



Commercial Electrical Application Checklist

City of Wood Village
 2055 NE 238th Dr., Wood Village Or 97060
 Permit Specialist 503 674-7229

Application No.:
Date Received:
Received By:

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"/>	Required	No. of sets of plans: <u>2</u>	_____
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	_____
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"/>	Required	Site utility plan	_____
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"/>	Required	No. of sets of plans: <u>2</u>	_____
3.2	<input checked="" type="checkbox"/>	Required	Electrical floor plan(s)	_____
3.3	<input checked="" type="checkbox"/>	Required	Electrical load calculations	_____
3.4	<input checked="" type="checkbox"/>	Required	One line diagram	_____
3.5	<input checked="" type="checkbox"/>	Required	Feeder riser diagram	_____
3.6	<input checked="" type="checkbox"/>	Required	Available fault current information	_____
3.7	<input checked="" type="checkbox"/>	Required	Panel schedule(s)	_____
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 type="checkbox"/> P	<input type="checkbox"/> NA	Structural calculations for vertical loads and lateral loads for equipment weighing over 400 pounds	_____
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" or specifications	_____

SECTION 4.0 — JURISDICTIONAL – SPECIFIC REQUIREMENTS

4.1	<input checked="" type="checkbox"/>	Required	_____
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