



Dear Sirs:

In response to the requests from industrial plants, commercial office building owners and managers, hospitals, schools and local governments, Oregon City is providing a Master Electrical Permit Program to provide annual or more frequent electrical safety inspections of these facilities.

Annual inspections are necessary to comply with Oregon Revises Statute 470.630 for all electrical maintenance and installation work done in industrial, commercial and government properties by owners, contractors or employees, unless separate electrical permits (labels) are purchased. Annual inspections eliminate the costly and time consuming process of purchasing separate permits for electrical work done within the scope of the Master Permit program. Excluded from the master permit program are work done on an electrical service, new building construction, hazardous locations or modifications that also requiring a building, plumbing or mechanical permit.

Inspections are conducted to identify electrical hazards and to insure electrical maintenance and installations are made safely and meet the minimum requirements of the National Electrical Code. These inspections are designed to include electrical maintenance, repairs and replacement of parts done by Limited Maintenance Electricians, (LME) and Limited Building Maintenance Electricians (LBME) and installation work performed by Journeyman Electricians. A Master Permit and inspections are required for work performed by persons licensed in the LME and LBME category. Annual inspections are conducted at an hourly flat rate, currently \$90.00 per hour.

Thank you for your interest in electrical safety.

Electrical Master Permit Program

Purpose:

The Oregon Revised Statutes Chapter 479 “Electrical Safety Law” (ORS) and Oregon Administrative Rules (OAR) Chapter 918 require permits for electrical installations. This requirement can be met by obtaining a permit for each installation or by meeting the requirements of the Master Permit Program under ORS 479.560 (3) (a). The Master Permit Program also satisfies the requirements of 918-282-0120 providing a means for the managers of the facility to report the names and licensed numbers of all electrical employees as required for all Limited Maintenance Electricians (LME’s) and Limited Manufacturing Plant Electricians.

In addition, it is to promote electrical safety, eliminate electrical hazards and potential accidents or fires.

Requirements:

The Master Permit Program requires periodic or at least annual electrical safety inspections. This eliminates the need to purchase individual electrical permits for work covered by the Master Permit.

Work Covered:

The electrical work covered by the Master Permit Program is all encompassing for installations performed at a covered site except for items listed as NOT covered. Examples of work covered by the Master Permit Program are:

- Installations, extension or relocation of branch circuit outlets.
- Installation, extension or relocation of feeders or panels.
- Replacement of electrical components, motors, ballasts, starters, etc.
- Installation or relocation of electrical operated machinery or process equipment and controls.
- Installation or relocation of light fixtures switches and controls.
- Installation, extension or relocation of limited energy systems and control panels for all types of data, network, signal, control, and CCTV systems.

Work Not Covered:

The following do NOT constitute “repair, alteration or replacement of existing electrical products” and require a separate permit and inspection:

- Electrical installations in a new building shell, structural retrofits or installation or alteration of load bearing walls.
- Any electrical installation in connection with changing the type of use or occupancy classification of the building or structure.
- Any addition which increases the square footage of the building or structure.

- Remodeling within an occupied existing shell involving more than 25 percent of the occupied floor area.
- Electrical installations which also involve a plumbing, structural or mechanical permit.
- Installation, maintenance or alteration of a main electrical service.

Program Requirements:

The Master Permit Program covers work done on participating sites by employees holding an appropriate electrical license issued by the State of Oregon, Building Codes Division. Work done by electrical contractors with employees holding appropriate licenses is also covered if they are included in the list of contractors of record under the Master Permit taken out by the owner or plant manager.

Each plant or site will maintain a record of all licensed employees and contractor electricians doing electrical work at the site including name, license number and type of electrical license. An updated roster shall be furnished to the City of Oregon City at each Master Permit Inspection.

The covered facility must also maintain a list of what electrical work is done, showing date, location, electrician name and a brief description of the work. This would include work performed by employees and contractors but can be separate lists. These lists will be used for the periodic inspections and are the only paperwork required in place of separate electrical permits. These lists will be furnished to the City of Oregon City at each Master Permit Inspection for review.

Master Permit Log Requirements

There are two paperwork requirements that must be completed when doing work under the master permit. A list of all electrical workers, indicating names and license numbers, doing work on the facilities properties must be maintained at a central location at the facility and in this office. This list of electrical workers must be kept current with all persons working on the property.

The second requirement is that a log be kept of all work performed by these individuals on the facilities property. This list must include the date the work was done, the name of all electricians working on that job, the location of the job and a description of the work being done. The log must include enough information to allow the inspector to locate the job when the annual master permit inspection is made. This is very important as state law requires that all electrical work be inspected. Also, when work is entered into the log book, the work is legally covered by the master permit. If work is not logged, the work is not covered by the master permit and you could be subject to a penalty for performing electrical work without a permit. This log should be kept at a central location on the site for easy access to the electrical workers and available for inspection at any time.

Logging of small ordinary maintenance type jobs such as changing a ballast, replacing lamps and troubleshooting type work is not necessary, unless it involved major equipment or parts of the electrical system, such as replacing a breaker. All installation work must be logged, regardless of complexity. An installation would include relocation, extension, or replacement of an electrical device, other than like for like. Other examples of items which should be logged are; changing out motors, circuit breakers, motor starters, MCC buckets and replacement of a complete light fixture.

Remember that a ROUGH-IN/COVER inspection is always required for underground work, walls, ceilings and other areas which are to be covered with sheet rock, ceiling tile, concrete or other, BEFORE THEY ARE COVERED. You may call this office and schedule a cover inspection and we will inspect the following day just as we would for a normal work permit. However, please give us as much notice as possible in advance of the needed inspection date.

If you have any further questions please call the Building Division at 503-722-3789.

Date: _____

Signing Supervisor Change Notice

Dept. of Consumer & Business Services
Building Codes Division
PO Box 14470
Salem, OR 97309
503-373-1268
Fax: 503-378-2332

City of Oregon City Building Division
Attention: Building Official
698 Warner Parrott Rd
OR
PO Box 3040
Oregon City, OR 97045

To Whom It May Concern:

As required by OAR 918-282-0150, please be advised of the following change in status of Electrical Supervisor for:

Name of Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

I am performing the duties of Electrical Supervisor for the above facilities. As Supervisor, I will be responsible for ensuring that all electrical installations meet the minimum safety standards and that all such installations will be made in compliance with ORS 479.510-850.

I am no longer performing the duties of Electrical Supervisor at the above facility.

Date of Change Status: _____

Name: _____

Supervisors License Number: _____

Signature: _____

ELECTRICAL WORKERS LICENSE LOG

Facility Name: _____

Facility Address: _____ Oregon City, OR 97045

Date: _____ Job No: _____ Electrician: _____

Location: _____ Room or Grid #: _____

Job Description: _____

Load Center: _____ Circuit No: _____

Date Inspected: _____ Inspector: _____

Inspection Comments: _____

Date: _____ Job No: _____ Electrician: _____

Location: _____ Room or Grid #: _____

Job Description: _____

Load Center: _____ Circuit No: _____

Date Inspected: _____ Inspector: _____

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