

City of Phoenix Planning & Building Department

112 W 2nd Street (PO Box 330), Phoenix, OR 97535

541-535-2050 | FAX 541-535-5769 | www.phoenixoregon.gov | permits@phoenixoregon.gov



Inspection Line:

541-484-9043

800-358-8034

Mechanical Permit Application

M20-

Description of Work:		Quantity	One- and Two-Family Dwelling Units	EACH	TOTAL
			Electric Appliances (furnace, cooling unit, clothes dryer exhaust fan, kitchen hood)	\$20.00	
			Fuel Burning Appliances (includes gas furnace, wood stove, pellet stove, fireplace insert)	\$20.00	
Master Permit:			Gas Piping System (new or altered) any number of outlets	\$15.00	
Project Type:			All Others	\$20.00	
Site Address:					
City, State, Zip:		0	TOTAL ONE- AND TWO-FAMILY (Minimum Fee: \$60.00)		
Tax Lot:		Mechanical equipment for one and two family dwellings includes duct work, control units, thermostats, filters, volume dampers, fresh air intakes, and gas piping. Water heaters are regulated by plumbing code.			
Tax Map:					
Commercial Mechanical Fees					
CONTRACTOR INSTALLATION					
Contractor:		Commercial fees are based on valuation of all materials and installation costs, including labor. See value calculations for building permit fees in the Master Fee Schedule for further information. Please enter the total valuation (Materials and labor) of your project in the field below. Leave the field blank if this is NOT a commercial project.			
Street Address:					
City, State, Zip:					
Phone:					
Email:					
CONTRACTOR LICENSE INFORMATION					
CCB #:		PROJECT VALUATION (Including materials & labor):			
City Bus. Lic. #:		Commercial Project Permit Fee:			
Name:					
Date:					
Notes:					
Is there a Deferred portion? Select "Yes" if applicable and enter valuation of deferred portion below.					
			Deferred Submittals (Additional \$100 + 60% of permit fee value of deferred portion.)		
OWNER INFORMATION					
Owner's Name:		Plan check required? (e.g. Type I Hoods, Paint booths. See OSMC for additional information)			
Street Address:					
City, State, Zip:					
Phone:					
Email:					
		Hours	Other Inspections & Fees		
			Inspection outside of normal business hours (per hour, 2 hour minimum plus mileage)	\$85.00	
			Re-inspection fee (per hour, 1 hour minimum)	\$85.00	
			Additional plan review required by changes, additions, or revisions to approved plans (per hour, 1 hour minimum)	\$85.00	
OWNER INSTALL ONLY: This installation is for commercial use OR is being made on residential or farm property I own that is not intended for rent, lease, sale or exchange.		Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days		Subtotal:	
				State Surcharge (12% of subtotal):	
				Total Fee:	
I hereby certify the contents of this application to be correct to the best of my knowledge, and further, that I have read, understand, and agree to the following:					
1. Work shall not proceed past approved inspection stage.			2. All inspections shall be called for 24 hours in advance.		
3. Any modification in plans or work shall be reported in advance to the Building Department.					
4. Responsibility for complying with all applicable Federal, State or Local laws, ordinances and regulations rests solely with the applicant.					
Work may not begin until signed below by a Planning and Building Department official.				Date:	
Approved for issuance by:				Receipt #:	
Inspections Completed (Note date)	Rough	Service	Final		

This form is also available as a fillable form on the Phoenix City web site at www.phoenixoregon.gov Rev. Jan. 2020