

## How do I get an inspection?

A certified mechanical inspector must inspect any work done under a permit.

Call the request line at the building department responsible for your area. You will be asked for the permit number, homeowner's name, project address, type of inspection needed and the date you would like the inspection. A minimum of 24 hours' notice is generally required for inspections.

Be prepared to furnish detailed directions to the job site. Unless all of the work is outside and accessible, an adult must be at the site to provide access for the inspector.

## Be an informed consumer.

When buying a product or contracting a service:

- Call the Building Codes Division or the Construction Contractors Board to verify active license and/or registration.
- Call the Better Business Bureau.
- Talk to other consumers.
- Compare prices.
- Ask for references and contact them.
- Be sure you have a written contract and read it carefully before signing.

### State of Oregon offices:

Salem Building Codes ..... (800) 442-7457 or (503) 378-4133  
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



# ThinkPermit

Protect your home. Protect your family.

## DO I NEED A MECHANICAL PERMIT?



For more information, visit

[www.thinkpermit.com](http://www.thinkpermit.com)

**T**he purpose of every permit is to protect what you value most – your family and your home. Faulty installations can cause house fires, flood damage and structural instability. But permits and inspections help protect your loved ones from these potentially deadly mistakes. Permits also help you avoid costly repairs down the line and preserve your biggest financial investment – your home. When selling your home, you are now required by Oregon law to fully disclose all remodeling work and whether or not permits were obtained. With permits and inspections, you can expect a smoother closing process, free of last-minute hassles, inspections and repair work if the home isn't up to code. So insist on permits.

## When do I need a permit for mechanical work?

A permit is **required** if you intend to:

- 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 if you need a permit, check the list of jurisdictions at [www.thinkpermit.com](http://www.thinkpermit.com) and call the one responsible for your area.**

## How do I get a permit for mechanical work?

Start by calling your local jurisdiction – phone numbers are available at [www.thinkpermit.com](http://www.thinkpermit.com). Permits are issued by Building Codes Division field

offices or your local building department, depending on the jurisdiction responsible for your area.

## What information do I need?

Printed plans are usually not necessary for home mechanical permits. But in your permit application, you will need to briefly describe the work proposed. For example, describe the appliance you intend to install and whether you will be installing a new vent, ductwork, etc.

If you are installing new gas piping, know how many outlets you need for future gas appliances.

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 fireplace insert at inspection. If you are not sure whether the appliance is certified, ask the dealer or a mechanical inspector.

When you apply for the permit, a mechanical inspector or office staff member can discuss your project with you.

## MECHANICAL PERMITS

### Safety First.

**For the safety of your family and your home's future occupants, please don't attempt any mechanical work that is beyond your skill level. When in doubt, hire a licensed, bonded professional.**

If you have all the necessary information, you can usually leave the office with your permit in hand.

You will need to pay the permit fee when your permit is issued. In general, mechanical permit fees are based on the number of appliances, chimneys, vents or gas piping outlets to be installed.

## Who can do the mechanical work on my house or duplex?

As the owner, you can hire a contractor registered by the Construction Contractors Board (CCB) to do the work, or you or an immediate family member can do the work. Other relatives, friends, neighbors or tenants can't legally be compensated for the work unless they are CCB-registered contractors. Licensed plumbing contractors may legally install natural gas piping.

If you have questions regarding a contractor's eligibility, call the Construction Contractors Board at (503) 378-4621.

[www.thinkpermit.com](http://www.thinkpermit.com)