



Building Safety Division  
 City of Bend  
 (541) 388-5580  
 building@bendoregon.gov  
 710 NW Wall Street, Bend OR 97703

This submittal form is to be completed as part of your application with the City of Bend. *Download this form before completing fillable fields*, then upload with your application through the Online Permit Center at [www.bendoregon.gov/permitcenter](http://www.bendoregon.gov/permitcenter).

## COMMERCIAL MECHANICAL PERMIT WORKSHEET

In order to determine code compliance of the proposed installation, please provide the following information in addition to the Mechanical Permit Application. Please complete all fields- *use N/A where not applicable*. Provide legible plans for the site and for the building identifying the locations of the mechanical equipment being added and/ or replaced. For rooftop installations please include an aerial view (i.e. Google satellite image) and identify the specific unit being replaced or to be installed.

BUILDING USE(S) and OCCUPANCY GROUP(S): \_\_\_\_\_

OCCUPANCY GROUP: Group A, Group E, Group H and Group I occupancies may require documents prepared by a registered design professional and submittal for plan review. The required documents may include legible floor plans, and section views for the building identifying the locations of any fire-resistant-rated construction being penetrated, including fire barrier walls, fire-rated horizontal assemblies, smoke barriers, etc.; plans for any ducts that are being replaced or added, and identification of fire dampers, smoke dampers and combination fire/ smoke dampers including the manufacturer product listings and specifications, and the manufacturer's product listings, specifications and installation requirements for any penetration firestop systems used for the project.

	Old Equipment	New or Replacement Equipment
Unit Type and Model	_____	_____
Unit Weight	_____	_____
Capacity (BTU's, tons)	_____	_____
Ventilation Supplied (CFM's)	_____	_____

For each type of mechanical unit, provide the manufacturer product listings and specifications including unit listing, unit energy efficiency, unit size, unit weight, unit capacity, CFM's supplied, etc.

Same location, same platform?  Yes  No - If not, explain what has changed:

Is this installation in a Flood Hazard Area as determined by FEMA?  Yes  No

- Located inside building; or  Located outside building or includes exterior components.
  - Provide a site plan showing location of unit(s); also show appropriate screening per BCD 3.2.300E, if applicable.
  - Provide the specific locations inside the building.
  - Provide Mechanical COMcheck Compliance Certificate, and COMcheck Supplement Form, unless all units and appliances are “like for like” replacement units, and meet ANSI Standard 90.1 Section Exception 6.1.1.3.
- If direct replacement “like for like”: Provide proof that old unit exists (through aerial shot, site plan, etc.), and provide specific information pertaining to the location of the equipment to assist the inspector. (Example: 5 units in the NW corner of roof; only unit by man door at rear of the building.)

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GAS PIPING: (If adding new units) For the new and existing gas appliances, provide a gas piping line isometric drawing illustrating the OMSC Table used, the type of fuel, the inlet pressure, the pressure drop, the type and size of gas piping, the longest piping run distance, the total BTU demand, the locations of the gas appliances severed, the BTU demand for each GAS appliance, etc.

Will there be any structural work to accommodate the new HVAC equipment?  Yes  No

If yes, a structural (building) permit is required.

A structural (building) permit is required for seismic anchorage of mechanical units when: a) unit is installed greater than 4 feet above floor or grade, b) unit is greater than 400 pounds in weight, c) unit is greater than 75 pounds in weight and suspended from the roof or ceiling structure. OSSC Section 1613.4.2/ ASCE 7-16 Section 13.1.4.

Yes, a, b and/ or c: Provide Engineering Documents  None apply.  Using Existing

Statewide Code Interpretation 16-01, October 2019: A structural (building) permit is not required to replace rooftop mechanical equipment if all of the following conditions are met and documented on the mechanical permit application: 1. Replacement unit weighs no more than 10 percent or 100 pounds greater than the existing unit, whichever is greater. 2. Replacement unit does not exceed any dimension of the existing unit by more than 10 percent or 6 inches, whichever is greater. 3. Manufacturer’s specifications for the existing and the replacement units are provided. 4. No additional modifications to structural elements is performed, including re-framing of existing openings. 5. Replacement unit is located in the same location as the previous unit. 6. Replacement unit is mounted to the existing curb (use of a curb adapter requires a structural [building] permit). 7. Connection details or installation instructions for attachment of the replacement unit to the existing curb are provided.

Prepared by:  Building Owner  Contractor  Design Professional

Contact Information: Name \_\_\_\_\_ Cell \_\_\_\_\_

Signature \_\_\_\_\_