoswego.city)  
 Online: [www.buildingpermits.oregon.gov](http://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
<b>Heating/Cooling</b>			
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		
<b>Other Fuel Appliances</b>			
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		
<b>Environmental Exhaust and Ventilation</b>			
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		
<b>Fuel piping</b>			
Gas fuel piping 1- 4 outlets, \$2.20 ea add'tl	14.00		
<b>Miscellaneous fees</b>			
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		
<b>Subtotal: (add up ALL fees) – minimum fee \$ 102.82</b>			
12% surcharge (.12 x subtotal)			
Seismic review – permit fee x 0.01			
<b>Records Retention Fee</b>			31.00
Plan review, if req – 25% of subtotal			
<b>GRAND TOTAL (Com/Res fees + surcharges)</b>			

<b>COMMERCIAL MECHANICAL</b>	
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
<b>Calculated Amount</b>	<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.