



NEW

Commercial Electrical

Building Permit Applications are accepted only between the hours of
Monday-Tuesday 7:30 A.M. to 11:30 A.M
Wednesday-Friday 8:00 A.M. to 11:30 A.M.

REQUIRED DOCUMENTS

Dear Applicant;

Please be aware of the following:

- ✧ Please be sure to provide the quantities in the fee schedule.
- ✧ All deferred applications must be submitted in accordance with OSSC, Section 106.3.4.
- ✧ Complete the respective sections of the Tri-County Commercial checklist pertinent to your application.
- ✧ Your permit expires if work isn't started within 180 days from the date of issue. Your permit expires if work is suspended or abandoned for 180 days or more. If you can't work within a 180-day period and do not wish to abandon the project, you may submit a written request to extend your permit for an additional 180-day period.



Electrical Permit Application

380 A Avenue
 Lake Oswego, OR 97035
 Phone: (503) 635-0390
 Submit Permits to: permits@lakeoswego.city
 Online: www.buildingpermits.oregon.gov

PERMIT #	
DATE:	
AMT PD:	AMT DUE:

CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL
JOB SITE INFORMATION AND LOCATION	
Project/tenant name:	Phone:
Job site address:	
WORK DESCRIPTION	
<input type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> TENANT
Name:	Phone:
Address:	
CONTACT PERSON	
Name:	Phone:
E-mail:	
CONTRACTOR INFORMATION	
Business name:	
Address:	Phone:
CCB:	ELE:
E-mail (Required):	
Authorized Signature:	
Print name:	Date:
ELECTRICAL PERMIT FEES	
Subtotal:	\$
Plan review 25% of permit: (if required)	\$
State surcharge 12% of permit:	\$
Records retention:	\$ 25.00
TOTAL PERMIT FEE:	\$

01/01/2019

NEW SINGLE FAMILY RESIDENTIAL		
Include attached garage		
ITEM	QTY	FEE
1,000 SF or less		\$143.10
Ea. Additional 500 SF		\$ 27.00
Limited Energy Residential		\$ 54.00
SERVICES OR FEEDERS Installation, alterations and/or relocation		
200 amps or less		\$ 85.05
201 amps to 400 amps		\$ 101.25
401 amps to 600 amps		\$ 168.75
601 amps to 1,000 amps		\$ 220.05
Over 1,000 amps or volts		\$ 506.25
BRANCH CIRCUITS – new alteration or extensions		
Branch Ckt w/ service		\$ 6.75
Branch Ckt no service		\$ 62.25
Additional Ckts		\$ 6.75
TEMPORARY SERVICE / SERVICE RECONNECT		
Service reconnect		\$ 67.50
200 amps or less		\$ 67.50
201 amps to 400 amps		\$ 93.15
401 amps to 600 amps		\$ 135.00
MISCELLANEOUS (service or feeder not included)		
Low voltage/Signal Ckt		\$ 67.50
Sign or outside lighting		\$ 67.50
Pump or irrigation circle		\$ 67.50
Plan review required if any of the following apply:		
Service or feeder 400 amps or more 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.		
<input type="checkbox"/> Fire pump	<input type="checkbox"/> Emergency system	
<input type="checkbox"/> System over 600 volts	<input type="checkbox"/> Addition of new motor load of 10HP or more	
<input type="checkbox"/> Hazardous locations	<input type="checkbox"/> 6 or more Res. units	
<input type="checkbox"/> Healthcare facilities	<input type="checkbox"/> Service feeder 600 amps or more	
<input type="checkbox"/> Building over 3 stories	<input type="checkbox"/> Marinas & boat yards	
<input type="checkbox"/> "A" "E" "1-2" "1-3" Occupancy	<input type="checkbox"/> 150 KVA or larger separately derived system	
<input type="checkbox"/> Recreational vehicle	<input type="checkbox"/> Commercial use AG Bldg	



Tri-County Commercial Application Checklist

City of Lake Oswego – Building Division

PO Box 369 ▪ 380 A Ave.
 Lake Oswego, OR 97034
 (503) 635-0390 ▪ Fax: (503) 697-6574
 www.ci.oswego.or.us

PROJECT INFORMATION

Project name:		Date:	
Address:	City:	State:	ZIP:
Scope of work:			
Reference no.:	Map and tax-lot no.:		
Contact person name:	Company:		
Phone:	Fax:		
Cellular phone:	E-mail:		

NOTES AND INSTRUCTIONS

The purpose of this checklist is to help define a complete submittal package for the scope of work. Plan review will not take place until a complete package is submitted.
 This checklist can be used for all commercial construction projects, including new construction, additions, alterations and tenant improvements.
 For complex projects, applicants should use the “location” space to note the item’s location and page number from the plans or the specification book.
 It is not necessary to duplicate submittal information, even if it is asked for in multiple sections.
 In the checklist, “Required” means that the applicant must provide this information for plan review.
 In the checklist, “P” means —

- *if checked by the applicant* — the information is provided for the plan review.
- *if checked by the plans reviewer* — this information is required for the plan review.

In the checklist, “NA” means that the information does not apply.
 Choose only those sections of the checklist that apply to your scope of work. Section 1.0, “General Project Data,” must be included with each project submitted.

PRE-SUBMITTAL PROCESS

An applicant may request a pre-submittal meeting with representatives of the jurisdiction in which the project will be built. The meeting may take place during the conceptual, schematic, or in-progress phase, or when the applicant has completed plans.

INDEX OF CHECKLIST SECTIONS

1.0 General project data Page 2	7.0 Mechanical data (Types I and II kitchen-hood permits)..... Page 6
2.0 Civil data Page 2	8.0 Plumbing data..... Page 7
3.0 Architectural data Page 3	9.0 Electrical data..... Page 8
4.0 Structural data Page 4	10.0 Fire-suppression data..... Page 9
5.0 Mechanical data (new construction, tenant improvement, gas-piping permits) Page 5	11.0 Fire-detection and fire-alarm data..... Page 9
6.0 Mechanical data (additional or replacement rooftop-equipment installation permits)..... Page 6	12.0 Re-roof installation data..... Page 10
	13.0 Jurisdictional requirements..... Page 10

This checklist is for building department jurisdictions in Clackamas, Multnomah, and Washington counties.

SECTION 1.0 — GENERAL PROJECT DATA

Construction documents

Location (sheet number or spec section)

- | | | | | |
|------|-------------------------------------|-------------------------------|---|-------|
| 1.1 | <input checked="" type="checkbox"/> | Required | No. of sets of plans: 2 Max. size 36 x 42 | _____ |
| 1.2 | <input checked="" type="checkbox"/> | Required | Cover sheet title block..... | _____ |
| 1.3 | <input checked="" type="checkbox"/> | Required | Cover sheet vicinity map..... | _____ |
| 1.4 | <input checked="" type="checkbox"/> | Required | Cover sheet plan index | _____ |
| 1.5 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Code summary..... | _____ |
| 1.6 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Deferred submittal summary | _____ |
| 1.7 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Professional stamp and signature | _____ |
| 1.8 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Fire and life-safety plan..... | _____ |
| 1.9 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Landscape plan..... | _____ |
| 1.10 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Landscape specifications..... | _____ |

Supporting documents

Notes

- | | | | | |
|------|--------------------------|-------------------------------|---|-------|
| 1.20 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Land-use or planning actions | _____ |
| 1.21 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Required fire-flow calculations | _____ |
| 1.22 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Fire-hydrant flow-test report | _____ |
| 1.23 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Fire department or fire district building survey report | _____ |
| 1.24 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Material safety data sheets (MSDS)..... | _____ |

SECTION 9.0 — ELECTRICAL DATA

Construction documents

Location (sheet number or spec section)

- | | | | | |
|------|-------------------------------------|-------------------------------|---|-------|
| 9.1 | <input checked="" type="checkbox"/> | Required | No. of sets of plans: _____..... | _____ |
| 9.2 | <input checked="" type="checkbox"/> | Required | Floor plan(s) | _____ |
| 9.3 | <input checked="" type="checkbox"/> | Required | Electrical load calculations..... | _____ |
| 9.4 | <input checked="" type="checkbox"/> | Required | One line diagram | _____ |
| 9.5 | <input checked="" type="checkbox"/> | Required | Feeder riser diagram | _____ |
| 9.6 | <input checked="" type="checkbox"/> | Required | Available fault current information | _____ |
| 9.7 | <input checked="" type="checkbox"/> | Required | Panel schedule(s)..... | _____ |
| 9.8 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Site electrical plan | _____ |
| 9.9 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Fire-rated construction details | _____ |
| 9.10 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Lighting plan | _____ |
| 9.11 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Emergency power system and emergency lighting
plan | _____ |
| 9.12 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Under-slab electrical plan..... | _____ |

Supporting documents

Notes

- | | | | | |
|------|-------------------------------------|-------------------------------|---|-------|
| 9.20 | <input checked="" type="checkbox"/> | Required | Structural calculations for vertical loads and lateral
loads for equipment weighing over 400 pounds..... | _____ |
| 9.21 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Energy code compliance forms and calculations
for lighting | _____ |
| 9.22 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Emergency power system specifications..... | _____ |
| 9.23 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Feeder riser information | _____ |
| 9.24 | <input type="checkbox"/> | P <input type="checkbox"/> NA | Lighting equipment manufacturers' catalog
"cut sheets" or specifications..... | _____ |



CERTIFICATE OF ASSURANCE - IMPACT TO TREES

(Include with the Building Permit Application)

Building permit # _____

I am authorized to make assurances with regard to the development of this property. By signing below, I hereby declare *(please v the correct site description)*:

_____ Development activity e.g. construction, grading, excavation, demolition, vehicle parking, material storage, excavated material, debris storage, etc. will not occur under the canopy of a tree since trees are not present on the site and tree limbs do not overhang the site from an adjacent property;

OR,

_____ Trees are present and will be protected by a Tree Protection Plan approved by the City of Lake Oswego prior to and during the development of the property.

I further understand that if a tree is removed or damaged due to the failure to receive a Tree Protection Plan as required, or as a result of the failure to implement and maintain the tree protection measures of an approved Tree Protection Plan, the property owner and persons responsible for damaging the tree will be subject to the fines and penalties in Lake Oswego Code (LOC) 55 [Tree Code].

Acknowledgement: I have read and understood the above statements regarding the protection of trees required during the development of the property.

Signature

Date

Tree Protection Plan

An approved Tree Protection Plan with the tree protection measures (6' metal fence, required signs, arborist report (if fence not at edge of the tree canopy, etc.) is required to be in place **PRIOR TO COMMENCING ANY SITE DEVELOPMENT OR CONSTRUCTION ACTIVITIES** e.g. demolition, excavation, grading, utility work, building construction, material storage, etc.

NOTE: Please see the Tree Protection Plan application for a complete listing of information required for a Tree Protection Plan.



RECORDS RETENTION FEES WORKSHEET

BUILDING PERMITS - PART A

Base Fee \$ 25.00

BUILDING PERMITS - PART B

Fees for Building department submittals.

Note: A page with printing on both sides count as two pages.

<u>Size</u>	<u># of Pages</u>		<u>Cost Per Page</u>	<u>Total =</u>
8 1/2" x 11"	_____	X	\$ 0.25	_____
8 1/2" x 11"	_____	X	\$ 0.25	_____
11" x 17"	_____	X	\$0.50	_____
18" x 24"	_____	X	\$ 2.00	_____
24" x 36"	_____	X	\$ 3.00	_____
36" x 42"	_____	X	\$ 4.00	_____
Other formats	_____	X	\$5.00	_____
Total Part B				= _____

TOTAL RECORDS RETENTION FEE

Total from Part A \$25.00

Total from Part B _____

Total Amount: _____