



APPEALS  
 City of Portland  
 Permitting & Development  
 1900 SW 4<sup>th</sup> Ave., Suite 5000 (5<sup>th</sup> floor)  
 Portland, Oregon 97201  
 (503) 823-6251

# Mechanical Code Appeal Form (Project Information Sheet)

# MEC

## To Appellant:

These forms must be filled out completely. If you need assistance, consult with the Plans Examiner or Inspector assigned to your project or with a Plans Examiner in the Development Services Center. Details of each appealed item must be included, and drawings must be submitted that clearly indicate the area and the conditions of each appealed item. Supplemental information such as photos, test data, etc., can be helpful if they are pertinent to the appealed item. Each appealed item requires a separate Appeal Information Sheet. As many items as desired may be submitted with one Project Information Sheet.

The fee, relevant drawings (**exclusive of any plans submitted for permit processing**) and any supplemental information must be submitted with these forms. Checks are to be made payable to "Treasurer, City of Portland". Fees are listed below:

**\$313 for one- and two-family dwellings**

**\$653 for all other conditions (one or two items)  
 Plus \$159 each for each additional appeal item over two**

**All appeal applications must be received by 9 a.m. Thursday to be heard the following Wednesday.** In most cases, appeals submitted by this deadline will be considered the following Wednesday. However, an appeal may be deferred to a later date depending on the number of appeals scheduled, the complexity of the appeal, or other unforeseen factors. Appeal decisions are emailed and are also usually available the following day at [www.portland.gov/ppd/file-appeal](http://www.portland.gov/ppd/file-appeal), or by calling the Appeal Board Support Staff at (503) 823-6251.

## Project Information (questions in BOLD cannot be left blank):

**This appeal involves** (check at least one below)

- |  |   |
|--|---|
| <input type="checkbox"/> Erection of a new structure         | <input type="checkbox"/> Change of Occupancy: from _____ to _____ |
| <input type="checkbox"/> Alteration of an existing structure | <input type="checkbox"/> Other (specify): _____                   |
| <input type="checkbox"/> Addition to an existing structure   | <input type="checkbox"/> Reconsideration of Appeal ID # _____     |

**Proposed Use of Structure** (e.g., single-family dwelling, office, etc.) \_\_\_\_\_

**Project Street Address** \_\_\_\_\_

**Owner Name** \_\_\_\_\_ **Company** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Related Permit Application #, LUR Case #, or if none, check Preliminary**

Permit # \_\_\_\_\_ LUR Case # \_\_\_\_\_  Preliminary

**Number of stories** \_\_\_\_\_ **Occupancy Group** \_\_\_\_\_ **Construction Type** \_\_\_\_\_

**Fire Sprinklers**  No  Yes > Location: \_\_\_\_\_

**Plans Examiner/Inspector assigned to project** \_\_\_\_\_

I am the property owner, or the property owner's agent. In accordance with City Code Section 24.10.075, I am authorized to submit an appeal for an alternative material, design or method of construction or equipment or a modification to the strict interpretation of the Building Code as adopted by the City of Portland as outlined in the attached information. I hereby acknowledge that the City is not liable for any damages that result from or relate to any formal decision rendered by the City with respect to this appeal.

I acknowledge that all of the information provided will be a public record and will be posted online. (If you have questions, please contact the Building Code Appeals team ([appeals@portlandoregon.gov](mailto:appeals@portlandoregon.gov) or 503-823-6251) before submitting your appeal.)

**Appellant Name** \_\_\_\_\_ **Company** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Appellant signature** \_\_\_\_\_ **Date** \_\_\_\_\_



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### **To Appellant:**

Each item you are appealing requires a separate Appeal Information Sheet to be filled out. All requested information is to be filled out completely with as much detail as possible. **Failure to do so may cause your appeal to be held over until adequate information is received.** For help in filling out these forms, consult with the Plans Examiner assigned to your project or with a Plans Examiner in the Development Services Center.

Any alternative method or modification of a Mechanical Code requirement requires an appeal. A reasonable degree of equivalent health, accessibility, structural capacity, energy conservation, life safety or fire protection **must** be demonstrated before an appeal may be considered.

**Code Section being appealed:**

**Regulation Requirement:**

**Code Modification or Alternate Requested:**

(Summarize the intent of the appeal, preferably in one sentence.)

**Proposed Design:** (Describe the alternate methods or materials of construction to be used or that exist. Be as specific as possible.)

**Reason for Alternate:** (Describe why the alternate is required and how it will provide equivalent health, accessibility, structural capacity, energy conservation, life safety or fire protection to what the code requires.)