



# Tri-County/City of Beaverton Commercial Application Checklist/Electrical Only

Department of Consumer & Business Services  
**Building Codes Division • Tri-County Services**  
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 www.oregonbcd.org

PROJECT INFORMATION			
Project name:			Date:
Project 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	<b>Required</b>	No. of sets of plans: _____	
1.2	<b>Required</b>	Cover sheet plan index	
1.3	<b>Required</b>	Code summary	
1.4	<b>Required</b>	Site plan	
1.5	P    NA	Professional stamp and signature	
1.6	P    NA	Fire and life-safety plan	
1.7	P    NA	Energy code compliance forms and calculations	
SECTION 2.0 – CIVIL DATA			
2.1	<b>Required</b>	Floor plan(s)	
2.2	P    NA	Utility vault location and details	
2.3	P    NA	Utility maintenance agreements	
SECTION 3.0 – ELECTRICAL DATA			
3.1	<b>Required</b>	No. of sets of plans: _____	
3.2	<b>Required</b>	Electrical floor plan(s)	
3.3	<b>Required</b>	Electrical load calculations	
3.4	<b>Required</b>	One line diagram	
3.5	<b>Required</b>	Feeder riser diagram	
3.6	<b>Required</b>	Available fault current information	
3.7	<b>Required</b>	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	<b>Required</b>	<b>Structural calculations for vertical and lateral loads for equipment weighing over 400 lbs</b>	
3.14	P    NA	Energy code compliance forms and calculations for lighting	

**SECTION 3.0 – ELECTRICAL DATA, continued**

3.15	P	NA	Emergency power system specifications
3.16	P	NA	Feeder riser information
3.17	P	NA	Lightin equipment manufacturers' catalog "cut sheets" and specifications

**SECTION 4.0 – JURISDICTIONAL: SPECIFIC REQUIREMENTS**

4.1	P	NA	Required _____
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