



# City of Umatilla

**Building Division**  
 700 6<sup>th</sup> St  
 Umatilla, OR 97882  
[epermitting@umatilla-city.org](mailto:epermitting@umatilla-city.org)  
 (541) 922-3226 x108 Fax (541) 922-5758

<b>COMMERCIAL MECHANICAL PERMIT APPLICATION</b> DEPARTMENT USE ONLY	
Permit No: _____	
Date Issued: _____	By: _____

## WORK SITE LOCATION:

<b>PARENT PERMIT NUMBER:</b> (Building)	
<b>STREET ADDRESS OF WORK SITE:</b>	
<b>CATEGORY OF CONSTRUCTION:</b>	
<input type="checkbox"/> Multi-Family <input type="checkbox"/> Commercial	
<b>TYPE OF WORK:</b>	
<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Repair	<input type="checkbox"/> Gas line only <input type="checkbox"/> Accessory Structure
<b>PROJECT DESCRIPTION:</b>	

## PROJECT INFORMATION:

<b>Valuation*:</b>	_____
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\*The value (rounded to the nearest dollar) of all equipment, materials, labor, overhead and profit for the work described.

### Notices

**Expiration of application:** This application is valid for 180 days after it has been accepted as complete.

**Inspections required:** Approved city inspections must be completed before the work performed is enclosed.

### Terms and conditions

**Correct information:** I hereby certify I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

**Copyright release for government entities:** I hereby grant permission to the City of Umatilla to copy, in whole or part, drawings and all other materials submitted by me, my agents, or representatives. This grant of permission extends to all copies needed for administration of the City's regulatory, administrative, and legal functions, including sharing of information with other governmental entities.

**Indemnity:** I, the permit applicant, shall indemnify, defend and hold harmless the City of Umatilla, its officers, employees and agents from any and all claims arising out of or in connection with work done under this permit. **Owner installation:** This installation is being made on residential or farm property owned by me or a member of my immediate family. This property is not intended for sale, exchange, lease, or rent. OAR 479.540(1) and 479.560(1).

**Owner permission:** I have the legal right or permission from any property owner whose property is affected by the work covered under this permit to: 1) enter the property; 2) perform the work covered under this permit; 3) leave structures on or in the affected property. The issuance of this permit shall not be construed as permission or a grant of a legal right to enter upon or remain on any property affected by the work covered under this permit.

**Electronic signature certification:** By attaching an electronic signature (whether typed, graphical or free form) I certify herein that I have read, understood and confirm all the statements listed above and throughout the application form. I agree (initials): \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## PEOPLE INFORMATION:

<b>APPLICANT:</b>		
Name: _____		
Full Mailing Address: _____		
City: _____	State: _____	Zip: _____
Phone: _____		
Email: _____		
<b>PROPERTY OWNER:</b>		
Same as applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name: _____		
Full Mailing Address: _____		
City: _____	State: _____	Zip: _____
Phone: _____		
Email: _____		
<b>CONTRACTOR INSTALLATION</b>		
Same as applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Business Name: _____		
Address: _____		
City/State/Zip: _____		
Phone: _____	Fax: _____	
E-mail: _____		
CCB license no.: _____		City Lic No.: _____
Contact Name: _____		
Contact Phone Number: _____		
<b>REQUIRED DOCUMENTS FOR APPLICATION</b>		
I have downloaded and reviewed the plans and documents Checklist (Initials): _____		
<b>SUBMITTAL METHOD FOR PLANS AND DOCS</b>		
<input type="checkbox"/> Paper <input type="checkbox"/> Electronic		

<b>COMMERCIAL MECHANICAL FEES</b>		
<b>VALUATION</b>		<b>FEE</b>
\$0 - \$5000.00	\$50.00 + \$1.35 For each add'l \$100 over \$1000.00	
\$5000.01 - \$10,000.00	\$50.00 for first \$5000.00 plus \$1.25 for each add'l \$100 or fraction thereof, to include \$10,000	
\$10,000.01 - \$100,000.00	\$112.50 for first \$10,000.00 plus \$3.25 for each add'l \$1000 or fraction thereof, to include \$100,000	
\$100,000.01 and above	\$405.00 for first \$100,000.00 plus \$1.75 for each add'l \$1000 or fraction thereof	
	Subtotal \$	
Permit Subtotal		
Mechanical Plan Review (25% of subtotal)		
Technology Fee (2% of Permit Subtotal and Plan Review Total)		
State Surcharge 12% of Permit Subtotal		
	<b>Permit Total</b>	
	Additional Inspections \$88.00/per inspection	
	Additional Plan Review \$88.00/per hour	