



MECHANICAL PERMIT APPLICATION

City of Cottage Grove, Community Development Department
 400 E. Main St. || Cottage Grove, OR 97424
 O: (541) 942-5501 || www.cottagegroveor.gov
 Email: permit@cottagegrove.org

Inspections go online to
www.buildingpermits.oregon.gov

DEPARTMENT USE ONLY
Permit No:
Date:

APPLY ONLINE AT WWW.BUILDINGPERMITS.OREGON.GOV

TYPE OF WORK		
<input type="checkbox"/> New Installation	<input type="checkbox"/> Remodel/Alteration	<input type="checkbox"/> Addition
<input type="checkbox"/> Replacement	<input type="checkbox"/> Repair	<input type="checkbox"/> Demolition
CATEGORY OF CONSTRUCTION		
<input type="checkbox"/> 1 & 2 family	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Mfd Dwelling <input type="checkbox"/> Commercial
JOB SITE ADDRESS		
DESCRIPTION OF WORK		
PROPERTY OWNER INFORMATION		
Name:		
Address:		
City:	State:	Zip:
Phone:	Fax/Cell:	
Email:		
This installation is being made on residential property owned by me or a member of my immediate family, and is exempt from licensing requirements under ORS 701.010		
Signature:		Date:
APPLICANT INFORMATION		
Business name:		
Address:		
City:	State:	Zip:
Phone:	Fax/Cell:	
Email:		
CONTRACTOR INFORMATION		
Business name:		
Address:		
City:	State:	Zip:
Phone:	Fax/Cell:	
Email:		
CCB license no.:	BCD license no.:	
Authorized signature:		
Print name:		Date:
FUEL SOURCE(S)		
<input type="checkbox"/> Electric	<input type="checkbox"/> Natural Gas	New LPG Tank? <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> Wood	<input type="checkbox"/> Propane	LPG License#
PAYMENT METHOD		
<input type="checkbox"/> Check (payable to City of Cottage Grove) <input type="checkbox"/> Cash (submit in person, do not mail)		
<input type="checkbox"/> Visa, Mastercard, Discover (no AMEX) by phone, at the front counter at City Hall or online at www.buildingpermits.oregon.gov		
This permit is issued under OAR 918-440-0050. Permits expire if work is not started within 180 days of issuance, or if work is suspended for 180 days.		

COMMERCIAL FEE SCHEDULE*		
*Commercial mechanical permit fees are based on the value of the work performed. Indicate the value (roundest to the nearest dollar) of all materials, equipment, labor, profit & overhead costs		

RESIDENTIAL FEE SCHEDULE		
Air Conditioner		\$44.00
Air Handling Unit of up to 10,000 cfm		\$31.00
Air Handling Unit 10,001 cfm and over		\$31.00
Appliance Vent installation, relocation or replacement not included in an appliance		\$31.00
Attic/crawl space fans		\$22.00
Chimney/liner/flue vent		\$22.00
Clothes Dryer Exhaust		\$22.00
Decorative Gas Fireplace		\$31.00
Ductwork only - no appliance/fixture		\$22.00
Evaporative cooler other than portable		\$44.00
Floor Furnace, including vent		\$44.00
Flue vent for water heater or gas fireplace		\$22.00
Furnace - greater than 100,000 BTU		\$52.00
Furnace - up to 100,000 BTU		\$44.00
Gas or wood fireplace/insert		\$31.00
Heat Pump		\$44.00
Hood served by mechanical exhaust, including ducts for hood		\$31.00
Mini split system		\$75.00
Each add'l mini split zone/head		\$31.00
Pool or spa heater, kiln		\$44.00
Range hood/other kitchen equipment		\$31.00
Suspended heater/recessed wall heater or floor mounted unit heater		\$44.00
Ventilation fan connected to single duct		\$22.00
Ventilation system not a portion of heating or air-conditioning system authorized by permit		\$31.00
Water heater - gas only		\$31.00
Wood/pellet stove		\$31.00
Other heating/cooling		\$44.00
Other fuel appliance		\$31.00
Other environment exhaust/ventilation		\$22.00
Gas Piping: 1 to 4 outlets		\$13.00
Each additional outlet (after 4)		\$4.00

MECHANICAL FEE SCHEDULE FOR COMMERCIAL, MULTI-FAMILY & INDUSTRIAL PROJECTS

TOTAL VALUATION	PERMIT FEE	TOTAL
\$0.00 to \$500.00	\$88.00	
\$501.00 to \$5,000.00	\$88.00 for the 1st \$500 and \$2.75 for each additional \$100 or fraction thereof	
\$5,001.00 to \$10,000.00	\$211.75 for the 1st \$5,000 and \$2.20 for each additional \$100 or fraction thereof	
\$10,001.00 to \$50,000.00	\$321.75 for the 1st \$10,000 and \$1.65 for each additional \$100 or fraction thereof	
\$50,001.00 to \$100,000.00	\$981.75 for the 1st \$50,000 and \$1.38 for each additional \$100 or fraction thereof	
\$100,001.00 and over	\$1,671.75 for the 1st \$100,000 and \$1.10 for each additional \$100 or fraction thereof	

MECHANICAL FEES		
(A) Subtotal of fees above (minimum \$88)		
(B) Plan review fee, if required (25% of [A])		
(C) State surcharge (12% of [A])		
(D) Technology fee (5% of [A + B])		
TOTAL fees and surcharges (A thru D)		