

# POLK COUNTY BUILDING DEPARTMENT



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 Phone: (503) 623-9237

## ELECTRICAL PERMIT APPLICATION

Office use only:  
 PERMIT #: \_\_\_\_\_  
 DATE: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_  
 ISSUED BY: \_\_\_\_\_

Electrical safety law generally requires all electrical products to be lab tested and certified. If you have uncertified products or questions, check with the electrical inspector prior to installation.

### 1. TYPE OF CONSTRUCTION

Residential  Commercial

### 2. ASSOCIATED PERMIT NUMBERS (List below)

### 3. LOCATION OF INSTALLATION

Job Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_

Job Description \_\_\_\_\_

Directions \_\_\_\_\_

### 4a. CONTRACTOR INSTALLATION Permit Holder: Yes No

Electrical Contractor \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_ Job Number \_\_\_\_\_

Property Owner \_\_\_\_\_

CCB Lic. No. \_\_\_\_\_ BCD Lic. No. \_\_\_\_\_

Supervising Elect's. Lic. No. \_\_\_\_\_

Active Licenses:  Yes  No

Signature of Supervising Elect. \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### 4b. OWNER INSTALLATION Permit Holder: Yes No

Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

*The installation is being made on residential or farm property owned by me or a member of my immediate family. This property is not intended for sale, lease, rent or exchange. OAR 479.540(1) AND 479.560(1)*

Owner's Signature \_\_\_\_\_

### 5. PERMIT HOLDER TERMS & CONDITIONS review on reverse.

### 6. PERMIT TERMS & CONDITIONS review on reverse.

### 7. PLAN REVIEW SECTION (if required) on reverse.

### 8. COMPLETE FEE SCHEDULE BELOW

**Section A: New Residential, One & Two Family**, per unit, service included:

enter total sq. ft. including attached garage:	# of Items	Fee (ea)	Total	allowed # insp.
1000 sq. ft. or less	_____	\$ 221.58	\$ _____	4
Each add'l 500 sq. ft. or portion thereof	_____	\$ 39.70	\$ _____	
Limited energy system	_____	\$ 52.24	\$ _____	1
Each manufactured home or modular dwelling service or feeder	_____	\$ 104.55	\$ _____	2

**Section B: Service** or Feeder installation, alteration or relocation

200 amps or less	_____	\$131.73	\$ _____	2
201 amps to 400 amps	_____	\$156.87	\$ _____	2
401 amps to 600 amps	_____	\$262.91	\$ _____	2
601 amps to 1000 amps	_____	\$340.77	\$ _____	2
Over 1000 amps or volts	_____	\$793.41	\$ _____	3
Reconnect only	_____	\$ 90.00	\$ _____	1

**Section C: Temporary** service or feeder installation, alteration, relocation (Must provide own meter & panel box)

200 amps or less	_____	\$104.55	\$ _____	1
201 amps to 400 amps	_____	\$144.27	\$ _____	2
401 amps to 600 amps	_____	\$209.12	\$ _____	2
Over 600 amps or 1000 volts	_____	Use fees in Section B.	\$ _____	3

**Section D: Branch circuits**, new, alteration or extension

The fee for branch circuits w/purchase of service or feeder fee:

Each branch circuit \_\_\_\_\_ \$ 6.14 \$ \_\_\_\_\_

The fee for branch circuits without purchase of service or feeder fee:

First branch circuit \_\_\_\_\_ \$ 89.84 \$ \_\_\_\_\_ 1  
 Each add'l branch circuit \_\_\_\_\_ \$ 6.14 \$ \_\_\_\_\_

**Section E: Miscellaneous** (Service or feeder NOT included)

Ea. irrigation pump or circle	_____	\$ 90.00	\$ _____	1
Each sign or outline lighting	_____	\$ 90.00	\$ _____	1
Signal Circuits or a limited energy Panel (other than residential).	_____	\$ 90.00	\$ _____	1

**Section F: Renewable Energy** installation

Renewable Energy 5 kva or less	_____	\$119.43	\$ _____	3
Renewable Energy 5.01 kva-15 kva	_____	\$142.10	\$ _____	3
Renewable Energy 15.01 kva-25 kva	_____	\$235.82	\$ _____	3
Renewable energy-solar generation over 25 kva (Requires Plan Review) - see Page 2 (enter on line):	_____	\$ _____	\$ _____	3
Renewable energy for wind systems-25.01 kva through 50 kva (Requires plan review)	_____	\$308.40	\$ _____	3
Renewable energy for wind systems-50.01 kva through 100 kva (Requires plan review)	_____	\$709.00	\$ _____	3

**Section G: Inspection hours**

Each additional inspection	_____	\$122.69	\$ _____	1
Special inspection per hour (2 hour minimum)	_____	\$122.69	\$ _____	1

**Section H: New Multi-Family Construction, Limited Energy, Protective Signaling** (use Page 2 to determine fees)

Enter fees from Page 2 \$ \_\_\_\_\_

### 9. FEE TOTAL:

A. Enter total of above fees \$ \_\_\_\_\_

Add 12% state surcharge \$ \_\_\_\_\_

B. Enter 25% of line "A" for plan review, if required \$ \_\_\_\_\_

**TOTAL DUE:** \$ \_\_\_\_\_

**5. PERMIT HOLDER TERMS AND CONDITIONS**

The **permit holder** shall be deemed the person or firm that is authorized to make all decisions regarding the permit, including permit information, notices, cancellation, transfer, extensions or refunds.

**6. ELECTRICAL PERMIT TERMS AND CONDITIONS**

**Permit Application Expiration:** I understand this permit application will expire within 180 days after being submitted if the permit is not issued. To avoid expiration of an application an extension request needs to be submitted in writing showing justifiable cause to extend the application prior to 180 days of inactivity, otherwise the application will be expired. Extensions may be granted for an additional 180 days.

**Permit Expiration:** I understand this permit expires if work is not commenced within 180 days of permit issuance or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. To avoid permit expiration, a progress report (showing progress toward the permit) needs to be submitted in writing or an extension request needs to be submitted in writing showing justifiable cause to extend the permit prior to 180 days of inactivity, otherwise the permit will be expired. A one-time extension may be granted for an additional 180 days.

**Permit Transferability:** I understand this permit is not transferrable.

**Permit Refunds:** I understand refunds may be requested upon written request of permit deposit/fees paid within 180 days of fee payment, less any plan review fees, landuse site review fees, administrative fees and state surcharge fees, for a permit under which no work has commenced. Refunds amounting to less than \$10 will not be processed.

**Permit Renewals:** I understand an electrical permit may be renewed within 1 year of expiration of the permit upon submittal of the Permit Renewal Request Form, provided no changes have been made in the original plans and specifications for the work. The renewal fee would be 1/2 the amount of new permit fees. Permits that have been cancelled and/or refunded are not eligible for renewal.

**7. ELECTRICAL PLAN REVIEW REQUIREMENTS (2 Sets of Plans Required for Review)**

**(a) Ampacity:**

- A service or feeder beginning at 400 Amps where the available fault current exceeds 10,000 Amperes at 150 Volts or less to ground or exceeds 14,000 Amps for all other installations; or
- Installation of a 150 KVA or larger separately derived system as defined in Article 100 of the **National Electrical Code (NEC)**; or
- Addition of a new motor load of 100 HP or more; or
- Fire pump installations as defined in Article 695 of the NEC; or
- Emergency systems installations as defined in Article 700 of the NEC; or
- A service or feeder rated at 600 Amps or over.

**(b) Voltage:**

- More than 600 supply volts nominal.

**(c) Height:**

- More than three stories.

**(d) Occupancy (may include but is not limited to):**

- Six or more residential units in one structure; or
- An "A" (Assembly) occupancy, "E" (Educational) occupancy, or "I-2" or "I-3" (Institutional) occupancy as defined in the adopted Oregon Structural Specialty Code; or

Any of the following special occupancies as described in Chapter 5 of the NEC adopted by the board in OAR 918-305-0100:

- Hazardous (Classified) locations as defined in Articles 500 to 516; or
- Installations in patient care areas of health care facilities as defined in Article 517; or
- Agricultural buildings used for commercial purposes, as defined in Article 547; or
- Recreational Vehicle Park. A new recreational vehicle park, or any addition or alteration to an existing park.

**(e) Solar Systems over 25 kva**

**8. FEE SECTION**

**Section F: Solar Systems over 25 kva**

Each additional kva over 25 is calculated as: \$235.82 plus \$9.46 for each additional kva over 25 up to 100 kva

# of kva over 25						Enter fee on Page 1
	X	\$9.46 =	\$	+	\$235.82 =	\$

**Section H: Multi-Family, three or greater units (New Construction, Limited Energy, Protective Signaling)**

Enter sq. footage _____ Largest Unit 1000 sq. ft. or less	1 X	A. \$221.58 = <b>221.58</b>	Each Add. 500 sq. ft.	_____ X	B. \$39.70 =	Total of Box A & B \$
# of Each Additional Units	_____ X	50% of \$221.58 =	C. Total \$	→	→	\$
# of Each Additional Units	_____ X	50% of the Total in Box B \$ _____ =	D. Total \$	→	→	\$
Limited Energy System per floor	_____ X	\$64.61 =	E. Total \$	→	→	\$
Res. Protective Signaling per floor	_____ X	\$82.34 =	F. Total \$	→	→	\$
<b>Grand Total (Amt. to be entered on page 1):</b>						\$