** Electrical Master and Renewal – Record Details & Info**

***Subject to Master Permit Program 918-309-0100 (ORS 479.560)***

**Oregon Model Record Types**

* Electrical Master (EM) – Building > Commercial > Electrical
* Electrical Master Renewal (EMR) – Building > Commercial > Electrical

**Associated People:**

* Applicant
* Site Contact / Responsible Person
* Business Owner / Facility Information

**Covered Facility**

1. Where only a single building or structure is involved, the grounds and adjacent facilities under common control or management that makes up the complex containing the building or structure.
2. Isolated buildings and structures in multiple sites within the jurisdiction that individually meet the definition of covered facility but only when acceptable to the owner or operating manager; and,
3. Incidental buildings and structures adjacent or connected to a qualifying facility.
4. Each permit (application) is limited to a single facility, which may be more than one building in a complex of buildings. Applicants with multiple facility locations on noncontiguous lots must obtain permit for each facility. *With the approval of the local Building Official, an owner or operating manager may register buildings or structures on non-contiguous sites as a single covered facility.*

**Intake Requirements**

**Please note**, these Master Electrical record types are NOT available on ACA due to the added intake requirements.

The Applicant will need the following information at application:

1. Facility name (Business Owner/Facility Information) and complete address (APO);
2. Responsible Person (Site Contact) name and contact information;
3. Electrical Contractor/Signing Supervisor or Electrical Engineer (often Applicant) license and contact information;
4. Names of all electrical contractors (Roster) whose electrical installation is/will be included under the master permit - and a copy of the contract or letter of agreement, if work is being performed by outside contractor.

**Inspections**

* 4765 Electrical Master
* 4999 Final Electrical (optional)
* 4760 Industrial Plan (optional)

4765 Electrical Master is set up to function as the final inspection on these two record types, therefore Final Electrical inspection is not required to successfully close Master Electrical records.

Inspections will be made at least once a year, although an inspector may require more

than one inspection per facility. Inspections generally take several hours. Electrical installation that is intended to be covered shall be inspected and approved. The master permit holder must request inspections prior to cover. Any major equipment connections that will not be able to be inspected after energized will need to be inspected

prior to being energized.

4765 Electrical Master inspection autopends to both record types at intake.

**Fees**

* Electrical Master Permit (one time fee) – B\_ELEC\_430 (B\_ELECTRICAL\_COM schedule)
* Electrical Master Permit Inspections – B\_ELEC\_420 (B\_ELECTRICAL\_COM schedule)
* State of Oregon Surcharge – Elec – B\_ST\_SRCHGEL (calculated on both fees)

All service activities provided in connection to the covered facility are charged at the

hourly inspection rate. Chargeable services include inspections, consultations, correspondence, travel to and from the facility, in-office work to complete records and reports on the facility, process management, and administration charges. The minimum inspection fee is set to one-hour charge.

Electrical Master – Electrical Master Permit (one time fee) is automated at intake as well as the corresponding State Surcharge – Elec.

Electrical Master Renewal – no fees automate at intake/renewal

**Workflow**

Workflow is much condensed on the Electrical Master record types as a result of no review requirement based on the type/level of allowable work/service the permit covers.

*Application Intake > Permit Issuance > Inspection Process > Close Out*

**Electrical Master Renewal**

* Electrical Master Renewals must be created each annual period from the parent record (EM) for the same one covered facility.
* Electrical Master Renewal intake requires an Effective and Expiration Date to be set directly at intake thru ASI. This allows agencies to proactively create the EMR record ahead of it’s effective date. The Expiration Date value that is entered at intake is used to directly set the record’s Expiration Date.
* The parent record (EM) [Master Electrical Registration #] must be known to create an EMR child.
* Current Roster on File ASI is included only as a reminder to secure this required documentation – this is not a required field and is not validated in any way.

**Additional Details**

* Zoning dropdown ASI is available on the intake form, if desired.
* Business License ASI is available on the intake form, if desired.