



NEW

Commercial Mechanical

Building Permit Applications are accepted only between the hours of
Monday-Tuesday 7:30 A.M. to 11:30 A.M
Wednesday-Friday 8:00 A.M. to 11:30 A.M.

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 97035
 Phone: (503) 635-0390
 Submit Permits to: permits@lakeoswego.city
 Online: www.buildingpermits.oregon.gov

PERMIT #	
DATED	
AMT PD:	AMT DUE:

CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL
JOB SITE INFORMATION AND LOCATION	
Project/tenant name:	Phone:
Job site address:	
WORK DESCRIPTION	
<input type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> TENANT
Name:	
Address:	Phone:
CONTACT PERSON	
Name:	Phone:
E-mail:	
CONTRACTOR INFORMATION	
Business name:	
Address:	Phone:
CCB #	
E-mail (Required):	
Authorized Signature:	
Print name:	Date:
COMMERCIAL VALUATION \$	
MECHANICAL PERMIT FEES	
Subtotal	\$
Minimum permit fee	\$ 75.00
Plan Review 25% of permit (COMMERCIAL PROJECTS)	\$
State surcharge 12% of permit	\$
Records Retention	\$ 25.00
TOTAL PERMIT FEE:	\$

RESIDENTIAL EQUIPMENT AND SYSTEM FEES			
HEATING AND COOLING			
ITEM	QTY	FEE	
Furnace		\$ 36.00	
A/C - Heat Pump-Generator (SITE PLAN REQUIRED)		\$ 50.00	
Gas heat pump		\$ 50.00	
Duct work		\$ 20.00	
Hydronic hot water system		\$ 50.00	
Residential boiler <i>(radiator or hydronic)</i>		\$ 29.00	
Unit heaters <i>(fuel type only)</i>		\$ 29.00	
Flue/vent for any of the above		\$ 20.00	
Other		\$ 21.00	
OTHER FUEL APPLIANCES			
ITEM	QTY	FEE	
Gas fireplace		\$ 36.00	
Flue vent for water heater and/or gas fireplace		\$ 20.00	
Log lighter/gas insert		\$ 36.00	
Wood pellet stove		\$ 36.00	
Chimney/liner/flue/vent		\$ 20.00	
ENVIRONMENTAL EXHAUST AND VENTILATION			
ITEM	QTY	FEE	
Range hood/other kitchen equipment		\$ 22.00	
Clothes dryer exhaust		\$ 13.00	
Single-duct exhaust (bathroom, toilet compartments, utility rooms)		\$ 14.00	
Attic/crawl space fans		\$ 14.00	
Gas piping (first four)		\$ 14.00	
Addtl gas piping outlet		\$ 2.20	
GAS OUTLET USED			
<input type="checkbox"/> Furnace	<input type="checkbox"/> Range		
<input type="checkbox"/> Water heater	<input type="checkbox"/> Wall/unit heater		
<input type="checkbox"/> Fireplace	<input type="checkbox"/> BBQ		
<input type="checkbox"/> Gas heat pump	<input type="checkbox"/> Dryer		
<input type="checkbox"/> Other			
BUILDING PERMIT FEES*			
Please refer to the master fee schedule			
Apply for permits online at www.buildingpermits.oregon.gov			



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



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.



RECORDS RETENTION FEES WORKSHEET

BUILDING PERMITS - PART A

Base Fee \$ 25.00

BUILDING PERMITS - PART B

Fees for Building department submittals.

Note: A page with printing on both sides count as two pages.

<u>Size</u>	<u># of Pages</u>		<u>Cost Per Page</u>	<u>Total =</u>
8 1/2" x 11"	_____	X	\$ 0.25	_____
8 1/2" x 11"	_____	X	\$ 0.25	_____
11" x 17"	_____	X	\$0.50	_____
18" x 24"	_____	X	\$ 2.00	_____
24" x 36"	_____	X	\$ 3.00	_____
36" x 42"	_____	X	\$ 4.00	_____
Other formats	_____	X	\$5.00	_____
Total Part B				= _____

TOTAL RECORDS RETENTION FEE

Total from Part A \$25.00

Total from Part B _____

Total Amount: _____