



## Tri-County Commercial Application Checklist/Electrical only

Department of Consumer & Business Services  
 Building Codes Division

Standard checklist for all building departments in Clackamas, Multnomah and Washington Counties  
[www.bcd.oregon.gov](http://www.bcd.oregon.gov)

### 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:              |      |

### 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.

### SECTION 1.0 — GENERAL PROJECT DATA

- |     |                                     |                               |   |
|-----|-------------------------------------|-------------------------------|---|
| 1.1 | <input checked="" type="checkbox"/> | <b>Required</b>               | <b>No. of sets of plans:</b> _____            |
| 1.2 | <input checked="" type="checkbox"/> | <b>Required</b>               | <b>Cover sheet plan index</b>                 |
| 1.3 | <input checked="" type="checkbox"/> | <b>Required</b>               | <b>Code summary</b>                           |
| 1.4 | <input checked="" type="checkbox"/> | <b>Required</b>               | <b>Site plan</b>                              |
| 1.5 | <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 2.0 — CIVIL DATA

- |     |                                     |                               |                                    |
|-----|-------------------------------------|-------------------------------|------------------------------------|
| 2.1 | <input checked="" type="checkbox"/> | <b>Required</b>               | <b>Site utility plan</b>           |
| 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 3.0 — ELECTRICAL DATA

- |      |                                     |                               |  |
|------|-------------------------------------|-------------------------------|--|
| 3.1  | <input checked="" type="checkbox"/> | <b>Required</b>               | <b>No. of sets of plans:</b> _____   |
| 3.2  | <input checked="" type="checkbox"/> | <b>Required</b>               | <b>Electrical floor plan(s)</b>  |
| 3.3  | <input checked="" type="checkbox"/> | <b>Required</b>               | <b>Electrical load calculations</b>  |
| 3.4  | <input checked="" type="checkbox"/> | <b>Required</b>               | <b>One line diagram</b>  |
| 3.5  | <input checked="" type="checkbox"/> | <b>Required</b>               | <b>Feeder riser diagram</b>  |
| 3.6  | <input checked="" type="checkbox"/> | <b>Required</b>               | <b>Available fault current information</b>   |
| 3.7  | <input checked="" type="checkbox"/> | <b>Required</b>               | <b>Panel schedule(s)</b>   |
| 3.8  | <input type="checkbox"/>            | P <input type="checkbox"/> NA | Electrical site plan   |
| 3.9  | <input type="checkbox"/>            | P <input type="checkbox"/> NA | Fire-rated construction details  |
| 3.10 | <input type="checkbox"/>            | P <input type="checkbox"/> NA | Lighting plan  |
| 3.11 | <input type="checkbox"/>            | P <input type="checkbox"/> NA | Emergency power system and emergency lighting plan   |
| 3.12 | <input type="checkbox"/>            | P <input type="checkbox"/> NA | Under-slab electrical plan   |
| 3.13 | <input checked="" type="checkbox"/> | <b>Required</b>               | <b>Structural calculations for vertical and lateral loads for equipment weighing over 400 pounds</b> |
| 3.14 | <input type="checkbox"/>            | P <input type="checkbox"/> NA | Energy code compliance forms and calculations for lighting   |
| 3.15 | <input type="checkbox"/>            | P <input type="checkbox"/> NA | Emergency power system specifications  |
| 3.16 | <input type="checkbox"/>            | P <input type="checkbox"/> NA | Feeder riser information   |
| 3.17 | <input type="checkbox"/>            | P <input type="checkbox"/> NA | Lighting equipment manufacturers' catalog "cut sheets" and specifications                            |

### SECTION 4.0 JURISDICTIONAL: SPECIFIC REQUIREMENTS

- P  NA  Required