City of Portland - Office of Planning & Development Review

PROGRAM GUIDE

A Guide to Procedures and Requirements

Partial Electrical Permits

Category: Commercial Construction

Effective: February 1, 1997 ***[Margaret M. Mahoney]***

Responsible Bureau Section: Commercial Electrical
PO Box 8120
Portland, OR 97207-8120
503-823-7304

BACKGROUND

The permit for an electrical installation requiring plan review will not be issued, nor may work proceed, until plans are approved by an electrical plan examiner. *(See Oregon Administrative Rule 918-311-0040 and the Office of Planning and Development Review Electrical Plan Review Program Guide for plan review requirements.)* However, the Commercial Electrical Section Supervisor may authorize the issuance of a partial electrical permit before the entire plans and specifications are submitted or approved. This allows the contractor to start work on specified portions of the job.

PROCESS

The applicant for a partial permit must be a State of Oregon licensed electrical contractor. Adequate plans and/or information detailing the scope of work covered by the partial permit application and compliance with pertinent portions of the State of Oregon Electrical Specialty Code must be submitted to the Commercial Electrical Section Supervisor. After staff review of plans and submitted information, the Section Supervisor determines if a partial permit can be issued. The Section Supervisor will notify the applicant in writing of the partial permit approval, and of portions of the work which may proceed and the conditions under which work may proceed (see Exhibit A). Issuance of a partial permit, or authorization to commence an installation, does not constitute assurance to the applicant that a permit on the entire installation will be issued, or that corrections will not be required on the portions of the installation granted preliminary authorization.

APPLICATION

To apply for a partial permit, the contractor provides the following information to the Commercial Electrical Section Supervisor:

1. Plans and/or information detailing the scope of work;

2. Completed permit application (including checking the line on the upper left side of the application marked “partial permit”);

3. Detailed description of the work to be covered under the partial permit;

4. Permit fees to cover the partial permit items.

Exhibit A
Partial Electrical Permit Notification

(Date)

(Applicant's Name)
(Applicant's Address)

RE: **Partial Electrical Permit #ELEXX-XXXXX for (address)**

Dear (Applicant's Name):

A partial electrical permit has been issued for work at the above address. The items for which work is authorized to proceed are:

1. XXXXX
2. XXXXX
3. XXXXX

The conditions under which work may proceed are:

1. XXXXX
2. XXXXX

Please note that issuance of a partial permit, or authorization to commence an installation, shall not constitute assurance that a permit on the entire installation will be issued, or that corrections will not be required on the portions of the installation granted preliminary authorization.

If you have any questions, please call me at 823-7290 or (district Electrical Inspector) at 503-823-XXXX.

Sincerely,

Donald S. Faulkner
Commercial Electrical Section Supervisor

CC: (District Electrical Inspector's Name)