



City of Manzanita

P.O. Box 129

Manzanita, OR 97130-0129

Phone (503) 368-5343

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building@ci.manzanita.or.us

COMMERCIAL MECHANICAL PERMIT APPLICATION DEPARTMENT USE ONLY

Permit No:

Date Issued:

By:

WORK SITE LOCATION:

PARENT PERMIT NUMBER: (Building)	
STREET ADDRESS OF WORK SITE:	
CATEGORY OF CONSTRUCTION:	
Multi-Family	Commercial
TYPE OF WORK:	
New Addition Alteration/Repair	Gas line only Accessory Structure
PROJECT DESCRIPTION:	

PROJECT INFORMATION:

Valuation*:	
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*The value (rounded to the nearest dollar) of all equipment, materials, labor, overhead and profit for the work described.

PEOPLE INFORMATION:

APPLICANT:		
Name:		
Full Mailing Address:		
City:	State:	Zip:
Phone:		
Email:		
PROPERTY OWNER:		
Same as applicant? Yes No		
Name:		
Full Mailing Address:		
City:	State:	Zip:
Phone:		
Email:		
CONTRACTOR INSTALLATION		
Same as applicant? Yes No		
Business Name:		
Address:		
City/State/Zip:		
Phone:	Fax:	
E-mail:		
CCB license no.:		City Lic No.:
Contact Name:		
Contact Phone Number:		
REQUIRED DOCUMENTS FOR APPLICATION		
I have downloaded and reviewed the plans and documents Checklist (Initials): _____		
SUBMITTAL METHOD FOR PLANS AND DOCS		
Paper	Electronic	

Fees:

Total Valuation	Permit Fee	Total
\$1 to \$500.00	\$106.00 Minimum Permit Fee	
\$500.01 to \$2,000	\$106.00 for the first \$500 plus \$3.35 for each additional \$100, or fraction thereof, to and including \$2,000.	
\$2,001.00 to \$25,000	\$155.80 for the first \$2,000 plus \$13.36 for each additional \$1,000, or fraction thereof, to and including \$25,000.	
\$25,001.00 to \$50,000	\$460.78 for the first \$25,000 plus \$9.95 for each additional \$1,000, or fraction thereof, to and including \$50,000.	
\$50,001.00 to \$100,000.00	\$709.53 for the first \$50,000 plus \$6.64 for each additional \$1,000, or fraction thereof, to and including \$100,000.	
\$100,001.00 and up	\$1041.53 for the first \$100,000 plus \$5.53 for each additional \$1,000, or fraction thereof, to and including \$500,000.	
Permit fees (paid at issuance)		
A) Valuation subtotal		
B) State Surcharge (12% of Permit subtotal x 0.12)		
C) Plan Review (35% of Line A)		
D) Technology fee (5% of Line A)		
	TOTAL PERMIT FEE \$	

Notices

Expiration of application: This application is valid for 180 days after it has been accepted as complete.

Inspections required: Approved city inspections must be completed before the work performed is enclosed.

Terms and conditions

Correct information: 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.

Copyright release for government entities: I hereby grant permission to the City of Manzanita to copy, in whole or part, drawings and all other materials submitted by me, my agents, or representatives. This grant of permission extends to all copies needed for administration of the City's regulatory, administrative, and legal functions, including sharing of information with other governmental entities.

Indemnity: I, the permit applicant, shall indemnify, defend and hold harmless the City of Manzanita, its officers, employees and agents from any and all claims arising out of or in connection with work done under this permit. **Owner installation:** This installation is being made on residential or farm property owned by me or a member of my immediate family. This property is not intended for sale, exchange, lease, or rent. OAR 479.540(1) and 479.560(1).

Owner permission: I have the legal right or permission from any property owner whose property is affected by the work covered under this permit to: 1) enter the property; 2) perform the work covered under this permit; 3) leave structures on or in the affected property. The issuance of this permit shall not be construed as permission or a grant of a legal right to enter upon or remain on any property affected by the work covered under this permit.

Electronic signature certification: By attaching an electronic signature (whether typed, graphical or free form) I certify herein that I have read, understood and confirm all the statements listed above and throughout the application form.

I agree (initials): _____

Authorized Signature: _____ **Print Name:** _____ **Date:** _____