

Local Oregon Jurisdictions

| | Permits | Planning |
|---------------------|----------------|----------------|
| Banks..... | (503) 846-3470 | (503) 324-5112 |
| Beaverton | (503) 526-2403 | (503) 526-2420 |
| Canby | (503) 266-9404 | (503) 266-7001 |
| Clackamas County... | (503) 742-4400 | (503) 742-4500 |
| Cornelius | (503) 357-3011 | (503) 357-3011 |
| Durham..... | (503) 639-6851 | (503) 639-6851 |
| Estacada | (503) 630-8274 | (503) 630-8274 |
| Fairview | (503) 674-6206 | (503) 674-6206 |
| Forest Grove..... | (503) 992-3229 | (503) 992-3229 |
| Gaston | (503) 846-3470 | (503) 985-3340 |
| Gresham | (503) 618-2845 | (503) 618-2760 |
| Happy Valley | (503) 783-3800 | (503) 783-3800 |
| Hillsboro..... | (503) 681-6145 | (503) 681-6153 |
| King City..... | (503) 639-4082 | (503) 639-4082 |
| Lake Oswego..... | (503) 635-0390 | (503) 635-0270 |
| Milwaukie | (503) 786-7613 | (503) 786-7630 |
| Molalla | (503) 829-7526 | (503) 829-7526 |
| North Plains..... | (503) 846-3470 | (503) 647-5555 |
| Oregon City..... | (503) 722-3789 | (503) 722-3789 |
| Portland | (503) 823-7310 | (503) 823-7526 |
| Sandy..... | (503) 668-0880 | (503) 668-8609 |
| Sherwood | (503) 625-4226 | (503) 625-4202 |
| Tigard..... | (503) 718-2439 | (503) 718-2421 |
| Troutdale | (503) 665-5175 | (503) 674-7256 |
| Tualatin | (503) 691-3044 | (503) 691-3026 |
| Washington County. | (503) 846-3470 | (503) 846-8761 |
| West Linn..... | (503) 656-4211 | (503) 656-4211 |
| Wilsonville..... | (503) 682-4960 | (503) 682-4960 |
| Wood Village | (503) 667-6211 | (503) 667-6211 |

Local Washington Jurisdictions

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|--------------------|----------------|----------------|
| Battle Ground..... | (360) 834-8861 | (360) 342-5000 |
| Camas..... | (360) 817-1568 | (360) 817-1568 |
| Clark County..... | (360) 397-2375 | (360) 397-2375 |
| LaCenter..... | (360) 263-8662 | (360) 263-8662 |
| Ridgefield..... | (360) 887-3908 | (360) 887-3908 |
| Vancouver..... | (360) 487-7800 | (360) 487-7800 |
| Washougal..... | (360) 835-8501 | (360) 835-8501 |
| Woodland..... | (360) 225-7299 | (360) 225-7299 |

State Offices

| | |
|---------------------------------------|-------------------------------------|
| Oregon Building Codes..... | (800) 442-7457 or (503) 378-4133 |
| Oregon Construction Contractors Board | (503) 378-4621 |
| Washington Labor & Industries..... | (800) 547-8367 or (360) 902-5800 |

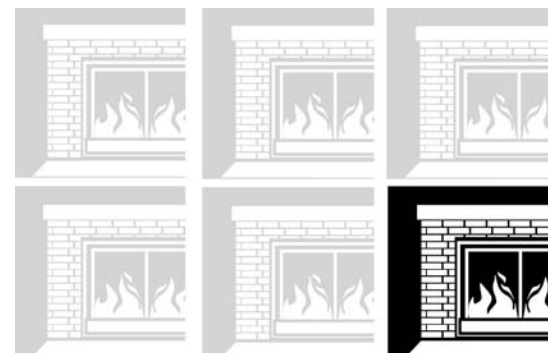
For more information, visit
our Web site:
www.ThinkPermit.com



ThinkPermit
Protect your home. Protect your family.

Do I need a mechanical permit?

One- and two-family dwellings



*Brought to you by your Building Departments in
Oregon and Washington:*

*Clackamas, Clark, Multnomah and Washington
Counties*

Safety first

For your safety, your family's safety, and the safety of future occupants — and to avoid expensive mistakes — **do not do any mechanical work that is beyond your skill level.**

What is mechanical work?

Mechanical work on one- or two-family dwellings includes work on heating, cooling, or ventilation systems, including bath vents and woodstoves. Installation, alteration, or repair of gas piping between the meter and an appliance or other equipment, including all liquefied petroleum gas piping, is also considered mechanical work.

When do I need a permit for mechanical work?

A permit **is required** to do the following:

- install or change any part of a heating or cooling system that must be vented into any kind of chimney, including unvented decorative appliances
- install a woodstove, fireplace insert, pellet stove, or related venting
- install, alter, or repair gas piping between the meter and an appliance (indoors or outdoors)
- install bath fans, dryer exhausts, kitchen range exhausts, and appliances that are required to be vented

This is provided as general information and may not be applicable to your local jurisdiction, please call the building department responsible for your area for specific information on permits and inspections or if you are unsure if you need a permit.

How do I get a permit for mechanical work?

Permits are issued by the local building department responsible for your area.

What information do I need?

Plans are generally not necessary to get a permit to do mechanical work on a dwelling. You will be expected to briefly describe the work proposed. For example, describe the appliance you intend to install and whether you will be installing a new vent, new ductwork, etc. If you are installing new gas piping, know how many outlets for future gas appliances you need.

If applying for a permit to install or replace a woodstove or fireplace insert, you will be asked whether the appliance is certified to meet Department of Environmental Quality emission standards. The inspector will check the label on the stove or stove insert at inspection. If you are not sure whether the appliance is certified to meet emission standards, ask the dealer or a mechanical inspector.

A mechanical inspector or office staff member can discuss your project with you. If all the necessary information is available, you can usually leave with your permit.

Mechanical permit fees are generally based on the number of appliances, chimneys, vents, or gas piping outlets that will be installed. Permit fees are paid when the permit is issued.

How do I get an inspection?

Any work done under a permit must be inspected by a certified mechanical inspector.

You may call the request line at the building department responsible for your area. A minimum of 24 hours' notice is generally required for inspections.

When you call, you will be asked for the permit number, homeowner's name, project address, type of inspection needed, and the date on which inspection is desired.

Be prepared to furnish *detailed* directions to the job site.

Unless all of the work is outside and accessible, an adult needs to be at the site to provide access for the inspector.

Planning to do mechanical work on your house or duplex?

As the owner of a one- or two-family dwelling, you can hire a contractor registered by the Construction Contractors Board to do the work, or **you or an immediate family member** can do it yourself. A friend, neighbor, tenant, or family relative cannot legally receive compensation for the work unless he or she is a CCB-registered contractor. A licensed plumbing contractor may legally install natural gas piping.

If you have questions regarding a contractor's eligibility to perform work on your property in Oregon call the Oregon Construction Contractors Board, (503) 378-4621 or in Washington call Washington Labor & Industries, (360) 902-5800.