

# MECHANICAL PERMIT APPLICATION

Douglas County Building Department  
 1036 SE Douglas, Room 106  
 Roseburg OR 97470  
 541-440-4559 Fax 541-440-4297  
[dcpermittech@co.douglas.or.us](mailto:dcpermittech@co.douglas.or.us)



DEPARTMENT USE ONLY	
Permit #:	
Date:	

This permit is issued under OAR 918-440-0050. Permits are nontransferable. Permits expire if work is not started within 180 days of issuance or if work is suspended for 180 days.

CATEGORY OF CONSTRUCTION		
Residential <input type="checkbox"/>	Government <input type="checkbox"/>	Commercial <input type="checkbox"/>
JOB SITE INFORMATION AND LOCATION		
Job site Address:		
City:	State:	Zip:
DESCRIPTION OF WORK		
PROPERTY OWNER INSTALLATION		
Name:		
Address:		
City:	State:	Zip:
Phone:	Cell:	
Email:		
This installation is being made on property owned by me or a member of my immediate family, and is exempt from licensing requirements under ORS 701.010.		
Signature:		
CONTRACTOR INSTALLATION		
Business Name:		
Address:		
City:	State:	Zip:
Phone:	Cell:	
Email:		
CCB #:		
Print name:		
Signature:		
APPLICANT		
Name:		
Address:		
City:	State:	Zip:
Phone:	Cell:	
Email:		
Signature:		

If paying by credit card, applicant must fill out a Credit Card Authorization form.

FEE SCHEDULE			
Residential	Qty.	Fee	Total
<b>Minimum fee</b>		\$50.00	
<b>Heaters/Vents/Stoves</b>			
Air Conditioner		\$6.90	
Air Handling Unit -10,000		\$5.18	
Air Handling Unit + 10,000		\$8.63	
Appliance Vent		\$3.45	
Furnace < 100,000 BTU		\$6.90	
Furnace > 100,000 BTU		\$8.63	
Heat Pump - Ductless		\$6.90	
Heat Pump		\$6.90	
Hood & Exhaust		\$5.18	
Other Appliances		\$5.18	
Pellet Stove		\$5.18	
Vent Fan		\$3.45	
Wood Stove		\$5.18	
<b>Gas Piping</b>			
Gas Connections (1 - 4 outlets)		\$2.30	
Gas Connections, Add'l outlets		\$0.58	
<b>Commercial</b>			
Minimum fee		\$50.00	
Enter total valuation of mechanical system and installation costs		\$	
Enter fee based on valuation			\$
<b>Miscellaneous fees</b>			
Reinspection + surcharge		\$86.00	
Special Inspection Request		\$	
Hourly rate + surcharge		\$86.00	
<b>APPLICANT USE</b>			
(A) Enter subtotal of fees above			\$
(B) Investigative fee (equal to A)			\$
(C) Enter 12% surcharge (.12 x [A+B])			\$
(D) Plan review (25% of [A])			\$
<b>TOTAL fees and surcharges (A through D):</b>			\$

**DO NOT SEND CASH.**

Make check or money order payable to:  
 DOUGLAS COUNTY BUILDING DEPT.