



<b>III. MECHANICAL PERMIT FEE CHECKLIST</b>		<b>COUNT EACH</b>	<b>TOTAL</b>
<b>A. RESIDENTIAL:</b> Unless otherwise noted, fees apply to both gas & electric appliances for insllation, repairs, alterations and related equipment including piping. <b>(Minimum permit fee \$133.00)</b>			
THE PRIMARY FUEL SOURCE IS: _____ Also list any secondary fuel; _____			
<b>HEATING &amp; COOLING:</b>			
Air Conditioning	\$16.00		
Air Handler, up to 10,000 cfm	\$16.00		
Air Handler, over 10,000 cfm	\$16.00		
Evaporative cooler other than portable	\$16.00		
Cadet Heaters; count only (no mechanical fee, electrical permit required)	\$16.00		
Fireplace/insert, gas or wood	\$16.00		
Floor funace, including vent	\$16.00		
Furnace/Burner including duct work/vent/liner	\$16.00		
Furnace, up to 100,000 BTU	\$16.00		
Furnace, over 100,000 BTU	\$16.00		
Heat Pump	\$16.00		
Hydronic hot water system	\$16.00		
Mini split system - must also list add'l heat source;	\$16.00		
Repair, alteration or addition to any mechanical appliance including install controls	\$16.00		
Heater, suspended, recessed wall or floor mount	\$16.00		
Wood/Pellet Stove	\$16.00		
Other heating/cooling not listed above but regulated;	\$16.00		
<b>OTHER FUEL APPLICANCES:</b>			
BBQ line	\$16.00		
Chimney/liner/flue/vent	\$16.00		
Fireplace, decorative	\$16.00		
Gas or Wood Fireplace/insert	\$16.00		
Incinerator, domestic; install or relocation	\$16.00		
Generators, oil tank/gas diesel	\$16.00		
Pool/spa heater, kiln	\$16.00		
Propane Insert	\$16.00		
Range/Cook Top; gas (if electric then no mechanical permit required)	\$16.00		
Water Heater; gas/hydronic (Plumbing permit also required for all types.)	\$16.00		
Wood/Pellet Stove	\$16.00		
Misc. gas lines/outlets not listed above;	\$16.00		
Other fuel appliances not listed above;	\$16.00		
<b>ENVIRONMENTAL EXHAUST &amp; VENTILATION:</b>			
Appliance vent; installation, relocation or replacement not previously counted	\$16.00		
Attic/crawl space fan	\$16.00		
Chimney/liner/flue/vent	\$16.00		
Clothes Dryer Vent/exhaust	\$16.00		
Ductwork- no appliance/fixture	\$16.00		
Flue vent for water heater or gas fireplace	\$16.00		
Hood & ducts served by mechanical exhaust	\$16.00		
Radon Mitigation	\$16.00		
Range Hood/Vent	\$16.00		
Vent Fan; bath/laundry/attic/ect. (not apart of heating or cooling)	\$16.00		
Ventilation system misc. (not apart of heating or cooling)	\$16.00		
Other environmental exhaust & ventilation;	\$16.00		
<b>TOTAL FUEL COUNT (REQUIRED)</b>			
Gas Fuel piping outlets: _____ (count each one)	\$16.00		
Gas Pressure Test, each: _____	\$16.00		
<b>B. COMMERCIAL, INDUSTRIAL &amp; DWELLINGS OTHER THAN 1 &amp; 2 FAMILY:</b>			
Mechanical fee shall be calculated based on the value of the equipment and installation costs, including contractor's profit. <b>BID VALUE: \$</b> _____	Use Structural Fee calculation (I.A.)		
<b>PLAN REVIEW FEE:</b>		<b>NOTES:</b>	
Mechanical Plan Review Fee	35% of mechanical fee		
Additional plan review required by changes, additions or revision to approved plans	\$133.00/hr. (min. 1 hr.)		
<b>MECHANICAL PERMIT FEE</b>	<b>(\$133.00 Minimum)</b>		
<b>PLAN CHECKING FEE</b>	<b>35% of mech. permit</b>		
<b>STATE SURCHARGE</b>	<b>12% of mech. permit</b>		
<b>TOTAL PERMIT FEE:</b>			



# Information Notice to Owners About Construction Responsibilities

(ORS 701.325 (3))

Homeowners acting as their own general contractors to construct a new home or make a substantial improvement to an existing structure, can prevent many problems by being aware of the following responsibilities:

- Homeowners who use labor provided by workers not licensed by the Construction Contractors Board, may be considered an employer, and the workers who provide the labor may be considered employees. **As an employer, you must comply with the following:**
- **Oregon's Withholding Tax Law:** Employers must withhold income taxes from employee wages at the time employees are paid. You will be liable for the tax payments even if you don't actually withhold the tax from your employees. For more information, call the Department of Revenue at 503-378-4988.
- **Unemployment Insurance Tax:** Employers are required to pay a tax for unemployment insurance purposes on the wages of all employees. For more information, call the Oregon Employment Department at 503-947-1488.
- **Oregon's Business Identification Number (BIN):** is a combined number for both Oregon Withholding and Unemployment Insurance Tax. To file for a BIN, go online to the Oregon Business Registry. For questions, call 503-945-8091.
- **Workers Compensation Insurance:** Employers are subject to the Oregon Workers Compensation Law, and must obtain Workers Compensation Insurance for their employees. If you fail to obtain Workers Compensation Insurance, you could be subject to penalties and be liable for all claim costs if one of your workers is injured on the job. For more information, call the Workers Compensation Division at the Department of Consumer and Business Services at 800-452-0288.
- **Tax Withholding:** Employers must withhold Social Security Tax and Federal Income Tax from employee wages. You may be liable for the tax payment, even if you didn't actually withhold the tax. For a Federal EIN number, go online to [www.irs.gov](http://www.irs.gov).

## Other Responsibilities of Homeowners:

- **Code Compliance:** As the permit holder for a construction project, the homeowner is responsible for notifying building officials at the appropriate times, so that the required inspections can be performed. Homeowners are also responsible for resolving any failure to meet code requirements that may be found through inspections.
- **Property Damage and Liability Insurance:** Homeowners acting as their own contractors should contact their insurance agent to ensure adequate insurance coverage for accidents and omissions, such as falling tools, paint overspray, water damage from pipe punctures, fire, or work that must be redone. Liability Insurance must be sufficient to cover injuries to persons on the job site who are not otherwise covered as employees by Workers Compensation Insurance.
- **Expertise:** Homeowners should make sure they have the skills to act as their own general contractor, and the expertise required to coordinate the work of both rough-in and finish trades.

CONSTRUCTION CONTRACTORS BOARD  
PO Box 14140, Salem, OR 97309-5052  
Telephone: 503-378-4621 – Fax: 503-373-2007  
Website Address: [www.oregon.gov/ccb](http://www.oregon.gov/ccb)

# Property Owner Statement Regarding Construction Responsibilities

Oregon Law requires residential construction permit applicants who are not licensed with the Construction Contractors Board to sign the following statement before a building permit can be issued. (ORS 701.325 (2))

This statement is required for residential building, electrical, mechanical, and plumbing permits. Licensed architect and engineer applicants, exempt from licensing under ORS 701.010 (7), need not submit this statement. This statement will be filed with the permit.

Please check the appropriate box:

I own, reside in, or will reside in the completed structure and my general contractor is:

\_\_\_\_\_

Name

\_\_\_\_\_

CCB#

\_\_\_\_\_

Expiration Date

I will inform my general contractor that all subcontractors who work on the structure must be licensed with the Construction Contractors Board.

or

I will be performing work on property I own, a residence that I reside in, or a residence that I will reside in. If I hire subcontractors, I will hire only subcontractors licensed with the Construction Contractors Board. If I change my mind and hire a general contractor, I will select a contractor who is licensed with the CCB and will immediately give the name of the contractor to the office issuing this Building Permit.

I have read and understand the Information Notice to Homeowners About Construction Responsibilities, and I hereby certify that the information on this homeowner statement is true and accurate.

\_\_\_\_\_  
Print Name of Permit Applicant

\_\_\_\_\_  
Signature of Permit Applicant

\_\_\_\_\_  
Date

Permit #: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Issued by: \_\_\_\_\_ Date: \_\_\_\_\_

