



City of Umatilla

Building Division

700 6th St

Umatilla, OR 97882

epermitting@umatilla-city.org

(541) 922-3226 x114 Fax (541) 922-5758

Commercial Mechanical Plans and Documentation Checklist

The permit process includes a review of your building plans and materials. **If you are submitting paper plans and documentation, you must submit two copies of each item.** The following list is intended to be used as guide in preparing the plans and documentation you must submit. Contact a permit technician for assistance.

Roof layout

- Google maps showing the location of roof top units will work for most simple replacements application
- Set back from roof edge 10' or it requires a guard and separation from intake 10'

Venting and piping and layout with location of units.

Ventilation calculations. Include make up air calculations for hoods

Gas pipe calculations only for gas lines over six feet:

- Size of meter
- Size and type of pipe
- Length of pipe
- Demand on the system in BTUs

Specification for units if not clearly defined on the plans.

Site plan drawn to scale on minimum size of 11x17 page with north scale only for mechanical systems outside on the ground.

Fire wrap or chase for hoods

Engineering (and commercial building permit) required for the following unless exempted from plan review:

- Units over 400lbs
- Units 4 feet off the ground
- Air handlers over 75lbs

*The above checklist items must be submitted for the plan review can be started. Minor changes or notes on submitted plans may be in blue or black ink. **Red ink is reserved for department use only.***