

POLK COUNTY BUILDING DEPARTMENT



850 MAIN STREET, DALLAS, OR 97338

Email: cd.permits@co.polk.or.us

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 _____ \$ 39.70 \$ _____

Thereof _____ \$ 52.24 \$ _____ 1

Limited energy system _____ \$ 104.55 \$ _____ 2

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 _____ \$ 90.00 \$ _____ 1

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 ½ 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 = 221.58	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 \$	→	→	\$
Grand Total (Amt. to be entered on page 1):						\$