

State of Oregon offices

Salem	(503) 378-4133 or (800) 442-7457
Coquille	(541) 396-2148
Pendleton	(541) 276-7814 or (800) 452-8156
The Dalles	(541) 298-4461

County offices

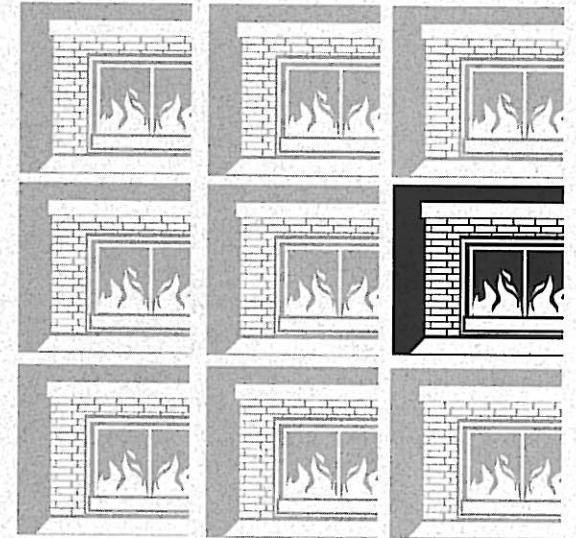
Baker County	(541) 523-6541
Benton County	(541) 757-6819
Clackamas County	(503) 655-8521
Clatsop County	(503) 325-8611
Columbia County	(503) 397-1501
Coos County	(541) 396-3121
Crook County	(541) 447-3211
Curry County	(541) 247-7011
Deschutes County	(541) 388-6575
Douglas County	(541) 440-4284
Gilliam County	(541) 384-2381
Grant County	(541) 575-1519
Harney County	(541) 573-6655
Hood River County	(541) 386-1488
Jackson County	(541) 776-7382
Jefferson County	(541) 475-4462
Josephine County	(541) 474-5405
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Lake County	(541) 947-6033
Lane County	(541) 682-3823
Lincoln County	(541) 265-4192
Linn County	(541) 967-3816
Malheur County	(541) 889-7422
Marion County	(503) 588-5147
Multnomah County	(503) 248-3043
Polk County	(503) 623-9237
Sherman County	(541) 565-3553
Tillamook County	(503) 842-3407
Umatilla County	(541) 276-7111
Union County	(541) 962-1317
Wallowa County	(541) 426-3048
Wasco County	(541) 298-5169
Washington County	(503) 640-3470
Wheeler County	(541) 763-2911
Yamhill County	(503) 662-3511

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Oregon Department of Consumer & Business Services
Building Codes Division
PO Box 14470
Salem, OR 97309

Do I need a mechanical permit?

One and two family dwellings



“Our mission is to facilitate the construction of safe, accessible and energy-efficient structures while promoting a positive business climate.”



DEPARTMENT OF
CONSUMER
& BUSINESS
SERVICES
Building Codes Division

Safety first

This brochure will not tell you how to do the mechanical work. For the safety of you and your family — as well as those who may occupy your home in the future — and to avoid expensive mistakes, do not do any mechanical work that is beyond your skill level.

What is mechanical work?

Mechanical work on a single family dwelling or duplex includes work on the heating, cooling or ventilation systems. Installation, alteration, or repair of gas piping between the meter and an appliance or other equipment, including all liquid petroleum gas piping (indoors and outdoors) is also considered mechanical work.

When do I need a permit for mechanical work?

A permit is required to:

- Install or change any part of a heating or cooling system that has ductwork or that must be vented into any kind of chimney.
- Install a woodstove or fireplace insert.
- Install, alter, or repair gas piping between the meter and an appliance (indoors or outdoors).
- Install bath fans, dryer vents, kitchen range vents and appliances that are required to be vented.

If you are not sure you need a permit, call the jurisdiction responsible for your area.

How do I get a permit for mechanical work?

Permits are issued at the Building Codes Division (BCD) or your local building department, depending on the jurisdiction responsible for your area. BCD's office is open Monday through Friday, 8 a.m. - 4 p.m. The office is closed from noon - 1 p.m. We encourage you to come in from 8 - 9 a.m. when a mechanical inspector is available to answer specific code questions.

What information do I need?

Plans are not necessary to get a permit to do mechanical work. You will be expected to briefly describe the work proposed, for example: what sort of appliance you intend to install, whether you will be installing a new vent, new ductwork, etc. If you are installing new gas piping, you should know how many outlets (future gas appliances) you plan to install.

If you are applying for a permit to install or replace a woodstove or fireplace insert, you will be asked whether the appliance is certified for emission standards. The inspector will check the label on the stove or stove insert at the time of inspection. If you are not sure whether the appliance is certified for emission standards, call and 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 based on the number of appliances, chimneys or vents that will be installed. Gas piping is based on the number of outlets.

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. At least 24 hours notice is required on all inspections.

When you call, you will be asked for the permit number, homeowner's name, project address, type of inspection needed, and date inspection is desired. **You must also be prepared to furnish *detailed* directions to the job site.**

Unless all of the work is outside, an adult will need to be home to let the inspector in.

Planning to do mechanical work on your house or duplex?

As the owner of a single family house or duplex, you can hire a Construction Contractor's Board (CCB) registered building or mechanical contractor to do the work, or **you or an immediate family member** can do it yourself. A friend, neighbor, tenant or any other relative cannot legally do any work unless they also happen to be a CCB registered building or mechanical contractor. A licensed plumbing contractor may also legally install natural gas piping.

If you have questions regarding a contractor's eligibility to perform work on your property, call the Construction Contractor's Board at (503) 378-4621 or 365-7484.