



Commercial Electrical Permit Submittal Checklist

Required Information

- A completed Electrical Permit Application with selections on the fee schedule and a clear description of work, which must be signed by a supervising electrician, homeowner or the contractor's authorized representative.
- Electrical plans as required by the Oregon Administrative Rule (OAR) 918-311-0040;
- Electrical floor plan(s) showing panel locations;
- Feeder riser diagram with conductor sizes;
- One line diagram showing bonding and grounding and conductor sizes;
- Available fault current information;
- Electrical load calculations;
- Panel schedule(s);
- Electrical site plan including hazardous area locations;
- Fire-rated construction details;
- Lighting fixture schedule, showing type, locations and layout of fixtures;
- Emergency lighting plan, emergency power system and specifications;
- Under slab electrical plan;
- Completed State of Oregon COMCheck Forms – available at www.energycodes.gov/comcheck;
- Lighting and electrical/mechanical equipment manufactures cut sheets and specifications.

Development Services & Permitting Center

Email Permits@Hillsboro-Oregon.gov Phone 503-681-6153 Fax 503-681-5250 Web Hillsboro-Oregon.gov/Permits