



# Mechanical Permit Application

City of Woodburn, Building Division  
 270 Montgomery Street, Woodburn, Oregon 97071  
 www.woodburn-or.gov

Phone: (503) 982-5250 Fax: (503) 982-5244 Inspection Requests: (503) 980-2443

TYPE OF WORK	
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition/alteration/replacement
<input type="checkbox"/> Demolition	<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./apt. no.:	
City/State/ZIP:	
Project name:	
Subdivision:	Lot no.:
Tax map/parcel no.:	
DESCRIPTION OF WORK	
<input type="checkbox"/> PROPERTY OWNER <span style="margin-left: 150px;"><input type="checkbox"/> TENANT</span>	
Name:	
Address:	
City/State/ZIP:	
Phone: (    )	Fax: (    )
<input type="checkbox"/> APPLICANT <span style="margin-left: 150px;"><input type="checkbox"/> CONTACT PERSON</span>	
Business name:	
Contact name:	
Address:	
City/State/ZIP:	
Phone: (    )	Fax: (    )
E-mail:	
CONTRACTOR	
Business name:	
Address:	
City/State/ZIP:	
Phone: (    )	Fax: (    )
E-mail:	
CCB lic.:	Exp. Date:
City lic.:	Exp. Date:

Authorized signature: \_\_\_\_\_

Print name:	Date:
-------------	-------

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

COMMERCIAL FEE SCHEDULE – USE CHECKLIST			
<b>Valuation: \$</b>			
RESIDENTIAL EQUIPMENT / SYSTEMS FEES			
Description	Qty.	Ea.	Total
Heating & Cooling (includes relocation)			
Gas Connections (unlimited number of connections)		20.00	
Gas Furnace including ductwork & Vent		20.00	
Air Conditioner, Heat Pump, or Evaporative Cooler		20.00	
Unit Heater (suspended, recessed wall, floor mounted)		20.00	
Air Handling Unit		20.00	
Water Heater		20.00	
Range		20.00	
Clothes Dryer		20.00	
Fireplace / Insert / Stove / Log Lighter / Decorative Fireplace		20.00	
Barbecue		20.00	
Boiler Gas Connection and Venting Only		20.00	
Venting (includes relocation)			
Range Hood		20.00	
Bath Fan		20.00	
Clothes Dryer Exhaust		20.00	
Exhaust Fan		20.00	
Miscellaneous (includes relocation)			
Other Equipment or Appliance not Listed Above		20.00	

MECHANICAL PERMIT FEES	
<b>Minimum Permit Fee</b>	<b>\$65.00</b>
Subtotal	
Plan Review ( 65% of permit fee)	
State Surcharge ( 12% of permit fee)	
<b>TOTAL PERMIT FEE</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.**