Planning to do mechanical work on your house or duplex?

You have three options to get the work done:

1. You can hire a licensed contractor.

2. You can do the work yourself without a license.

3. You can have an immediate family member do the work without a license.

Anyone else who isn't a CCB-registered contractor, legally cannot do the work. This includes friends, neighbors, and tenants.

If you have questions regarding a contractor's eligibility to perform work on your property, call the Construction Contractors Board, 503-378-4621.

State of Oregon offices

Building Codes Division............................ 800-442-7457
    or 503-378-4133
Mechanical Code Specialist 503-373-7529
Construction Contractors Board 503-378-4621
Better Business Bureau............................ 503-226-3981

Attorney General's Consumer Hotline:

Portland 503-229-5576
Salem 503-378-4320
Toll-free.. 877-877-9392

Do I need a mechanical permit?

PermitsProtect.info

Safe Homes. Secure Investments. Smart Communities.

DEPARTMENT OF CONSUMER & BUSINESS SERVICES

Building Codes Division
1535 Edgewater St. NW
P.O. Box 14470
Salem, OR 97309-0404

www.PermitsProtect.info

Common Questions and Key Information Regarding Mechanical Permits

What is mechanical work?

Mechanical work is work on heating, cooling, and ventilation systems, including bath vents and wood stoves. It also includes installation, alteration, or repair of gas piping between the meter or liquid petroleum gas (LPG) tank and equipment.

When do I need a permit for mechanical work?

A permit is required when you:

- Install or change any part of a heating or cooling system that needs to be vented into any kind of chimney.
- Install an unvented fuel-fired appliance, such as "gas log" sets.
- Install a wood stove, fireplace insert, pellet stove, or related venting.
- Install, alter, or repair gas piping between the meter or LPG tank and an appliance, either indoors or outdoors.
- Install bath fans, dryer exhausts, kitchen range exhausts, and appliances that are required to be vented.

A permit is not required when you:

- Install portable heating appliances, cooking appliances, clothes dryers, cooling units, evaporative coolers, and other portable appliances, such as freezers, washing machines, and refrigerators.
- Install portable ventilation appliances such as room air cleaners and whole-house window fans.
- Install portable air conditioners, such as window units, that plug into an electrical outlet.
- Replace any minor part that does not change the equipment beyond its original certification or make it unsafe.
- Change furnace filters.

If you are still not sure if you need a permit, check out **PermitsProtect.info**, it is a great resource for additional information.

How do I get a permit for mechanical work?

1. Locate your local building department.

2. Complete the permit application – Jurisdictions offer permit applications at their office and many also provide them online or via fax.

3. Pay the permit fee – Permit fees are based on the size and complexity of your project and are paid when the permit is issued.

4. Receive your permit – A permit will be issued in the name of the person performing the work and once the permit has been issued, the work can begin.

What steps do I follow at the building department office to get my permit?

1. **Briefly describe the work you plan to do. For example:**

   - Describe the appliance you intend to install and whether you will be installing a new vent, new ductwork, etc.
   - Know how many outlets for future gas appliances you will need, if applicable to your project.
   - Know whether the appliance is certified to meet Department of Environmental Quality emission standards.

2. **Pay your fee.**

If you are able to provide all the necessary information and pay your fee, you can usually leave with your permit the same day.

How do I get an inspection?

Follow these steps:

- Call the request line at the building department responsible for your area at least 24 hours in advance.
- When you call to make the appointment, have all the details (permit number, project address, etc.) available.
- If the work was done inside, an adult needs to be at the site for the inspection.