

# 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 \_\_\_\_\_

Directions \_\_\_\_\_

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

### 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 \_\_\_\_\_ Fax \_\_\_\_\_

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.

## 5. PERMIT HOLDER TERMS AND CONDITIONS

### 8. COMPLETE FEE SCHEDULE BELOW

**Section A: Residential-One & Two Family** per unit, service included:  
*For new SFD enter total sq. ft.*

**including attached garage:** \_\_\_\_\_ # of Items Fee (ea.) Total <sup>allowed</sup> # insp.

1000 sq. ft. or less \_\_\_\_\_ \$ 230.00 \$ \_\_\_\_\_ 4

Each add'l 500 ft or portion thereof \_\_\_\_\_ \$ 41.21 \$ \_\_\_\_\_

Limited energy system-new res. \_\_\_\_\_ \$ 54.23 \$ \_\_\_\_\_ 1

Each manuf'd home or modular dwelling service \_\_\_\_\_ \$108.52 \$ \_\_\_\_\_ 2

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

200 amps or less \_\_\_\_\_ \$136.74 \$ \_\_\_\_\_ 2

201 amps to 400 amps \_\_\_\_\_ \$162.83 \$ \_\_\_\_\_ 2

401 amps to 600 amps \_\_\_\_\_ \$272.90 \$ \_\_\_\_\_ 2

601 amps to 1000 amps \_\_\_\_\_ \$353.72 \$ \_\_\_\_\_ 2

Over 1000 amps or volts \_\_\_\_\_ \$823.56 \$ \_\_\_\_\_ 3

Reconnect only \_\_\_\_\_ \$ 93.42 \$ \_\_\_\_\_ 1

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

200 amps or less \_\_\_\_\_ \$108.52 \$ \_\_\_\_\_ 1

201 amps to 400 amps \_\_\_\_\_ \$149.75 \$ \_\_\_\_\_ 2

401 amps to 600 amps \_\_\_\_\_ \$217.07 \$ \_\_\_\_\_ 2

Over 601 amps or 1000 volts \_\_\_\_\_ Use fees in Section B. 3

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

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

Each branch circuit \_\_\_\_\_ \$ 6.37 \$ \_\_\_\_\_

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

First branch circuit \_\_\_\_\_ \$ 93.25 \$ \_\_\_\_\_ 1

Each add'l branch circuit \_\_\_\_\_ \$ 6.37 \$ \_\_\_\_\_

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

Ea. irrigation pump or circle \_\_\_\_\_ \$ 93.42 \$ \_\_\_\_\_ 1

Each sign or outline lighting \_\_\_\_\_ \$ 93.42 \$ \_\_\_\_\_ 1

Limited energy system or signal circuits (new residential see above). \_\_\_\_\_ \$ 93.42 \$ \_\_\_\_\_ 1

**Section F: Renewable Energy**

For electrical systems:

Electrical system 5 kva or less \_\_\_\_\_ \$123.97 \$ \_\_\_\_\_ 3

Electrical system 5.01 kva –15 kva \_\_\_\_\_ \$147.50 \$ \_\_\_\_\_ 3

Elec. system 15.01 kva – 25 kva \_\_\_\_\_ \$244.78 \$ \_\_\_\_\_ 3

Solar generation over 25 kva (use page 2 to determine fees)  
Enter fees from Page 2 \$ \_\_\_\_\_ 3

Wind systems 25.01 kva to 50 kva  
(Requires plan review) \_\_\_\_\_ \$320.12 \$ \_\_\_\_\_ 3

Wind systems 50.01 kva to 100 kva  
(Requires plan review) \_\_\_\_\_ \$735.94 \$ \_\_\_\_\_ 3

**Section G: Inspection**

Reinspection \_\_\_\_\_ \$127.35 \$ \_\_\_\_\_ 1

Inspection outside normal business hours  
(2 hour minimum) \_\_\_\_\_ \$127.35 \$ \_\_\_\_\_ 1

Each additional inspection, above allowable-  
per each \_\_\_\_\_ \$127.35 \$ \_\_\_\_\_ 1

Additional Plan Review-per hour \_\_\_\_\_ \$127.35 \$ \_\_\_\_\_ 1

**Section H: Multi-Family-New 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:** \$ \_\_\_\_\_

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: \$244.78 plus \$9.82 for each additional kva over 25 up to 100 kva

# of kva over 25						Enter fee on Page 1
	X	\$9.82 =	\$	+	\$244.78 =	\$

### 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. \$230.00 = <b>230.00</b>	Each Add. 500 sq. ft.	X	B. \$41.21 =	Total of Box A & B \$
# of Each Additional Units	X	50% of \$230.00 =	C. Total \$	→	→	\$
# of Each Additional Units	X	50% of the Total in Box B \$ _____ =	D. Total \$	→	→	\$
Limited Energy System per floor	X	\$67.07 =	E. Total \$	→	→	\$
Res. Protective Signaling per floor	X	\$85.47 =	F. Total \$	→	→	\$
Grand Total (Amt. to be entered on page 1):						\$