



Building Department
211 2nd Street
Hood River, OR
97031
Phone:
541.387.5202

MECHANICAL SUBMITTAL GUIDELINES - ROOF TOP 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.
- Equipment cut sheets

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.

Replacement Roof Top Units

A Structural Permit is also required if any of the following are exceeded for a replacement Roof Top Unit.

- Replacement unit weighs 10 percent or more than the existing unit.
- Replacement unit exceeds any dimension of the existing unit by more than 10 percent.
- No additional modification to structural elements is performed, including re-framing of openings.
- Unit is located in the same location as the previous unit.
- Replacement unit is mounted to an existing curb.
- Connection details from unit to curb are provided.