

State of Oregon offices

Salem (503) 378-4133 or (800) 442-7457
Coquille (541) 396-2148
Enterprise (541) 426-6227
Pendleton (541) 276-7814 or (800) 452-8156
The Dalles (541) 298-4461
Tri-County Service Center (503) 872-6731

County offices

Baker County (541) 523-0535
Benton County (541) 766-6819
Clackamas County (503) 353-4739
Clatsop County (503) 861-7140
Columbia County (503) 397-1501
Coos County (541) 396-2148
Crook County (541) 447-3211
Curry County (541) 247-7011
Deschutes County (541) 388-6575
Douglas County (541) 440-4284
Gilliam County (541) 298-4461
Grant County (541) 575-1519
Harney County (541) 573-6356
Hood River County (541) 386-1306
Jackson County (541) 776-6900
Jefferson County (541) 475-4462
Josephine County (541) 474-5405
Klamath County (541) 883-4209
Lake County (541) 947-6032
Lane County (541) 682-6796
Lincoln County (541) 265-4192
Linn County (541) 967-3816
Malheur County (541) 889-7422
Marion County (503) 588-5033
Morrow County (541) 481-9252
Multnomah County (503) 988-3674
Polk County (503) 623-9237
Sherman County (541) 298-4461
Tillamook County (503) 842-3408
Umatilla County (541) 276-7814
Union County (541) 963-1014
Wallowa County (541) 426-6227
Wasco County (541) 298-4461
Washington County (503) 846-3470
Wheeler County (541) 298-4461
Yamhill County (503) 434-7516



Do I need a mechanical permit?

One- and two-family dwellings



For more information,
visit our Web sites:

www.permitsprotect.info
www.oregonbcd.org

“Working with Oregonians to ensure safe building construction while promoting a positive business climate.”



DEPARTMENT OF
CONSUMER
& BUSINESS
SERVICES
Building Codes Division

Safety first

For you and your family's safety — as well as the safety of 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 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

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 by Building Codes Division (BCD) field offices or your local building department, depending on the jurisdiction 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: 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 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 the time of 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 date inspection is desired. **You must also 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 Construction Contractors Board (CCB) registered contractor to do the work, or **you or an immediate family member** can do it yourself. A friend, neighbor, tenant or family relative cannot legally be paid to do any 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, call the Construction Contractors Board, (503) 378-4621 or 365-7484.