**WASHINGTON COUNTY**
Department of Land Use & Transportation
Building Services
155 N First Ave., Suite 350, MS 12 | Hillsboro, OR 97124
503-846-3470 | lutbldg@washingtoncountyor.gov
www.washingtoncountyor.gov

# Mechanical Permit Application

Submit

Reset Form

**Land Use Approval** _____

**Project #** _____

**Inspection Request:** 503-846-3699
www.washcooraca.com

**Permit #** _____

## TYPE OF WORK

☐ New construction ☐ Addition/alteration/replacement
☐ Demolition ☐ Other:

## CATEGORY OF CONSTRUCTION

☐ 1- and 2-family dwelling ☐ Commercial/industrial ☐ Accessory building
☐ Multifamily ☐ Master builder ☐ Other:

## JOB SITE INFORMATION AND LOCATION

| | |
|---|---|
| Job site address: | |
| City/State/ZIP: | |
| Suite/bldg./apt. number: | Project name: |
| Cross street/directions to job site: | |
| | |
| Subdivision: | Lot number: |
| Tax map/parcel number: | |

## DESCRIPTION OF WORK

## ☐ PROPERTY OWNER ☐ TENANT

| | |
|---|---|
| Name: | |
| Address: | |
| City/State/ZIP: | |
| Phone: | |
| Email: | |

## APPLICANT

| | |
|---|---|
| Business name: | |
| Contact name: | |
| Address: | |
| City/State/ZIP: | |
| Phone: | |
| E-mail: | |

## CONTRACTOR

| | |
|---|---|
| Business name: | |
| Address: | |
| City/State/ZIP: | |
| Phone: | |
| E-mail: | |
| CCB license: | City or metro license: |
| Authorized signature: | |
| Print name: | Date: |

**Disclaimer**: By signing this application, the permit applicant acknowledges and agrees that they have obtained any required permission for the proposed work from the property owner.

**Updated: 07/2026**

## COMMERCIAL FEE SCHEDULE – USE CHECKLIST

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.

Value: $

## RESIDENTIAL EQUIPMENT / SYSTEMS FEES

For special information use checklist.

| Description | Qty. | Ea. | Total |
|---|---|---|---|
| **Heating/cooling** | | | |
| Furnace, incl. ductwork, vent, and liner | | 21.00 | 0.00 |
| Air conditioner (site plan required) | | 21.00 | 0.00 |
| Heat pump (site plan required) | | 21.00 | 0.00 |
| Duct work, alterations and additions | | 21.00 | 0.00 |
| Hydronic piping system | | 21.00 | 0.00 |
| Boiler, incl. vent** | State | Permit | Required |
| Gas heaters/unit in-wall, in-duct, suspended, etc. **not** incl. vent. | | 21.00 | 0.00 |
| New Construction Flat Fee | | 455.00 | 0.00 |
| **Other fuel appliances** | | | |
| Water heater | | 21.00 | 0.00 |
| Gas fireplace/insert/stove | | 21.00 | 0.00 |
| Gas log/log lighter | | 21.00 | 0.00 |
| Pool or spa heater, kiln* | | 21.00 | 0.00 |
| Wood/pellet stove/insert | | 21.00 | 0.00 |
| Wood fireplace | | 21.00 | 0.00 |
| Chimney/liner/flue/vent w/o appliance | | 21.00 | 0.00 |
| Oil tanks/gas/diesel generators | | 21.00 | 0.00 |
| Other: | | | 0.00 |
| **Environmental exhaust and ventilation** | | | |
| Range hood/other kitchen equipment | | 21.00 | 0.00 |
| Clothes dryer exhaust | | 21.00 | 0.00 |
| Single-duct exhaust (bathrooms, toilet compartments, utility rooms) | | 21.00 | 0.00 |
| Attic/crawlspace fans | | 21.00 | 0.00 |
| Whole house ventilation or Radon mitigation | | 21.00 | 0.00 |
| Other: | | | 0.00 |
| **Fuel piping** | | | |
| $20.00 for first four; $4.00 for each additional | | | |
| Furnace | | By outlet # | 0.00 |
| Wall/suspended/unit heater | | By outlet # | 0.00 |
| Water heater | | By outlet # | 0.00 |
| Fireplace/log lighter/gas log | | By outlet # | 0.00 |
| Range | | By outlet # | 0.00 |
| Barbecue | | By outlet # | 0.00 |
| Clothes dryer | | By outlet # | 0.00 |
| Other: | | By outlet # | 0.00 |
| Each additional outlet | | $4.25 | 0.00 |

## MECHANICAL PERMIT FEES

| | |
|---|---|
| **Subtotal** | $ 0.00 |
| Minimum permit fee | $236.00 |
| Plan review (25% of permit fee) | $ |
| State surcharge (12% of permit fee) | $ |
| Total permit fee | $ |
| Total min permit fee | $264.32 |

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

* Site plan required for an outdoor unit
**State Building Codes Division's approval required