



Electrical Only Commercial Application Checklist

PROJECT INFORMATION			
Project Name:		Permit # BE-	Date:
Project Address:			Oregon City, OR 97045
Scope of Work:			
Contact Person:		Company:	
Phone:		Fax:	
Email:			
Address:		City:	State: ZIP:
PRE-SUBMITTAL PROCESS			
An applicant may request a pre-submittal meeting with the Building Division. The meeting may take place during the conceptual, schematic or in-progress phase, or when the applicant has completed the plans.			
PLAN REQUIREMENTS			
Plans must be minimum 11 x 17 in size, minimum 10 pt. font, and accurately drawn to scale. Minimum scale is 1/8 inch per foot.			
SECTION 1 – GENERAL PROJECT DATA			
1.1 <input checked="" type="checkbox"/>	Required	No. of sets of plans: _____	
1.2 <input checked="" type="checkbox"/>	Required	Cover Sheet Plan Index	
1.3 <input checked="" type="checkbox"/>	Required	Code Summary	
1.4 <input checked="" type="checkbox"/>	Required	Site Plan	
4.5 <input type="checkbox"/> P	<input type="checkbox"/> NA	Professional Stamp and Signature	
1.6 <input type="checkbox"/> P	<input type="checkbox"/> NA	Fire and Life-Safety Plan	
1.7 <input type="checkbox"/> P	<input type="checkbox"/> NA	Energy Code Compliance Forms and Calculations	
SECTION 2 – CIVIL DATA			
2.1 <input type="checkbox"/>	Required	Floor Plan(s)	
2.2 <input type="checkbox"/> P	<input type="checkbox"/> NA	Utility Vault Location and Details	
2.3 <input type="checkbox"/> P	<input type="checkbox"/> NA	Utility Maintenance Agreements	

SECTION 3 – ELECTRICAL DATA

- 3.1 Required **No. of sets of plans:** _____
- 3.2 Required **Electrical Floor Plan(s)**
- 3.3 Required **Electrical Load Calculations**
- 3.4 Required **One Line Diagram**
- 3.5 Required **Feeder Riser Diagram**
- 3.6 Required **Available Fault Current Information**
- 3.7 Required **Panel Schedule(s)**
- 3.8 P NA Electrical Site Plan
- 3.9 P NA Fire-Rated Construction Details
- 3.10 P NA Lighting Plan
- 3.11 P NA Emergency Power System and Emergency Lighting Plan
- 3.12 P NA Under-Slab Electrical Plan
- 3.13 Required **Structural Calculations for Vertical and Lateral Loads for Equipment Weighing Over 400 lbs.**
- 3.14 P NA Energy Code Compliance Forms and Calculations for Lighting
- 3.15 P NA Emergency Power System Specifications
- 3.16 P NA Feeder Riser Information
- 3.17 P NA Lighting Equipment Manufacturers' Catalog "Cut Sheets" and Specifications

SECTION 4 – JURISDICTIONAL: SPECIFIC REQUIREMENTS

- 4.1 P NA Required: _____