



Electrical Submittal Checklist

Applications must be signed by the Signing Supervising Electrician with a license number OR Engineer with License number and stamped, filled out in their entirety and the following information shall be provided to qualify as a complete submittal: (Separate Building, Mechanical, Plumbing and Fire permits may be required)

- Two sets of Electrical and one Mechanical plan (Separate from the building permit submittal)
- Electrical floor plan(s)
- Electrical load calculations
- One line diagram
- Feeder riser diagram
- Available fault current information
- Panel schedule(s)
- P N/A Electrical site plan
- P N/A Fire-rated construction details
- P N/A Lighting plan
- P N/A Emergency lighting plan, emergency power system and specifications
- P N/A Under slab electrical plan
- P N/A State of Oregon Energy Code Compliance Forms for lighting.
- P N/A Lighting equipment manufactures cut sheets and specification

RED LINES ARE NOT PERMITTED ON PLANS.

IT IS IMPORTANT THAT THE ABOVE INFORMATION PROVIDED IS ACCURATE TO EXPEDITE THE PLAN REVIEW PROCESS. If any of the applicable information for the electrical permit application has not been provided, the application cannot be accepted as a complete submittal.

I certify that the above information is correct and understand that incorrect or missing information will cause the application to be rejected, resulting in delays for the applicant. I further understand that re-submittals of complete information will be reviewed in the order received based on the date of re-submittal.

Signature of Applicant

Date

Title

Telephone Number

Development Services & Permitting Center

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

918-311-0040

Electrical Plan Review for Complex Structures

(1) A jurisdiction providing electrical code plan review services may only require electrical plan review for a complex structure. For the purpose of this rule, "complex structures" have an electrical system designed, constructed or reconstructed with any of the following:

(a) Ampacity:

(A) A service or feeder beginning at 400 Amps where the available fault current exceeds 10,000 Amps at 150 Volts or less to ground or exceeds 14,000 Amps for all other installations; or

(B) Installation of a 150 KVA or larger separately derived system as defined in Article 100 of the **National Electrical Code (NEC)**; or

(C) Addition of a new motor load of 100 HP or more; or

(D) Fire pump installations as defined in Article 695 of the NEC; or

(E) Emergency systems installations as defined in Article 700 of the NEC; or

(F) 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.

(A) Six or more residential units in one structure; or

(B) 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

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

(i) Hazardous (Classified) locations as defined in Articles 500 to 516; or

(ii) Installations in patient care areas of health care facilities as defined in Article 517; or

(iii) Agricultural buildings used for commercial purposes, as defined in Article 547; or

(iv) Floating buildings as defined in Article 553; or

(v) Marinas and boat yards as defined in Article 555; or

(e) Recreational Vehicle Park. A new recreational vehicle park, or any addition or alteration to an existing park.

(2) Plan review is not required for work permitted through minor installation labels under OAR 918-309-0210 to 918-309-0260.

(3) A jurisdiction requiring electrical plan review may not require plan review on more than one

building or structure under construction or reconstruction at the same job site, as long as:

(a) The electrical systems of the buildings or structures are materially alike; and

(b) A person obtains electrical permits for the buildings or structures within a reasonable time.

(4) Standardized Format for Plan Review. When electrical plan review is required the electrical plan shall meet the following requirements:

(a) Copies. Submit two sets of electrical plans;

(b) Readability. The plans shall be drawn to scale, contain definitions for legends used, be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the applicable electrical code requirements, laws, ordinances, rules and regulations;

(c) Contents. The plans shall contain the following minimum requirements:

(A) Feeder riser diagram showing panel location and circuit schedules;

(B) One line riser diagram showing bonding and grounding and conductor sizes;

(C) Available fault current on the line side of service disconnect;

(D) Complete load calculations, or provide applicable load records, for all new installations and for additions to existing installations;

(E) Fixture schedule, showing type, location and layout of the fixtures;

(F) Address of the installation and name of owner and address;

(G) Identification of the employer, identification and signature of person who prepared the plan, license number if the person is an electrical supervisor and professional registration number if the person is an architect or registered professional electrical engineer; and

(H) Location of emergency systems, identifying the power source and the system on plan.

(5) Nothing in these rules shall prohibit a jurisdiction from requiring a lighting energy budget.

(6) Nothing in these rules shall prohibit the owner or the owner's agent from requesting and receiving plan review for non-complex structures.

Development Services & Permitting Center