City of Portland
Development Services Center

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Bureau of Development Services **Bureau of Water Works** **Bureau of Parks and Recreation**
Portland Office of Transportation **Bureau of Fire, Rescue and Emergency Services** **Bureau of Environmental Services**

SUBMITTAL GUIDELINES
MECHANICAL

ROOFTOP UNITS

This handout describes the information that must be submitted when applying for a permit to add one or more rooftop units to 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.

- ❑ Completed Application Form
- ❑ Three (3) copies of Roof and Floor Plans for the areas of proposed work and areas affected by such work. (Plans must be to scale. “Sketches” are not acceptable.)
- ❑ Engineering calculations and details if the additional load on the roof will exceed 400 lbs.

REQUIRED INFORMATION

- ❑ Location of new AND existing rooftop units or equipment
- ❑ Weight of new AND existing rooftop units or equipment
- ❑ Type of roof framing supporting units, including the size and spacing
- ❑ Details showing the method of anchorage and transferring the vertical and lateral loads to the structural system (e.g. curbs, sleepers, isolators, suspension rods, bolts, nails, etc.
- ❑ Where the weight of the rooftop units/unit heaters will exceed 400 lbs, a structural engineer must prepare calculations showing that the existing structural system is adequate, OR design any improvements required to support the loads. Engineering calculations must accompany the plans at time of submittal and may be a separate drawing. Any engineered drawings or details, however, must be incorporated into the plans or cross-referenced on the plans.