Commercial Mechanical Permit Submittal Checklist

Required Information

- ☐ Completed Mechanical Permit Application with clear description of work, valuation and contractor information;
- ☐ Mechanical plans.
- ☐ Structural calculations and drawings stamped by an Oregon registered engineer or architect are required for all mechanical equipment mounted at 4 feet or less above a floor or roof level and weighing over 400 lbs., and all hanging mechanical equipment weighing 75 lbs. or more. Include size, spacing, type and span of support roof or floor members and support walls or columns.
- ☐ Equipment specifications (i.e., size, weight, CFM, BTU input, tonnage, horsepower, kW, SEER, EER rang of equipment)
- ☐ Completed State of Oregon COMCheck Forms – available at www.energycodes.gov/comcheck;
- ☐ Documents for deferred submittal items should be submitted to the registered design professional in responsible charge who will review them and forward them to the Building Official at Permits@Hillsboro-Oregon.gov with a notation indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building.
- ☐ Equipment location;
- ☐ Location size and cfm of all new, moved and/or removed supply and return air diffusers;
- ☐ Smoke and fire damper specifications and locations;
- ☐ Gas piping diagram showing the developed length and size(s) of pipe, all new and existing mechanical equipment served by the line, and each of their BTU input demands;
- ☐ Gas piping seismic bracing details for piping over 1 inch;
- ☐ Gas pressure to be used, i.e. ½ lb., 2 lb. or 5lb;
- ☐ How equipment access is provided;
- ☐ Details for how suspended units are supported and braced against lateral (seismic) movement;
- ☐ Roof top unit(s) anchorage to roof curb and roof curb to roof structure details;
- ☐ Ducts over 6 square feet bracing and support detail;
- ☐ Exhaust Hood details (Type I and II) including hood size, metal gauge, construction, cfm, make-up air, sha construction details, exhaust fan discharge clearances, fire suppression system, method of support for vertical and lateral (seismic) loads and type, location and clearances of appliances detailed;
- ☐ Detection system location and specifications for automatic shut-down of HVAC units over 2000 cfm or serving more than one tenant;
- ☐ Refrigeration systems location and specifications;
- ☐ Walk-In Coolers: Location of existing and proposed walk-in coolers and manufactures cut sheets for the equipment;
- ☐ Outside Air: Calculations for the required ventilation requirements in accordance with OMSC Chapter 4.