



# Mechanical Permit Application

City of Woodburn, Building Division  
 270 Montgomery Street, Woodburn, Oregon 97071  
 www.ci.woodburn.or.us

Phone: (503) 982-5250 Inspection Requests: (503) 980-2443

OFFICE USE ONLY	
Permit no.	
Receipt no.	
Amount Paid	
Date Received	
Received by	

TYPE OF WORK	
<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition / Alteration / Replacement
<input type="checkbox"/> Other:	

CATEGORY OF CONSTRUCTION		
<input type="checkbox"/> 1- and 2-Family Dwelling	<input type="checkbox"/> Commercial/Industrial	<input type="checkbox"/> Other:
<input type="checkbox"/> Multi-family	<input type="checkbox"/> Accessory Building	

JOB SITE INFORMATION AND LOCATION	
Job Site Address:	
Suite / Bldg. / Apartment Number:	
City / State / Zip Code:	
Project Name:	
Subdivision:	Lot Number:
Tax Map / Parcel Number:	

DESCRIPTION OF WORK / PROJECT	

<input type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> TENANT
Name:	
Address:	
City / State / Zip Code:	
Phone: ( )	Fax: ( )

<input type="checkbox"/> APPLICANT	<input type="checkbox"/> CONTACT PERSON
Business name:	
Contact name:	
Address:	
City / State / Zip Code:	
Phone: ( )	Fax: ( )

E-mail:	
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CONTRACTOR	
Business Name:	
Address:	
City / State / Zip Code:	
Phone: ( )	Fax: ( )
E-mail:	

CCB License Number:	Expiration Date:
City License Number:	Expiration Date:

Authorized Signature: \_\_\_\_\_

Print Name:	Date:
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COMMERCIAL / INDUSTRIAL - USE VALUATION FEE SCHEDULE
Valuation: \$

1- AND 2-FAMILY DWELLING - FEE SCHEDULE			
Description	Qty.	Each	Total Fee
<b>Heating &amp; Cooling (includes relocation)</b>			
Gas Connections (unlimited number of connections)		25.00	
Furnace including ductwork & Vent		25.00	
Air Conditioner, Heat Pump, or Evaporative Cooler		25.00	
Unit Heater (suspended, recessed wall, floor mounted)		25.00	
Air Handling Unit		25.00	
Fireplace / Insert / Stove / Log Lighter / Decorative Fireplace		25.00	
Boiler Gas Connection and Venting Only		25.00	
<b>Venting (includes relocation)</b>			
Range Hood Venting		25.00	
Bath Fan		25.00	
Clothes Dryer Exhaust		25.00	
Exhaust Fan		25.00	
Water Heater Venting		25.00	
<b>Miscellaneous (includes relocation)</b>			
Barbecue		25.00	
Other Equipment or Appliance not Listed Above		25.00	
<b>Minimum Residential Mechanical Permit Fee - \$90.00</b>			

Plus 12% State Surcharge

MECHANICAL PERMIT FEES	
Permit Fee	
Plan Review Fee (100% of permit fee)	
State Surcharge Fee (12% of permit fee)	
<b>TOTAL FEE DUE</b>	

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

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. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulation construction or the performance of construction. **This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.**