

Temporary Electrical Permits

Category: Commercial Construction

Residential Construction

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

Responsible Bureau Section: Commercial Electrical

PO Box 8120

Portland, OR 97207-8120

503-823-7304

Combination Inspections

PO Box 8120

Portland, OR 97207-8120

503-823-7388

BACKGROUND

The temporary electrical permit program allows commencement of emergency or unanticipated electrical work where normal permitting procedures cannot be followed. The program is limited to State of Oregon licensed electrical contractors. The rules for temporary permits are found in Oregon Administrative Rules 918-309-0080. The Commercial Electrical Section and the Combination Inspection Section are in charge of the Bureau's temporary permit program.

A. Temporary permit validity and terms of issuance

A temporary permit is valid for a maximum of seven days. Within seven days of the start of work, the contractor must submit an Electrical Permit Application and pay all required fees. A licensed electrical contractor may, without violation of the permit requirements of Title 26 of the City Code, commence emergency or unanticipated work under a temporary permit. Failure to obtain or apply for a permit within seven days constitutes the same violation as proceeding without a permit. The contractor would be subject to penalties, including assessment of an investigation fee and normal permit fees. In addition to assessing civil penalties as per Titles 3, 22 and 26 of the City Code, the Bureau may suspend, restrict or deny continued temporary permit privileges of any contractor who violates the terms of the program more than once.

Program Guide – Temporary Electrical Permits Page 2 of 3 February 1, 1997

B. Definitions

Emergency Electrical Work: An acute, unplanned and immediate need for electrical repair or replacement involving an existing electrical installation or product or both.

Unanticipated Electrical Work: Electrical work, including a new installation, requested by a customer where the timing of a request for commencement of work does not reasonably allow the contractor time to obtain an electrical permit before starting work.

Unanticipated electrical work includes, but is not limited to, additional work assigned at the work site as well as preassigned work when the customer requests service at an unplanned date or time.

C. Not Categorized as Emergency or Unanticipated Work

An installation is not categorized as emergency or unanticipated work under any of the following conditions:

- 1. A permit already exists for all or part of the work at the same work site;
- 2. The work site is within a facility registered in the Master Permit (Industrial Plant) Program and the electrical installation is covered within the scope of the Master Permit (Industrial Plant) Program registration;
- 3. The installation work requires electrical plan review, is part of a project for which electrical plans have been submitted for review, or is a new portion of a project which has received partial electrical plan approval. (For electrical installations requiring electrical plan review, the Commercial Electrical Inspection Supervisor may issue a partial permit and authorize commencement of a portion of the work before entire plans and specifications are submitted or approved. For details, see the Program Guide for Partial Permits.)

D. Contractor Responsibilities

By using a temporary permit to proceed with repair, replacement or installation of new electrical work, the contractor asserts that an emergency or unanticipated situation exists on the work site. Thereby the contractor assumes all risks associated with commencing work prior to Bureau review and approval of the installation. The

Program Guide – Temporary Electrical Permits Page 3 of 3 February 1, 1997

contractor bears the burden of proof regarding the emergency or unanticipated nature of the installation.

The contractor is required to:

- 1. Before starting work, fill out an electrical permit application. Mark "temporary permit" on the application and list the work start and end dates. (The end date cannot be more than seven days from the start date.) The temporary permit must be signed by the journeyman or technician that does the work or by a supervising electrician.
- 2. Post a copy of the temporary permit at the job site.
- 3. Forward the completed electrical permit application and fees to the Bureau's Permit Application Center. The electrical permit application and fees must be received by the Bureau within seven calendar days of the start of work. When the permit and fees are mailed, the postmark date must be seven calendar days or less from the start of work.
- 4. Notify the Bureau of the temporary permit via one of the following methods:
 - a. Within seven days of the start of work, fax a copy of the completed permit application to the Bureau (Commercial Electrical Inspections: 503-823-6983, One and Two Family Inspections: 503-823-7693); or
 - If faxing is not possible, call the Bureau (Commercial Electrical Inspections, 503-823-7304 or One and Two Family Inspections, 823-7388) within 24 hours of the Bureau's opening for business. Inform the Bureau of the contractor's name, date and time work started, work site address and work description; or
 - c. Within 12 hours of the start of work, call the Bureau's Inspection Request Line (503-823-7000) and give the date and time work started, work site address and work description. State "temporary permit" when prompted for the permit number.
- 5. Request an inspection at any time following steps one through four.