



City of Umatilla

Building Division

700 6th St

Umatilla, OR 97882

permitting@umatilla-city.org

(541) 922-3226 x114 Fax (541) 922-5758

RESIDENTIAL MECHANICAL PERMIT APPLICATION

DEPARTMENT USE ONLY

Permit No:

Date Issued:

By:

WORK SITE LOCATION:

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

CREDIT CARD INFORMATION:	
<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): _____

PEOPLE INFORMATION:

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

FEES:

Description	Qty	Each	Total
Heating/Cooling			
Air Conditioner		\$15.00	
Boiler *** State BCD approval required (Boiler gas connect and venting)		\$16.50	
Furnace, including ductwork, vent, liner			
*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	
Other Equipment			
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	
Environmental exhaust and ventilation (includes relocation)			
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	
Fuel Piping; gas equipment (includes relocation)			
Fuel Piping- Gas Connections – any # outlets for one fee		\$13.50	
Other			
Specify:		\$13.50	
MECHANICAL PERMIT FEES			
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 (0.12 x C)			
E) Plan Review 25% (.25 x C)			
F) Technology fee 2% (.02 x C)			
TOTAL PERMIT			