Mechanical Permit Application

City of Happy Valley
16000 SE Misty Drive, Happy Valley, OR 97086
Phone (503) 783-3800
Schedule Online: hvworks.com
(Same day inspections/cancellations must be in by 6:00am)
Email: permits@happyvalleyor.gov

TYPE OF WORK	
◯ New Construction	◯ Addition/Alteration/Replacement
◯ Demolition	◯ Other:

CATEGORY OF CONSTRUCTION		
◯ 1 & 2 Family Dwelling	◯ Commercial/Industrial	◯ Accessory Bldg.
◯ Multi-Family	◯ Tenant Improvement	◯ Other:

JOB SITE INFORMATION AND LOCATION
Job Site Address:
City/State/ZIP:
Subdivision or Project Name:
Lot # or Tax Map/Parcel #:

DESCRIPTION OF WORK

PROPERTY OWNER/TENANT	
Name or Business Name:	
Contact Name:	
Address:	
City/State/ZIP:	
Phone:	Fax:
E-mail:	

APPLICANT / SITE CONTACT / HOMEOWNER	
Business Name:	
Contact Name:	
Address:	
City/State/ZIP:	
Phone:	Fax:
E-mail:	

Home Owner Installation: This installation is being made on property that I own, which is not intended for sale, lease, rent, or exchange. (ORS 455, 670)

Owner Signature: _____ Date: _____

MECHANICAL CONTRACTOR	
Business Name:	
Contact Name:	
Address:	
City/State/ZIP:	
Phone:	Fax:
E-mail:	
CCB Lic:	City or Metro Lic:
Authorized Signature:	
Print Name:	Date:

COMMERCIAL FEE SCHEDULE

Mechanical permit fees are based on the value of the work performed. Indicate the value (rounded to the nearest dollar) of all mechanical materials, equipment, labor, overhead, and profit. Value: $

Valuation	Permit Fee
$1 - $5,000	$104.00 Minimum
$5,001 - $10,000	$104.00 plus $2.00 for each add'l $100 over $5,000
$10,001 - $100,000	$204.00 plus $12.41 for each add'l $1000 over $10,000
$100,001 and up	$1320.90 plus $8.41 for each add'l $1000 ove$100,000

RESIDENTIAL FEE SCHEDULE

Description	*Qty.*	*Ea.*	*Total*
Heating/Cooling			
Furnace (includes ductwork)		$ 27.00	
Air conditioner		$ 27.00	
Heat pump		$ 27.00	
Duct work, alterations and additions		$ 27.00	
Hydronic piping system		$ 27.00	
Gas heaters/unit in-wall, in-duct, suspended, etc. **not** including vent.		$ 27.00	
Flues		$ 27.00	
Other Fuel Appliances			
Gas water heater		$ 27.00	
Gas fireplace/insert/stove		$ 27.00	
Gas log/log lighter		$ 27.00	
Pool or spa heater, kiln		$ 27.00	
Wood/pellet stove/insert		$ 27.00	
Chimney/liner/flue/vent w/o appliance		$ 27.00	
Oil tank/ gas or diesel generator		$ 27.00	
Environmental Exhaust and Ventilation			
Range hood/other kitchen equipment		$ 18.00	
Clothes dryer exhaust		$ 18.00	
Single-duct exhaust (bathrooms, utility rooms)		$ 18.00	
Attic/crawl/environmental fans		$ 18.00	
Radon Mitigation System:		$ 27.00	
Other:			
Fuel Piping - Any quanity - Flat Fee		$ 27.00	

MECHANICAL PERMIT FEES	
Subtotal……..	
Permit Fee……...…….($104.00 minimum)	
Plan review ……..(25% of commercial permit)	
State surcharge ……...……...(12% of permit fee)	
TOTAL MECHANICAL PERMIT FEE	

This permit application expires if a permit is not obtained within 180 days after it has been accepted as complete.

Revised 7.1.2026