



**City of Umatilla**  
**Building Division**  
 700 6<sup>th</sup> St  
 Umatilla, OR 97882  
[epermitting@umatilla-city.org](mailto:epermitting@umatilla-city.org)  
 (541) 922-3226 x114 Fax (541) 922-5758

<b>RESIDENTIAL MECHANICAL PERMIT APPLICATION</b> DEPARTMENT USE ONLY	
Permit No:	
Date Issued:	By:

**WORK SITE LOCATION:**

<b>*PARENT PERMIT NUMBER:</b> (Building)	
<b>*STREET ADDRESS OF WORK SITE:</b>	
<b>*CATEGORY OF CONSTRUCTION:</b>	
<input type="radio"/> One/Two Family <input type="radio"/> Manufactured home	
<b>*TYPE OF WORK:</b>	
<input type="radio"/> New <input type="radio"/> Addition <input type="radio"/> Alteration/Repair	<input type="radio"/> Gas line only <input type="radio"/> Accessory Structure
<b>*PROJECT DESCRIPTION:</b>	

**PEOPLE INFORMATION:**

<b>*APPLICANT:</b>		
Name:		
Full Mailing Address:		
City:	State:	Zip:
Phone:		
Email:		
<b>*PROPERTY OWNER:</b>		
Same as applicant? <input type="radio"/> Yes <input type="radio"/> No		
Name:		
Full Mailing Address:		
City:	State:	Zip:
Phone:		
Email:		
<b>*CONTRACTOR INSTALLATION</b>		
Same as applicant? <input type="radio"/> Yes <input type="radio"/> No		
Business Name:		
Address:		
City/State/Zip:		
Phone:	Fax:	
E-mail:		
CCB license no.:		City Lic No.:
<b>*REQUIRED DOCUMENTS FOR APPLICATION</b>		
I have downloaded and reviewed the plans and documents Checklist (Initials): _____		
<b>*SUBMITTAL METHOD FOR PLANS AND DOCS</b>		
<input type="radio"/> Paper (2 copies) <input type="radio"/> Electronic <input type="radio"/> Not applicable		

<b>CREDIT CARD INFORMATION:</b>	
<input type="radio"/> VISA <input type="radio"/> MASTERCARD	Amount\$
Credit Card number:	
Exp:	CCV:
Cardholder Name:	
Cardholder Signature:	
Billing address:	

**Notices**

**Expiration of application:** This application is valid for 180 days after it has been accepted as complete.  
**Inspections required:** Approved city inspections must be completed before the work performed is enclosed.  
**Terms and conditions**  
**Correct information:** I hereby certify I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.  
**Copyright release for government entities:** I hereby grant permission to the City of Umatilla to copy, in whole or part, drawings and 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.  
**Indemnity:** I, the permit applicant, shall indemnify, defend and hold harmless the City of Umatilla, its officers, employees and agents from any and all claims arising out of or in connection with work done under this permit. **Owner installation:** This 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. OAR 479.540(1) and 479.560(1).  
**Owner permission:** I have the legal right or permission from any property owner whose property is affected by the work covered under this permit to: 1) enter the property; 2) perform the work covered under this permit; 3) leave structures on or in the affected property. The issuance of this permit shall not be construed as permission or a grant of a legal right to enter upon or remain on any property affected by the work covered under this permit.  
**Electronic signature certification:** By attaching an electronic signature (whether typed, graphical or free form) I certify herein that I have read, understood and confirm all the statements listed above and throughout the application form.  
 I agree (initials): \_\_\_\_\_

Signature:

\_\_\_\_\_

Click or tap to enter a date.

**Please complete all fields\***

**\*FEES:**

Description	Qty	Each	Total
<b>Heating/Cooling</b>			
Air Conditioner		\$15.00	
Boiler *** State BCD approval required (Boiler gas connect and venting		\$16.50	
<b>Furnace, including ductwork, vent, liner</b>			
*Floor		\$15.00	
*Furnace -up to 100,000 BTU		\$15.00	
*Furnace -greater than 100,001 BTU		\$15.00	
Evaporative cooler		\$13.50	
Air Handling Unit *up to 10,000 cfm		\$13.50	
Air Handling Unit *over 10,001 cfm		\$16.50	
Heaters: suspended, wall of floor mounted		\$15.00	
Heat pump		\$15.00	
Hydronic piping system		\$15.00	
<b>Other Equipment</b>			
Above-ground tanks: Gas/Oil/Diesel (Connection and venting only)		\$13.50	
Clothes Dryer		\$12.00	
Decorative Fireplace		\$13.50	
Gas or Wood Fireplace/insert		\$13.50	
Installation or relocation domestic type incinerator		\$16.50	
Mini split system		\$15.00	
Oil tank/gas generators		\$16.50	
Pool or spa heater		\$15.00	
Range or other appliance including installation of controls		\$15.00	
Water heater		\$13.50	
Other heating/cooling appliance or fuel appliance		\$13.50	
<b>Environmental exhaust and ventilation (includes relocation)</b>			
Ductwork or venting, alternations/additions		\$12.00	
Clothes dryer exhaust		\$12.00	
Flue vent for water heater or gas fireplace		\$12.00	
Chimney: liner/flue/vent w/o appliance		\$13.50	
Attic/crawlspace fans		\$12.00	
Single-duct exhaust vent		\$12.00	
Whole house ventilation or radon mitigation		\$16.50	
<b>Fuel Piping; gas equipment (includes relocation)</b>			
Fuel Piping- Gas Connections – any # outlets for one fee		\$13.50	
<b>Other</b>			
Specify:		\$13.50	
<b>MECHANICAL PERMIT FEES</b>			
A) Permit Subtotal (from above checklist)			
B) Minimum Permit Fee (only applicable if line A is less than \$45.00)		\$45.00	
C) Permit Total (A or B per above)			
D) State Surcharge (12% of Permit Total – Line C x 0.12)			
E) Plan Review 25% of Line C			
F) Technology fee 2% of total of Line C and E			
<b>TOTAL PERMIT</b>			