



# MECHANICAL PERMIT APPLICATION

Crook County Community Development  
 300 NE 3<sup>RD</sup> ST, RM #12, Prineville OR 97754  
 Phone: (541) 447-3211 Fax: (541) 416-2139  
 Email [bld@co.crook.or.us](mailto:bld@co.crook.or.us)

Date Received: \_\_\_\_\_

Initials: \_\_\_\_\_

This permit application expires if a permit is not purchased within **180 days** after it has been accepted as complete

TYPE OF WORK	
<input type="checkbox"/> New construction <input type="checkbox"/> Addition/alteration/replacement <input type="checkbox"/> Demolition <input type="checkbox"/> Other, Specify: _____	
CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> 1- and 2-family dwelling <input type="checkbox"/> Commercial/industrial <input type="checkbox"/> Accessory building <input type="checkbox"/> Multi-family <input type="checkbox"/> Other, Specify: _____	
DESCRIPTION OF WORK	
JOBSITE INFORMATION AND LOCATION	
Job site address: _____	
City/State/ZIP: _____	
Suite/bldg./apt. no.: _____	
Tax/map parcel no: _____	
<input type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> TENANT
Name: _____	
Address: _____	
City/State/ZIP: _____	
Phone: _____	
E-mail: _____	
OWNER INSTALLATION	
This installation is being made on property that I own, which is not intended for sale, lease, rent, or exchange.	
Signature: _____	Date: _____
APPLICANT	
Name: _____	
Address: _____	
City/State/ZIP: _____	
Phone: _____	
E-mail: _____	
CONTRACTOR	
Business name: _____	
Address: _____	
City/State/ZIP: _____	
Phone: _____	
E-mail: _____	
CCB Lic#.: _____	BCD Lic#.: _____
CONTACT FOR ISSUANCE	
Authorized signature: _____	
Print Name: _____	Date: _____

See Page 2 for Mechanical Plan Review Information

COMMERCIAL FEE SCHEDULE – VALUATION BASED			
Mechanical permit fees are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all mechanical materials, equipment, labor, overhead, and profit.			
Valuation Amount \$ _____			
FOR SPECIAL INFORMATION, USE CHECKLIST ON PAGE 2			
RESIDENTIAL EQUIPMENT / SYSTEM / FEES			
DESCRIPTION	QTY	EA.	TOTAL
HEATING / COOLING			
Furnace, incl. ductwork, vent, and liner		19.50	
Air conditioner/Air handling unit up to 10,000 cfm		14.75	
Air Handling unit 10,001 cfm and over		19.50	
Duct work, alterations, and additions		8.50	
Hydronic piping system		78.25	
Evaporative cooler other than portable		8.50	
Gas heaters/unit in-wall, in-duct, suspended, etc. <b>not</b> incl. vent.		19.50	
Heat Pump		18.25	
Mini Split System		18.25	
Other heating/cooling		12.25	
OTHER FUEL APPLIANCES			
Water heater		49.00	
Gas or wood fireplace/insert/stove		19.50	
Pool or spa heater, kiln*		12.25	
Wood stove/pellet stove		19.50	
Flue vent for water heater or gas fireplace		10.25	
Chimney/liner/flue/vent w/o appliance		12.25	
Oil tanks/gas/diesel generators		18.25	
Other fuel appliance		12.25	
ENVIRONMENTAL EXHAUST AND VENTILATION			
Range hood/other kitchen equipment		11.75	
Clothes dryer exhaust		12.25	
Single-duct exhaust (bathrooms, toilet compartments, utility rooms)		8.50	
Hood served by mechanical exhaust, including ducts for hood		11.75	
Attic/crawlspace fans		8.50	
Ventilation system not a portion of heating or air-conditioning system		8.50	
Appliance Vent Installation, relocation or replacement not included in an appliance		11.75	
Other environment exhaust/ventilation		8.50	
FUEL PIPING: Piping per outlet			
Additional Plan Review – 2 HR Minimum		95.00	
Re-inspection Fee - Mechanical		110.00	
OFFICE USE ONLY			
<b>Subtotal</b>			
Minimum permit fee			<b>110.25</b>
Plan review (75% of permit fee)			
State surcharge (12% of permit fee)			
<b>TOTAL PERMIT FEE</b>			

\* Site plan required for an outdoor unit

# Mechanical Plan Review

2 sets of plans required for **COMMERCIAL** plan review (Full Size)

1 set of plans required for **RESIDENTIAL** plan review (Full Size)

## Check all that apply:

- Educational or Institutional Occupancy
- Hazardous Location
- Installation in Patient Care Areas
- Agricultural Buildings Used for Commercial Purposes
- Any System Providing Greater Than 2000 CFM, per OMSC 606.2.1 / 606.2.2
- Complex Structures
- Commercial Exhaust Hood
- Commercial Fuel Piping



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

