



DO YOUR HOMEWORK:

Tips on Planning a Successful Home Construction Project

1. Get written detailed bids from three contractors. Compare the bids and ask questions. Don't assume that the lowest bid is the best deal.
2. Verify that the contractor's license is active and check the complaint history at hirealicensedcontractor.com or call 503-378-4621.
3. Ask for, and check references. Look at other jobs the contractor has completed recently.
4. Verify who will be responsible for securing the necessary permits.
5. Agree in advance to a payment schedule, don't pay for everything up front.

ABOUT US

The Community Development Department is responsible for economic development, land use planning, zoning administration, building inspection, and historic preservation. The Department provides staff support to the Planning Commission (APC), the Historic Landmarks Commission (HLC), the Design Review Committee (DRC), and the Traffic Safety Advisory Committee (TSC).

The Department administers both the City Comprehensive Plan and the Development Code. The Department also administers the City's Building Inspection Program.

For further information please visit our website at www.astoria.or.us.

HOW TO CONTACT US

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Do I Need a Mechanical Permit?



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

Community Development Department

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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 water heaters and wood stoves. It also includes installation, alteration, or repair of gas piping between the meter or liquid petroleum gas (LPG) tanks and equipment.

Historic structures have unique requirements, please call the City of Astoria Planning Division prior to doing any work, alterations, repairs, remodels, additions, adding new structures, heat pumps, sheds etc.

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.
- Install or replace any water heater.

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 not sure if you need a permit, contact the Building Division at **503-325-1004**.

HOW DO I GET A MECHANICAL PERMIT APPLICATION AND WHERE DO I APPLY?

Within the City limits of Astoria, permits are issued at City Hall located at: 1095 Duane St, Astoria, Oregon 97103. You may contact the Building Division at **503-325-1004**. You can obtain a building permit application either online (www.astoria.or.us) or at City Hall.

WHAT INFORMATION WILL I NEED TO GET A MECHANICAL PERMIT?

- Address and possibly a legal description of the property.
- A description of the work proposed.
- The owner’s name, address, fax number, e-mail address, and phone number.
- If a contractor is doing the work, the contractor’s name, address, phone number, and state license number.
- You may need two complete sets of plans for commercial work. Most residential mechanical permits do not require any plans.
- The plans when required must clearly show all work, ducts, dampers, etc.
- Typical plans include a site plan, floor plans with equipment locations and energy details.

WHAT STEPS DO I FOLLOW AT THE BUILDING DIVISION OFFICE TO GET MY MECHANICAL PERMIT?

Submit required plans and 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, water heater etc.
- Know how many outlets for future gas appliances you will need, if applicable to your project.
- Know if the appliance is certified to meet Department of Environmental Quality emission standards.

Pay your permit fee.

If you are able to provide all the necessary information and pay your fee at the time of application submittal, permits usually can be issued the same day.

WHO MUST REVIEW MY PROJECT?

The Astoria Building Official will review your plans to ensure the proposed project meets the requirements of the current Oregon Mechanical Codes. In addition other City Departments may also review your plans to ensure your project meets applicable planning and engineering requirements.

HOW DO I GET AN INSPECTION?

Call the inspection request line (**503**) **325-1004** at the Building Division. **If you call before 7:30 am, you will receive your inspection the same day.**

When you call to request the inspection, please have all the details (permit number, project address, contractor name, phone number and type of inspection) available. If the work was done inside, an adult needs to be at the site for the inspection.



Safe Homes. Secure Investments. Smart Communities.