



# MECHANICAL PERMIT APPLICATION

City of Cottage Grove, Community Development Department  
 400 E. Main St. | Cottage Grove, OR 97424  
 O: (541) 942-3340 | F: (541) 942-1267  
 Email: permit@cottagegrove.org

Inspections call 541-942-9758 or go online to [www.buildingpermits.oregon.gov](http://www.buildingpermits.oregon.gov)

DEPARTMENT USE ONLY	
Permit No:	
Date:	

APPLY ONLINE AT [WWW.BUILDINGPERMITS.OREGON.GOV](http://WWW.BUILDINGPERMITS.OREGON.GOV)

TYPE OF WORK	
<input type="checkbox"/> New Installation	<input type="checkbox"/> Remodel/Alteration
<input type="checkbox"/> Replacement	<input type="checkbox"/> Repair
<input type="checkbox"/> Addition	<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:	
<p><b>This installation is being made on residential or farm property owner 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)</b></p>	
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
<input type="checkbox"/> Wood	<input type="checkbox"/> Propane
New LPG Tank?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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 <a href="http://www.buildingpermits.oregon.gov">www.buildingpermits.oregon.gov</a>	

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			
VALUATION \$	(see table below)		
RESIDENTIAL FEE SCHEDULE			
Air Conditioner		\$40.00	\$0.00
Heat Pump		\$52.25	\$0.00
Gas Furnace (incl. vent & ductwork)			
Up to 100,000 BTU		\$40.00	\$0.00
Over 100,000 BTU		\$47.00	\$0.00
Air Handling Unit		\$28.60	\$0.00
Install/Replace Heaters - wall, floor, suspended		\$40.00	\$0.00
Masonry Fireplace		\$80.00	\$0.00
Fireplace - gas, wood or pellet		\$28.60	\$0.00
Woodstove/Insert - gas, wood or pellet		\$28.60	\$0.00
Kitchen Hood Exhaust		\$28.60	\$0.00
Exhaust Fan connected to single duct		\$20.00	\$0.00
Dryer Exhaust		\$28.60	\$0.00
Boiler/Compressor		\$28.60	\$0.00
Mini-Split Ductless			
# of outdoor units		\$40.00	\$0.00
# of indoor units		\$28.60	\$0.00
Appliance Vent (other than furnace)		\$28.60	\$0.00
Other Appliances not listed here		\$20.00	\$0.00
Gas Piping: 1 to 4 outlets		\$12.25	\$0.00
Each additional outlet (after 4)		\$3.50	\$0.00
MECHANICAL FEE SCHEDULE FOR COMMERCIAL, MULTI-FAMILY & INDUSTRIAL PROJECTS			
TOTAL VALUATION	PERMIT FEE	TOTAL	
\$0.00 to \$500.00	\$80.00	\$	
\$501.00 to \$5,000.00	\$80.00 for the 1st \$500 and \$2.50 for ea additional \$100 or fraction thereof	\$	
\$5,001.00 to \$10,000.00	\$192.50 for the 1st \$5,000 and \$2.50 for ea additional \$100 or fraction thereof	\$	
\$10,001.00 to \$50,000.00	\$317.50 for the 1st \$10,000 and \$2.50 for ea additional \$100 or fraction thereof	\$	
\$50,001.00 to \$100,000.00	\$1,317.50 for the 1st \$50,000 and \$2.50 for ea additional \$100 or fraction thereof	\$	
\$100,001.00 and over	\$2,567.00 for the 1st \$100,000 and \$2.50 for ea additional \$100 or fraction thereof	\$	
MECHANICAL FEES			
(A) Subtotal of fees above (minimum \$80)		\$0.00	
(B) Plan review fee, if required (25% of [A])		\$0.00	
(C) State surcharge (12% of [A])		\$0.00	
(D) Technology fee (5% of [A + B])		\$0.00	
<b>TOTAL fees and surcharges (A thru D)</b>		<b>\$0.00</b>	
<p><b>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.</b></p>			