



Do I need a mechanical permit?

One- and two-family dwellings



**Marion County Department of Public Works
Building Inspection Division
5155 Silverton Rd NE
PO Box 14500
Salem, Oregon 97309
8:00 AM - 4:00 PM
(503) 588-5147 FAX (503) 588-7948
Inspection Line: (503) 373-4427**

Safety first

For your safety, your family's safety, and the safety of future occupants — and to avoid expensive mistakes — do not do any mechanical work that is beyond your skill level.

What is mechanical work?

Mechanical work on one- or two-family dwellings includes work on heating, cooling, or ventilation systems, including bath vents and woodstoves. Installation, alteration, or repair of gas piping between the meter and an appliance or other equipment, including all liquefied petroleum gas piping, is also considered mechanical work.

When do I need a permit for mechanical work?

A permit is **required** to do the following:

- 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, call the jurisdiction responsible for your area.

How do I get a permit for mechanical work?

Permits are issued by Building Codes Division (BCD) field offices or your local building department, depending on the jurisdiction responsible for your area.

What information do I need?

Plans are generally not necessary to get a permit to do mechanical work on a dwelling. You will be expected to briefly describe the work proposed. For example, describe the appliance you intend to install and whether you will be installing a new vent, new ductwork, etc. If you are installing new gas piping, know how many outlets for future gas appliances you need.

If applying 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 stove insert at inspection. If you are not sure whether the appliance is certified to meet emission standards, ask the dealer or a mechanical inspector.

A mechanical inspector or office staff member can discuss your project with you. If all the necessary information is available, you can usually leave with your permit.

Mechanical permit fees are generally based on the number of appliances, chimneys, vents, or gas piping outlets that will be installed. Permit fees are paid when the permit is issued.

How do I get an inspection?

Any work done under a permit must be inspected by a certified inspector.

Marion County has installed an "Interactive Voice Response System" for scheduling inspections, getting inspection results and permit status information. (The system is down between 12:00 midnight and 5:00 a.m. for back-up.) Call: (503) 373-4427

THIS SYSTEM WILL ALLOW YOU:

1. To Schedule an Inspection
2. To Hear Inspection Results
3. To Cancel & Reschedule Inspections
4. To Receive Permit or Plan Review Status

As you become familiar with this system you will be able to fast-track through the introduction and schedule inspections or get results quickly. You can press * at the Main Menu to get information on the system. When you call, you will need your permit number, three digit inspection code, and date inspection is desired. Each inspection requested through this system is scheduled for the next working day, or you have the option to delay the inspection one additional day. Unless all of the work is outside and accessible, an adult needs to be at the site to provide access for the inspector.

Planning to do mechanical work on your house or duplex?

As the owner of a one- or two-family dwelling, you can hire a contractor registered by the Construction Contractors Board to do the work, or **you or an immediate family member** can do it yourself. A friend, neighbor, tenant, or family relative cannot legally receive compensation for the work unless he or she is a CCB-registered contractor. A licensed plumbing contractor may legally install natural gas piping.

If you have questions regarding a contractor's eligibility to perform work on your property, call the Construction Contractors Board, (503) 378-4621.

Marion County jurisdictions:

	Permits
City of Aumsville	(503) 749-2030
City of Aurora	(503) 678-1283
City of Detroit	(503) 854-3496
City of Donald	(503) 678-5543
City of Gates	(503) 897-2669
City of Gervais	(503) 792-4222
City of Hubbard	(503) 981-9633
City of Idanha	(503) 854-3313
City of Jefferson	(541) 327-2768
City of Keizer	(503) 390-3700
City of Mt. Angel	(503) 845-9291
City of St. Paul	(503) 633-4971
City of Scotts Mills	(503) 873-2065
City of Silverton	(503) 874-8207
City of Stayton	(503) 769-2919
City of Sublimity	(503) 769-5475
City of Turner	(503) 743-2155
City of Woodburn	(503) 982-5250

Marion County provides full inspection services for all of the unincorporated areas of Marion County and the Cities of Aumsville, Aurora, Detroit, Donald, Gates, Gervais, Hubbard, Idanha, Jefferson, Keizer, Mt. Angel, St. Paul, Scotts Mills, Stayton, Sublimity, and Turner.

All Electrical and Plumbing inspections are provided by Marion County for the City of Woodburn.

Marion County provides all septic inspections for the City of Silverton.

Marion County provides all septic inspections for the City of Salem.

State of Oregon offices

State 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) 387-4320
Toll-free..... (877) 877-9392