Mechanical Permit Application

City of Hillsboro
150 E. Main Street, 4th Floor, Hillsboro, OR 97123
Phone: (503) 681-6144, Inspections: (503) 681-6244
Fax: (503) 681-6469
Internet Address: www.ci.hillsboro.or.us

OFFICE USE ONLY	
Date received:	Permit no.:
Date issued:	Bld Permit no.:
Deferral: YES/NO	

TYPE OF WORK

☐ New construction ☐ Addition/alteration/replacement
☐ Demolition ☐ Other:

CATEGORY OF CONSTRUCTION

☐ 1- and 2-family dwelling ☐ Commercial/industrial ☐ Accessory building
☐ Multi-family ☐ Master builder ☐ Other:

JOB SITE INFORMATION AND LOCATION

Job site address:	
City/State/ZIP:	
Suite/bldg./apt. no.:	Project name:
Cross street/directions to job site:	
Subdivision:	Lot no.:
Tax map/parcel no.:	

DESCRIPTION OF WORK

☐ PROPERTY OWNER	☐ TENANT
Name:	
Address:	
City/State/ZIP:	
Phone: ( )	Fax: ( )

☐ APPLICANT	☐ CONTACT PERSON
Business name:	
Contact name:	
Address:	
City/State/ZIP:	
Phone: ( )	Fax: : ( )
E-mail:	

CONTRACTOR

Business name:	
Address:	
City/State/ZIP:	
Phone: ( )	Fax: ( )
CCB lic.:	

Authorized signature:

Print name:	Date:

COMMERCIAL FEE* SCHEDULE – USE CHECKLIST

Mechanical permit fees* are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all mechanical materials, equipment, labor, overhead, and profit.

Value: $

RESIDENTIAL EQUIPMENT / SYSTEMS FEES*

For special information use checklist.

Description	*Qty.*	*Ea.*	*Total*
Heating/cooling			
Furnace/add-on air conditioning		17.70	
Gas heat pump		17.70	
Duct work		17.70	
Hydronic hot water system		17.70	
Residential boiler (radiator or hydronic)		17.70	
Unit heaters (fuel-type, not electric), in-wall, in-duct, suspended, etc.		17.70	
Flue/vent for any of above		11.80	
Other:		11.80	
Other fuel appliances			
Gas fireplace		11.80	
Flue vent for water heater or gas fireplace		11.80	
Log lighter (gas)		11.80	
Wood/pellet stove		11.80	
Wood fireplace/insert		11.80	
Chimney/liner/flue/vent		11.80	
Other:		11.80	
Environmental exhaust and ventilation			
Range hood/other kitchen equipment		11.80	
Clothes dryer exhaust		11.80	
Single-duct exhaust (bathrooms, toilet compartments, utility rooms)		11.80	
Attic/crawl space fans		11.80	
Other:		11.80	
Fuel piping			
$5.90 for first four; $2.36 for each additional			
Furnace, etc.		See above	
Gas heat pump		See above	
Wall/suspended/unit heater		See above	
Water heater		See above	
Fireplace		See above	
Range		See above	
Barbecue		See above	
Clothes dryer (gas)		See above	
Other:		10.00	

MECHANICAL PERMIT FEES*

Subtotal	
Minimum Permit Fee	64.90
Plan review (25% of permit fee)	
State surcharge (12% of permit fee)	
TOTAL PERMIT FEE	

This permit application expires if a permit is not obtained within 180 days after it has been accepted as complete.

* Fee methodology set by Tri-County Building Industry Service Board

REVISED 4/1/2005