Submittal Guidelines

City of Portland Oregon
Development Services Center
1900 SW Fourth Avenue
Portland, Oregon 97201
503-823-7300
www.portlandonline.com/bds

Bureau of Development Services
Bureau of Environmental Services
Bureau of Parks & Recreation
Bureau of Transportation
Portland Fire & Rescue
Portland Water Bureau

Commercial - Mechanical HVAC Systems

This handout describes the information that must be submitted when applying for a permit to add or alter the HVAC system in an existing building.

Please be aware that, since every project is unique, there may be some situations where you will be asked to provide additional information.

Application Materials

- ❑ Completed Application Form
- ❑ Three (3) copies of Mechanical Floor Plans for the areas of proposed work and areas affected by such work. Plans must be to scale ¼"=1'0" or ⅛"=1'0". **"Sketches" are not acceptable.** The Mechanical Floor plans may be created by adding the mechanical information to the approved TI Building Floor Plans.
- ❑ Three (3) copies of Framing Plans and structural details, with one (1) set of structural calculations where new HVAC units exceed 400 lbs.

Required Information

- ❑ Location of proposed work: full address, including the floor number, the suite number, and the name of the tenant.
- ❑ Building permit number for the construction project associated with the mechanical work.
- ❑ Building type of construction, occupancy, number of stories, and if the building is sprinklered.
- ❑ Use of each room or area.
- ❑ All area separation walls, occupancy separation walls, and corridors or other fire resistive elements.
- ❑ Location of new AND existing rooftop units, unit heaters, etc.
- ❑ Location of all protected penetrations and type of protection (fire stopping, fire, smoke, and/or combination smoke/fire dampers).
- ❑ Location of any ventilation and combustion air openings and ducts in relation to the property lines and in relation to any other roof openings within 10'. For horizontal venting, show distance to openings into the building such as doors, windows and intake vents.
- ❑ Shaft construction information.
- ❑ Outside air (cfm) for ventilation of each room.
- ❑ Size of air handling units (heating and/or cooling capacity, and weight).
- ❑ Duct work and piping, size and location, gauge of metal.
- ❑ Duct insulation information.
- ❑ For sub-ducted systems, show schematic of shaft, length and support of sub-ducts, and roof mounted fan.
- ❑ Weight of each new unit. If new unit exceeds 400 lbs, provide engineered calculations and details showing any structural improvements required to support the loads and how to attach the new equipment to the structure. Structural plans and details must accompany the plans at time of submittal and must be cross referenced on the plans.

Development Services Center (DSC), First Floor, 1900 SW 4th Avenue, Portland, OR 97201

Monday, Wednesday, Thursday, Friday:
7:30 am - 4:00 pm
Tuesday: 7:30 am - 3:00 pm

DSC automated information line 503-823-7310
BDS 24 hour inspection request line 503-823-7000
City of Portland TTY 503-823-6868

All information is subject to change.