

**PROCESS CHECK LIST AND APPROVED CONTRACTORS
FOR CITY OF PENDLETON
WOOD STOVE REPLACEMENT PROGRAM**

Process Steps	Item to be completed	Date when completed	Initial when completed
1	Apply to the City of Pendleton Building Department, (3 rd floor City Hall).		
2	Select a replacement heating system that is approved by the City (natural gas, electric, propane, pellet, oil {must have a new, free-standing oil tank}, DEQ-approved wood stove or insert, or other approved system.)		
3	Select a contractor that has been approved by the City.		
4*	Secure a mechanical permit for installation from the City.		
5*	Have the installation inspected and approved by the City Building Official if your residence is within City limits or State Inspector if your residence is outside of City limits.		
6*	Provide a copy of all other permits/inspections required to ensure that the installation meets all State and City requirements.		
7*	Provide receipts for the replacement costs.		
8*	Provide a certificate for the old wood stove or insert disposal, validated by Pendleton Sanitary Service. (Pendleton Sanitary Service is the only approved disposal site.)		

** NOTE: Contractors may provide steps 4-8 as part of their service. Homeowners who choose to install the new system themselves will be eligible for the cost of the new heating system only, not for labor.*

APPROVED CONTRACTORS

as of September 10, 2015

Name	Address	Phone
Bruce Heating & Air Conditioning	80385 N Hwy 395 Hermiston, OR 97838	541-567-6813
Gordon's Heating & Cooling	214 SE Emigrant Ave Pendleton, OR 97801	541-276-3154
Mentzer & Elliott Chain Saw	PO Box 670, Pilot Rock, OR 97868	541-443-2351
Pendleton Grain Growers	1000 SW Dorion Ave Pendleton, OR 97801	541-278-5005
Ron's Stove & Spa	1562 SW 40 th St Pendleton, OR 97801	541-969-6871
Thews Sheet Metal	1816 NW 48 th St Pendleton, OR 97801	541-276-3751