



MEDFORD
BUILDING SAFETY

City of Medford
Building Safety Department

200 S. Ivy 2nd Flr
Medford, OR 97501
Phone (541) 774-2350 Fax (541) 618-1707
Internet address: www.ci.medford.or.us

MECHANICAL PERMIT APPLICATION

PERMIT NUMBER:

TYPE OF WORK	
<input type="checkbox"/> RESIDENTIAL OR <input type="checkbox"/> COMMERCIAL AND VALUATION \$ _____	
JOB SITE INFORMATION AND LOCATION	
Job address:	
City/State/ZIP:	
Subdivision:	Lot:
DESCRIPTION OF WORK	
<input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> BUSINESS NAME	
Name:	
Owner installation: This installation is being made on property that I own, which is not intended for sale, lease, rent, or exchange.	
Owner signature: _____ Date: _____	
OWNER INSTALLATION	
Name:	
Address:	
City/State/ZIP:	
Phone: ()	Fax: ()
CONTRACTOR	
Business name:	
Address:	
City/State/ZIP:	
Phone: ()	Fax: ()
CCB lic. no.:	
Print Name:	
Signature: _____ Date: _____	
CREDIT CARD INFORMATION	
Name of Cardholder as shown on credit card:	
Cardholder Signature: (needed on every permit application)	
<input type="checkbox"/> Visa <input type="checkbox"/> Master Card	
Credit card number:	Expiration Date:

FEE SCHEDULE			
Description	Qty	Fee.	Total
Heating/cooling			
Air handling unit/furnace/burner including duct work/vent/liner		40.00	
Air conditioner		20.00	
Heat pump		20.00	
Air handling unit		25.00	
Space heater		20.00	
Appliance vent (separate)		10.00	
Extend HVAC ducts		20.00	
Wall/floor furnace		20.00	
Stationary evaporative cooler		15.00	
Fire dampers		15.00	
Other fuel appliances			
Wood burning stove, fireplace or insert		15.00	
Zero clearance /gas logs		15.00	
Environmental exhaust and ventilation			
Range hood/other kitchen equipment		15.00	
Clothes dryer exhaust		15.00	
Single-duct exhaust/bathroom toilet		10.00	
Unclassified equipment		15.00	
Fuel piping			
Gas piping		10.00	
Commercial			
Enter total valuation of mechanical system and installation costs \$ _____.			
Enter fee based on valuation of mechanical system, etc.			\$
RE-INSPECTION FEE		60.00	
MINIMUM PERMIT FEE		60.00	
Subtotal			
Plan review (60% of permit fee) if applicable			
State surcharge (12% of permit fee)			
TOTAL PERMIT FEE			

PERMITS ARE NON-TRANSFERABLE, NON-REFUNDABLE AND EXPIRED IF WORK IS NOT STARTED WITHIN 180 DAYS OF ISSUANCE OR IF WORK IS SUSPENDED FOR 180 DAYS.

It is the responsibility of the owner or contractor to call for inspections. 541-774-2350 by 7:00 am for same day inspection