



City of Manzanita

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RESIDENTIAL 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:	
One/Two Family	Manufactured home
TYPE OF WORK:	
New Addition Alteration/Repair	Gas line only Accessory Structure
PROJECT DESCRIPTION:	

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.:
REQUIRED DOCUMENTS FOR APPLICATION		
I have downloaded and reviewed the plans and documents Checklist (Initials): _____		
SUBMITTAL METHOD FOR PLANS AND DOCS		
Paper (2 copies)	Electronic	Not applicable

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: _____

FEES:

Description	Qty	Each	Total
Heating/Cooling			
Air Conditioner			
Boiler *** State BCD approval required (Boiler gas connect and venting			
Furnace, including ductwork, vent, liner			
*Floor			
*Furnace -up to 100,000 BTU			
*Furnace -greater than 100,001 BTU			
Evaporative cooler			
Air Handling Unit *up to 10,000 cfm			
Air Handling Unit *over 10,001 cfm			
Heaters: suspended, wall or floor mounted			
Heat pump			
Hydronic piping system			
Other Equipment			
Above-ground tanks: Gas/Oil/Diesel (Connection and venting only)			
Clothes Dryer			
Decorative Fireplace			
Gas or Wood Fireplace/insert			
Installation or relocation domestic type incinerator			
Mini split system			
Oil tank/gas generators			
Pool or spa heater			
Range or other appliance including installation of controls			
Water heater			
Other heating/cooling appliance or fuel appliance			
Environmental exhaust and ventilation (includes relocation)			
Ductwork or venting, alternations/additions			
Clothes dryer exhaust			
Flue vent for water heater or gas fireplace			
Chimney: liner/flue/vent w/o appliance			
Attic/crawlspace fans			
Single-duct exhaust vent			
Whole house ventilation or radon mitigation			
Fuel Piping; gas equipment (includes relocation)			
Fuel Piping- Gas Connections – 1-4 outlets			
Each additional outlet			
Specify:			
MECHANICAL PERMIT FEES			
A) Permit Subtotal (from above checklist)			
B) Minimum Permit Fee (only applicable if line A is less than \$106			
C) Enter the larger of either A or B per above			
D) State Surcharge (12% of Permit Total – Line C x 0.12)			
E) Plan Review 35% of Line C			
F) Technology fee 5% of total of Line C and E			
TOTAL PERMIT			