

How to Renew an Electrical Master Permit

1. An Electrical Master [EM] must already be in play – this is the first-time application for the covered facility. At the time the required annual inspection is done, the Inspector should notify the facility that they must apply to renew their Electrical Master annually and provide updated documentation as required at that time.
2. All fees as per OAR 919-309-0100(10).
3. Covered facility is now applying to renew their Electrical Master – they can already have prior EMR renewal records or just the first-time EM, either way – they must provide updated documentation as required – OAR 918-309-0100:
 - a. “Applicant shall file a roster with the inspecting jurisdiction of all electricians currently employed by applicant showing name, electrical license number and type of electrical license, and all electrical contractors whose work is included under a master permit taken out by the owner or operating manager. The roster must be filed at the same time as the permit application ... An updated roster shall be filed with the inspecting jurisdiction at each master permit renewal.” – OAR 918-309-0100(6)(b)
4. Locate the initial EM, even if there are already other EMR records in place – copy the EM record number. Initiate a NEW record – Commercial > Electrical Master Renewal, the application form will load. Fill in the **Master Electrical Registration #** with the initial EM record number you had copied.

Pay careful attention to the **Effective Date** and **Expiration Date** – these define the renewal record numbering and how the record will be created. Enter an **Effective Date** in the future following the expiration date of their most recent EM/EMR expiration date – and set the **Expiration Date** to ONE YEAR out from the **Effective Date**. Doing this specifically as instructed, will assure that the Renewal record is created correctly and will function as designed.

Electrical Master Renewal

ELECTRICAL MASTER RENEWAL - Enter the master permit number below.

Master Electrical Registration # *


Effective Date *

Expiration Date *

Current Roster on File
 Yes No

Note, the Current Roster on File is to record that they submitted the required updated documentation.

5. Related record view from the EM - once EM and EMR records have been created.


995-23-000046-EM 
KMARSHALL EM TEST
TEST EM RECORD KMARSHALL


STATUS
> App Submitted
10/30/2023 by Kelly Marshall

LOCATION
> 123 Kelly LN
Salem, OR

CONTACT
> KELLY MARSHALL

- Expiration Date
- Fees (2)
- Fee History (2)
- Inspections (1)
- Owner (1)
- Parcel (1)
- Payment
- Payment History
- Professionals (0)
- Record Status
- Related Records**

Menu  List View Clone Record Update Related Records Search Look Up Create a Set Delete He

 Filter

- 995-23-000046-EM Commercial Electrical Master [Building,Commercial,Electrical,MasterNew] App Submitted 10/30/2023 12:13:06 KMARSHALL EM TEST
- 995-23-000046-EMR23 Commercial Electrical Master Renewal [Building,Commercial,Electrical,MasterRenewal] App Submitted 11/06/2023 10:49:55
- 995-23-000046-EMR24 Commercial Electrical Master Renewal [Building,Commercial,Electrical,MasterRenewal] App Submitted 11/06/2023 10:52:28

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