



FPP Mechanical Intake Form

APPLICANT: Complete all sections below that apply to the project. Please print legibly.

Print Name _____

Day Phone _____ Email _____

PROJECT INFORMATION:

Street Address _____

Description of work:

PLEASE NOTE:

- FPP’s goal with this form, is to get plans submitted and issued in the timeliest manner possible. The completion of this form by the applicant helps with that goal.
- It is the responsibility of the applicant to verify the completeness of the permit submittal. Please complete the columns on the left side of this checklist (under the area noted, “Applicant to complete”) prior to permit submittal.
- Initial review will only verify completeness. Completing these checklist items will not guarantee review approval. A more thorough review will be performed once the completed set of coordinated documents has been submitted.
- Please include this intake form with your mechanical permit submittal.
- While filling this form out, if you need assistance please or if you need additional information regarding the Project Reference#/Billing ID# visit our website www.portland.gov/bds/fpp-facility-permit-program
- If you need to know if the building is registered or who the FPP Client is please see our FPP Customer & Building list www.portland.gov/bds/documents/fpp-customer-building-list

INFORMATION REQUIRED:

Applicant to Complete

Yes No

- Is this work related to a building permit?**
 If yes, what is the Building Permit number: _____
- If no, do you have a Project Reference number/Billing ID number?
 Project Reference number/Billing ID number: _____
 Who supplied the Project Reference number/Billing ID number and what is their connection to the project?

- Is there any rooftop work as part of this project?**
 If yes, is a line drawn roof plan provided?
 • A line drawn roof plan is required for any mechanical permit that includes any rooftop work. Aerial photographs will not be accepted.
 • Plan must include the entire roof and show all existing and proposed mechanical units.
 • Roof plan must be drawn to scale.
 • Provide a detail of the height of the new unit(s) compared to the building parapet.

continued on reverse

INFORMATION REQUIRED (continued):

Applicant to Complete

Yes No

 Are there any new exterior penetrations? If yes, is an entire elevation of the wall that includes the location(s) of the penetrations provided?
An entire elevation is a requirement for Planning and Zoning review. **Is there any exterior work?** If yes, have you provided a scaled site plan of the entire tax lot? This is a minimum submittal requirement.Yes No **Structural Review** **Do the plans contain any of the following?** **Units mounted on the wall or ceiling that are over 75 pounds?** If yes, are stamped and signed structural calculations included in the submittal? Is the Engineers stamp expiration date current? **Units on the ground that are over 400 pounds?** If yes, are stamped and signed structural calculations included in the submittal? Is the Engineers stamp expiration date current? **Units on the roof that are over 400 pounds?** If yes, are stamped and signed structural calculations included in the submittal? Is the Engineers stamp expiration date current? **A push/pull with 10% or more increase in weight?** If yes, are stamped and signed structural calculations included in the submittal? Is the Engineers stamp expiration date current?
