

Mechanical Permit Application

29799 SW Town Center Loop E., Wilsonville OR 97070

Phone: 503-682-4960 permits@ci.wilsonville.or.us

Online Inspection Request: www.ci.wilsonville.or.us/building



Wilsonville City Code 7.300 requires all businesses located in or working in the city limits to obtain a City of Wilsonville Business License prior to operating a business. Contractors may qualify to use a Metro License in lieu of a City of Wilsonville Business License.

Permit Number: _____

***COMMERCIAL** 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. Complete checklist of mechanical items being installed.
***COMMERCIAL SUBMITTAL: Provide the following additional information at the time of submittal:**
1) Mechanical Comcheck Form <https://www.energycodes.gov/comcheck> 2) Seismic Bracing Details 3) Site Plan 4) Weight of current RTU(s) as well as new RTU(s).
***RESIDENTIAL SUBMITTAL: Complete the Equipment/Systems Checklist**

Category of Construction		*COMMERCIAL: PROJECT VALUATION: \$ _____	
<input type="checkbox"/> 1 & 2 Family	Commercial/Industrial	<input type="checkbox"/> Other	
<input type="checkbox"/> Multifamily	Accessory Building		
Type of Work		Heating / Cooling	
<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition/Alteration/Replacement	Furnace Install/Replace (Includes Vent, Liner, & Ductwork)	\$29.00
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other:	Air Conditioning Unit or Heat Pump	\$29.00
Job Site Information/Location		Alterations of existing HVAC System or Appliance	\$29.00
Address:		Hydronic Systems or Refrigeration: Absorption Units/Chillers/Compressors	\$22.00
Suite/Bldg/Apt. No./Lot No.		Boilers/Compressors	\$29.00
Project Name:		Suspended, Recessed, and Floor Heaters	\$29.00
		Fire/Smoke Dampers/Duct Smoke Detectors	\$22.00
Description		Other Fuel Appliances	
		Water Heater	\$22.00
		Pool or Spa Heater	\$22.00
		Fireplace, Insert, Wood/Pellet Stove, Gas Log/Log Lighter, BBQ (Includes Chimney)	\$22.00
		Wood/Pellet Stove/Insert/Wood Fireplace (Includes Chimney) (Requires UL Listing Number)	\$22.00
Property Owner		Vent for Appliance other than Furnace	\$22.00
Name:		Other: Appliance, New	\$22.00
Address:		Environmental Exhaust and Ventilation	
City/State/Zip:		Attic/Crawl Space Fans	\$15.00
Phone:		Clothes Dryer Exhaust	\$15.00
Contractor		Exhaust System Apart from Heating or A/C (HRV, Radon, Whole House)	\$22.00
Name		Hoods (includes Fire Suppression and Exhaust Fans)	\$15.00
Address:		Range Hood/Other Kitchen Equipment	\$15.00
City/State/Zip:		Single Duct Exhaust	\$15.00
CCB No. Exp. Date		Fuel Piping	
Metro Lic. No./City Bus. Lic. No. Exp. Date		Gas Fuel Piping Outlets (1-4 Outlets)	\$10.10
		Each Additional Outlets over Four (4) Outlets	\$2.60
Applicant/Contact Person		Other :	\$22.00
Business Name:		Commercial Fees	
Contact Name:		Valuation	Fee
Address:		\$1.00 - \$2,000	\$49.50
City/State/Zip:		\$2,000 - \$10,000	\$49.50 for the 1st
Phone:		\$2,000 plus \$1.78 for each additional \$100 or fraction thereof	
Email:		\$10,001 - \$100,000	\$192.15 for the
Signature Required (Electronic Signature Accepted)		1st \$10,000 plus \$5.41 for each additional \$1,000 or fraction thereof	
Signature:		\$100,001 - \$1,000,000	\$679.42 for the
Print name:		1st \$100,000 plus \$2.41 for each additional \$1,000 or fraction thereof	
Date:		\$1,000,001 and above	\$2,848.44 for the
If Owner Installation: This installation is being made on property that I own, which is not intended for sale, exchange, lease, or rent. ORS 479-540(1) and 479.560(1).		1st \$1,000,000 plus \$2.75 for each additional \$1,000 or fraction thereof	
This permit is issued under OAR 918-440-0050. Permit expires if work is not started within 180 days of issuance or if work is suspended for 180 days		Minimum Mechanical Permit Fee \$49.50 Plan Review Commercial 55% of Mechanical Permit Fee State Surcharge 12% of Subtotal or Current Rate	
		Fee Methodology Set by Tri-County Building Industry Service Board	