



# Minor Mechanical Label Application

Please check one:  Commercial  Residential

**Instructions:** Please complete the form below (print legibly). Labels are sold in a book of ten labels. The minimum order is one book. Indicate how many books you wish to order. Checks should be made payable to the City of Portland. Return the completed application and payment to the Development Services Center, 1900 SW 4th, Suite 5000, Portland, 97201.

**Acknowledgement:** I the undersigned understand that work conducted using a Minor Label is subject to Planning and Zoning regulations. I will verify that Zoning regulations are met prior to performing any work by conferring with City of Portland Zoning staff (Hotline: 503-823-7526).

I understand that if the replacement equipment weighs more than the existing equipment, even though the work is conducted using a Minor Label, the installation requires structural calculations by a Licensed Structural Engineer. If I have questions, I will contact the City of Portland at 503-823-1302.

I certify I understand the policies and procedures of the Minor Mechanical Label Program as defined in the Program Guide.

I understand that Mechanical equipment is subject to compliance with provisions of title 18, Noise Code.

I understand that it is my responsibility to contact the Oregon Utility Notification Center (Call before you dig) at 800-332-2344.

I understand that Minor Labels expire six months from the date of issuance. After ten Minor Labels are used or the expiration date, whichever occurs first; the customer must return the Minor Label log to BDS.

Signature

Date

Owner/Owner's Agent/Contractor:

Mailing Address:

City:  State:  Zip Code:

Phone Number:  Construction Contractor's Board Number:

Email:  Permit Fee Total:

Minor Mechanical Labels - \$462 per book	Quantity of Books: <input type="text"/>	Permit Fee X \$462	State Surcharge Total:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

State of Oregon Surcharge - \$55.44 per book	Quantity of Books: <input type="text"/>	State Surcharge X \$55.44	Total Fees Due:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Office Use Only Below This Line:**

Date:  Verified By Permit Technician:

Label Number Sequence: from  to  Issued By Cashier: