



Oregon

Tina Kotek, Governor



Department of Consumer
and Business Services

Oct. 15, 2025

To: Building Officials and Interested Persons
From: Richard Donovan, Senior Policy Advisor
Re: Notice of Proposed Program Assumption – City of Happy Valley

The Building Codes Division (division) is providing notice that the following jurisdiction has applied to assume the municipal building inspection program, effective on July 1, 2026:

City of Happy Valley

Per OAR 918-020-0095, objections to a proposed program assumption must be received by the division within thirty days of this notice. This means all objections to this proposal must be **received** by the division by **Monday, Nov. 17, 2025**.

Objections must include:

- An explanation of the objection to the proposed program assumption; **and**
- Identification of the program standard not met by the proposed assumption; **and**
- For those objections made on the basis of economic impairment:
 - A projected impact on existing building inspection program revenues, expenses, and staffing levels; **and**
 - The ability to continue carrying out remaining portions of the affected program.

Send any objections by mail or email to the appropriate address below:

Mail: Building Codes Division
Richard Donovan, Senior Policy Advisor
P.O. Box 14470
Salem, OR 97309-0404

Email: Richard.J.Donovan@dcbs.oregon.gov or
BCD.Jurisdictionsupport@DCBS.oregon.gov

The application for program assumption and associated information can be found on the division's [Building Program Assumption webpage](#).

For more information, please contact Richard Donovan by phone at 971-374-3713 or by email at Richard.J.Donovan@dcbs.oregon.gov.

Executive Summary for the 2nd application to assume the Electrical Program.

The City of Happy Valley is reapplying to assume the electrical program from Clackamas County starting on July 1, 2026. This is our second attempt at applying for the program assumption and we have made some changes from last year's application based on the comments from the Electrical Board meeting on January 23rd, 2025, and the letter from Building Codes Division dated March 31, 2025. The major changes are:

1. We will be hiring a part-time (50%) A-level inspector to do the A-level electrical work and lead the residential electrical inspections group. There are about 7 electrical inspections per day in Happy Valley.
2. We have two certified residential electrical inspectors on staff, and a third person should be certified by December 1, 2025.
3. We have the City of Gresham and Milwaukie as back-up for A-level services if needed, through the State's Building Evaluation Support Agreement (BESA) and an Inter-Government Agreement (IGA). We hope to add Clackamas County to that group when they sign the State's BESA agreement.
4. Our permits are about 80% residential and 20% commercial. We have averaged 277 new homes each year in the past five years and about 72 inspections per day. The County currently does about 7 electrical inspections per day. This will add about 10% to our inspection count and this can be done with the help of our new part-time inspector.
5. The permitting staff also has the capacity to add the electrical permits to their current workload. All new homes already have a structural, plumbing, and mechanical permit with the same permit number. Our permitting system will allow us to add an electrical permit also using the same permit number saving our builders from having to navigate two permitting systems.

The City of Happy Valley is appreciative of Clackamas County running the electrical program for the past 30-plus years and have all positive comments to their permit staff, inspectors, and administration. Our goal is to continue their excellent level of service as Happy Valley seeks to become a full-service Building Department like Milwaukie, Oregon City, Gresham and Tigard. We hope this application demonstrates to the Electrical Board and the Building Codes Division that the City of Happy Valley is qualified to run the electrical program.

Sincerely,
Mark Ennis, PE
Building Official, City of Happy Valley

City of Happy Valley - Application Packet for the Assumption of the Electrical Inspection Program from Clackamas County

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1. Request for Delegation & Assumption of the Electrical Program.

The City of Happy Valley is applying to assume administration and enforcement of the electrical program under the authority of ORS 455.148 and 479.855 from Clackamas County on July 1, 2026. This is our second attempt at applying for the program assumption. The major change from last year's application is that we will be hiring a part-time (50%) A-level electrical inspector for plan review and inspections. We will also have three certified residential electrical inspectors on staff and use Gresham and Milwaukie as back-up if needed through the State's Building Evaluation Support Agreement (BESA) and an Inter-Government Agreement (IGA).

The City of Happy Valley is appreciative of Clackamas County running the electrical program for the past 30-plus years and have positive comments to their permit staff, inspectors, and administration. Our goal is to continue their excellent level of service as Happy Valley seeks to become a full-service Building Department like Milwaukie, Oregon City, Gresham and Tigard.

Please read our responses below from the letter of denial from Todd Smith at Building Codes Division dated March 31, 2025:

A municipality seeking to administer and enforce a building inspection program under Oregon Revised Statutes (ORS) 455.148 and 479.855 must submit an application to the division. This application must meet the requirements of Oregon Administrative Rule (OAR) Chapter 918, Divisions 020 and 308. An approved application must demonstrate:

- The municipality shall create and maintain services at least reasonably the same level as the electrical administrative, enforcement, and inspection services presently provided to the area, and the application must note any differences in services or inspections from present services, OAR 918-308-0010(2) and OAR 918-308-0020(2)(e)

Response:

1. Faster access for inspectors - The City averages about seven electrical inspections per day. Happy Valley will have a part time A-level electrical inspector and three residential electrical inspectors to do these inspections. Currently, Clackamas County sends an inspector over and the drive time is about 25 minutes each way.
 2. Single source of permitting and requesting permits. Currently a builder has to apply, pay, and schedule inspections on the Clackamas County permitting system for electrical inspections and then Happy Valley's permitting system for everything else. Having everything on the Happy Valley system will be easier and a time saver for the builders and contractors.
- Operation of the program shall be financially feasible without unduly increasing short- or long-term costs of electrical inspection services to the public, both in the areas delegated and, if applicable, the remaining program

in the surrounding area, OAR 918-308-0010(3)

Response: The electrical permit revenue is more than adequate to support a part-time A-level inspector and build up a reserve. See Section 5 for detailed figures.

- The municipality has demonstrated the ability to carry out the proposed electrical program, OAR 918-308-0010(4)

Response: The Happy Valley Building Division has been in operation for over 30 years. We have a very good reputation in the Portland Area for excellent customer service and professional inspections for structural, mechanical and plumbing permits. We will have a part-time A-level electrical inspector and three residential electrical inspectors, which is enough to do our average of seven electrical inspections per day.

- The municipality has an operating plan which meets the requirements of OAR 918-308-0040, OAR 918-308-0020(2)(d)

Response: We have included a revised operating plan in this application.

- The municipality's application is based on a municipal resolution which states that the municipality will be bound by the Electrical Delegation Rules if the assumption is granted, OAR 918-308-0020(2)(b)

Response: The City Council is supportive of this assumption with a proposed resolution but are waiting for BCD's approval to move forward. The resolution is included in this application.

- The municipality has a proposed ordinance for administration and enforcement of the electrical program, OAR 918-308-0020(2)(c)

Response: The City Council is supportive of this assumption with a proposed ordinance but are waiting for BCD's approval to move forward.

We hope these responses, along with our revised application, will demonstrate to the Building Codes Division and the Electrical Board that the City of Happy Valley is qualified to run the electrical program.

2. Timeline:

September 2025:

- Send Application Packet to Oregon Building Codes Division BCD (Oct 1st deadline)
- Send “letter of notification” to Clackamas County regards the City’s intention to assume the electrical program. (Oct 1st Deadline) **Exhibit D**

October 2025:

- State Building Codes Division will respond to our application.

January 2026

- Happy Valley will confirm our intent to assume electrical program.
- During the January 2026 Electrical Board meeting, Mark Ennis will present to the Electrical Board our plan to assume the Electrical Program and address questions.

February - June 2026:

- Develop a more detailed plan for the transfer from Clackamas County.
- Develop a plan to notify contractors and homeowners regarding the plan of going 100% operational on July 1, 2026.
- Have crafted and implemented any Municipal Code amendments (Title 15 – Building and Construction) via Ordinance by June 1, 2026
- Electrical board to formally decide if Happy Valley can assume Electrical Program.
- Hire a part-time A-level electrical inspector.

July 1, 2026 – Go Live Date, if approved by Building Codes Division.

3. Happy Valley Electrical Program Operating Plan

Two of the top goals for the City of Happy Valley are to provide excellent customer service and professional electrical inspections to our contractors, builders, and homeowners.

The City's intent is to assume the electrical program on July 1, 2026. To help make the transition as smooth as possible, the City will do the following:

1. Happy Valley Building Division will be ready to issue all residential and commercial electrical permits on July 1, 2026.
2. Happy Valley will perform all electrical inspections for all electrical permits issued after July 1, 2026. Clackamas County will continue to finish out all inspections for all open permits issued by Clackamas County before July 1, 2026.
3. Happy Valley will take over all code enforcement issues for electrical work violations on July 1, 2026. There are currently no outstanding code enforcement issues.
4. Happy Valley Building Division will be staffed for full operation on July 1, 2026.
 - Bill Hendrix is a certified electrical residential inspector (CAE).
 - Jamie Garza is a certified electrical residential inspector (CAE).
 - Mark Ennis should be a certified electrical inspector by 11/1/25.
 - Tyrone Bergen will be enrolled in Fall 2026 BCD electrical class.
 - Cristie Myron, Gerri Toops, Robin Randoll are permit technicians who currently manage all the permits for the Building Division.
 - Janet Rutherford: Janet is administrative support for the Building Division.
 - New Hire by June 1st, 2026: Part-time 50%, A-level electrical inspector.
5. Happy Valley will inform contractors and others of the changeover of the electrical program through the City's website, social media, and email sent out to all current contractors. This will start on May 1st, 2026, 60 days before the program assumption.

Strategies for Electrical Operations:

Online Permitting system: Happy Valley has an online permitting system for processing permit applications, plan reviews, invoices, payments, issuing permits, inspections, and issuing certificate of occupancies. Currently, our builders, contractors and homeowners have to navigate both the Happy Valley and the Clackamas County permitting systems. Having one system will be more efficient and easier to use.

Inspectors: It is our intention to have our residential inspectors cross-trained to be able to do all structural, mechanical, plumbing, and electrical residential inspections. The advantage of this for our home builders is they will typically have one inspector for most of their inspections on a house. The communications and time management should improve for both the inspectors and the builders. The contingency plan for back-up inspection services is with Gresham through the State's Building Evaluation Services Agreement (BESA), and Milwaukie through our current IGA. We hope to also have Clackamas County as a back up when they sign the BESA agreement.

Electrical Inspection Standards and Procedures: Inspection services are available on all regular business days. People with valid permits may request an inspection through our online permitting system 24/7. Residential and Commercial Electrical Inspections scheduled before 6:00am, Monday-Friday, excluding Holidays will be done on the same day. If the inspection cannot be done on the same day, we will contact the person who scheduled the inspection and let them know when the inspection will be done, which is typically the next working day.

Plan Review: Our A-level electrical inspector will do the required electrical plan reviews. The review time may vary depending on the complexity of the project, current workload, and the quality of the electrical plans and specifications.

Code Interpretations and Dispute Resolution: Code interpretations on electrical work will be written out and available on our website. The certified A-level Electrical Inspector will be responsible for all initial interpretations of the Oregon Electrical Specialty Code. Any appeal of an electrical inspectors' decision (whether verbal or in writing) is automatically reviewed by the Happy Valley Building Official. There is no charge for an appeal, and a decision is normally rendered within three business days of receipt. Appeals of decisions related to technical matters in the electrical code may also be brought to the State Electrical Chief at Building Codes Division.

Records: Records of all electrical permit applications, plan reviews, and inspections completed after July 1, 2026, will be available on our online permitting system at HVworks.com. Permit records for permits issued before July 1, 2026, are available through the Clackamas County website.

Electrical Program Fund Accounting and Establishing Fees: All revenues collected under the electrical program, and all expenses necessary to operate the program, will be accounted for in a separate dedicated fund as required by ORS 479.845. All financial records related to the Electrical Program after July 1, 2026, will be at the City. Cristie Myron, Permit Manager and Travis Warneke, Finance Director, will keep track of the revenue, expenses, and the surplus fund. There will be a quarterly report tracking these numbers.

Fees: Electrical permit and plan review fees are reviewed annually and assessed to provide the City of Happy Valley with cost recovery for administration and operation of the Electrical program. Any fee changes proposed by the City of Happy Valley are sent to the State Building Codes Division for review and notice at least 45 days in advance of consideration by the Happy Valley City Council at a public meeting. The Happy Valley electrical permit fees will initially be the same as Clackamas County. The fee schedule is provided at City Hall, and on the City's website, and as **Exhibit E**.

Public Contact Procedures to Obtain an Electrical Permit: The City's Building and Electrical Permit Counter is open every business day from 8:30 – 12:00 and 1:00 – 4:00. Questions related to technical electrical requirements can be submitted directly to the Electrical Inspector by phone, email or written message submitted at Happy Valley City Hall. The Electrical Inspector will respond directly to such inquiries, normally through the same channel they are received.

Permit Sales Office: The Building and Electrical Permit Counter at the City of Happy Valley is available any business day from 8:30 – 12:00 and 1:00 -4:00. Permit applications are available online or at City Hall. Completed applications can be delivered in-person, or via mail/email or may be entered into the online permitting system on the applicant's own computer at HVworks.com.

Permit Application Review Procedures: Permit applications received will be checked for completeness within 48 hours and the applicant notified of any deficiencies. For projects requiring a plan review, the plan review fee must be paid prior to the plan review being started. Full payment for an electrical permit is required before it can be issued.

Other Electrical Programs:

State Minor Labels Program: The City will participate in the Minor Installation Label program, through the State Building Codes Division, which complies with OAR 918-309-0200 through - 0260 and the Electrical Master Permit Program IAW OAR 918-309-0100. We see this used with air conditioning units, heat pumps, electric water heaters and more. The City will do random inspections as the State's request, typically 1 inspection per 10 minor labels.

Master Permit Program: The master permit program is not currently being used in the City, but if there is a school district, hospital, or facility that wants to participate, we will participate in the program.

Temporary permits: all temporary permits will be issued online, 24/7. Any questions can be answered during regular business hours.

Electrical License Compliance: The City's permit staff will check every permit application for the proper electrical license by cross-referencing with the State's website. Electrical license issues will be reported to the Building Official, BCD and CCB. The City's electrical inspectors will check the electrical contractors doing the field work to make sure they have the proper license. Any violations will be reported to the Happy Valley Building Official, BCD and CCB.

Insurance Requirements: The City agrees, as a condition of delegation, to indemnify the State for all claims related to any personal injury, death, or property damage arising from any act, omission, or error on the part of the City in the operation of the electrical program.

The City agrees that it shall not adopt or implement any fee increases for the first two years of its initial operation term other than the July 1st minor fee adjustment every year for all City fees based on the Consumer Price Index.

The City will carry a minimum of \$1,500,000 per occurrence of insurance against tort liability and property damage arising out of acts, errors, and omissions in its operation of the electrical program; and

The requirements in the Electrical Delegation Rules are in addition to rules adopted by the department in OAR 918-020-0070 through 918-020-0220 for municipalities that apply to undertake inspection programs. When any provision of this section conflicts with or contains greater, more stringent, or more detailed requirements than another section of this division, this section shall control.

4. Draft Resolution for administration and enforcement of the electrical program (placeholder).

Per Happy Valley Resolution No. [REDACTED], adopted on [REDACTED], The City of Happy Valley seeks to assume the Electrical Program from Clackamas County on July 1, 2026. The rules and regulations for assuming the electrical program are described in ORS 455.148, OAR 918-020-0095, and OAR 918-308. These local code provisions are reviewed annually to assure compliance with OAR 918-308-0190. The current code is the 2023 Oregon Electrical Specialty Code (OESC), based on the 2023 NFPA 70 National Electrical Code. This code was effective on October 1, 2023.

5. Requirements for assuming and administering an Electrical Program for at least four years.

(1) The City is willing and able to fully operate the electrical program on July 1, 2026. The City understands that it is committed for taking the program for at least four years even though we plan to keep it indefinitely.

(2) The City will be open for electrical services (administration, enforcement, and residential inspections) each weekday, excluding holidays.

(3) The City will be able to financially operate the electrical program without unduly increasing costs of electrical inspection services to the public for at least two years. The projected electrical program expenses for the first two years of program operation would include .6 FTE electrical inspector and .4 FTE permit tech which equals about 148,800\$/year. Estimated revenue can be looked at using two methods.

Method 1: Actual electrical revenues for residential and commercial permits

FY 2023 = \$256,112

FY 2022 = \$304,693

FY 2021 = \$374,320

FY 2020 = \$296,788

FY 2019 = \$174,256

Average for FY 2019 – 2023 = 281,234 \$/yr. > 148,800 \$/yr. **OK**

Method 2: Average electrical revenue for homes = # of permits x \$490 (2100sf unit)

FY 2021-FY2025 = 277 avg. homes/yr. x 490 \$/permit = 135,730\$/yr

Residential to Commercial is about 80% to 20%, adds 33,930\$/yr

Total revenue = 169,960 \$/yr > \$148,800 \$/yr. **OK**

6. Exhibits

Exhibit A – page 1 of 2



Program Administration Form

Department of Consumer & Business Services

Building Codes Division

1535 Edgewater St. NW, Salem, OR

Mailing address: P.O. Box 14470, Salem, OR 97309-0404

Phone: 503-373-4133 • Fax: 503-378-2322 • Web: Oregon.gov/bcd

Department Use Only

☒ New request☐ Renewal

Municipality: City of Happy Valley	Building official: Mark Ennis
Address: 16000 SE Misty Drive	
City: Happy Valley	State: OR ZIP: 97086
Office location: Happy Valley City Hall	
Phone: 503-783-3800	Fax: Email: marke@happyvalleyor.gov

Mark program choice by indicating level:

X – Performed by the municipality applying for the renewal

A – Performed by a different municipality through an intergovernmental agreement with

C – Performed by county; X and A do not apply

S – Performed by state

Please see the key at the bottom of Page 2 for definitions.

Plans				Structural				Mechanical				Electrical				Plumbing					Manufactured Structures (MSI)	Park & Camp (PCI)	Master Builder Program (optional)
A	B	C	F	A	B	C	M	A	B	C	M	A	B	C	M	A	B	C	S	M			
x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x			

Note: Assumption of a structural A-level program includes the requirements for accessibility [ORS 447.220]. MSI includes manufactured dwelling installations; alterations, accessory structures, buildings, and cabana installations; plan review; and inspections. Park and camp includes mobile home and manufactured dwelling parks, recreation parks, organizational camps, and picnic parks plan review and inspection.

Respond to the following if your municipality uses a third-party building official:

Which services are provided by the third party?:

Name of third party building official:

Names of all designated qualified employees:

Attach the following:

- ☒ Completed copy of municipality's operating plan (OAR 918-020-0090)
- ☒ Electrical program requests (See requirements in OAR Chapter 918, Div. 308)
- ☐ Changes of service areas (Include map or description if applicable)
- ☒ Current fee schedules for all programs
- ☒ Name of a contact person for surcharge report of assumed programs

Name: Cristie Myron	Phone: 503-783-3800
Address: 16000 SE Misty Drive	
City: Happy Valley	State: OR ZIP: 97086

List inspectors and others, as requested, on the back of this sheet. Attach additional pages as necessary.

Official delegation or assumption of the programs above is requested or being renewed for the period beginning July 1, 20__.

The undersigned agrees this form and all accompanying attachments comply with the applicable statutes and rules outlined in OAR 918, Division 020, and ORS Chapter 455. The undersigned further agrees this municipality's program will, at all times, be administered to operate in compliance with its operating plan and all applicable statutes and rules.

Authorized signature: Mark Ennis	Title: Building Official	Date: 9/29/2025
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This form will not be accepted without signature.
Electronic signatures are accepted if the form is sent via email from the signor.

Exhibit A – page 2 of 2

(x* means the certification is in the process of being obtained)

[illegible]

Cities covered by county program: Happy Valley			
Cities with complete or partial program: Happy Valley			
Emergency manager: Mark Ennis		Phone: 971-344-0182	
Address: 16000 SE Misty Drive, Happy Valley OR, 97086			
State fire marshal official/designee: Val Liljefelt (See OAR 918-020-0020)		Phone: 503-742-2655	
Address: 6600 SE Lake Road, Portland OR 97222			
Health department contact: N/A		Phone:	
Address:			
Permit issuance phone: 503-783-3800			
Planning/zoning phone: N/A			
Key:			
A	A Level – All buildings or structures, except dwelling code	C	One- and two-family dwelling
B	B Level – Any building or structure not required to be designed by an Oregon-registered architect or engineer, except H or I occupancies over 1,500 sq. ft. and one- or two-family dwelling	F	Fire and life safety
		M	Master permit program
		MSI	Manufactured structures installation inspector: electrical, plumbing, hook-up and setup
		PCI	Park and camp inspector
		S	Limited plumbing inspector: sewer

Exhibit B

Notification Letter to Clackamas County

Matt Rozzell, mrozzell@Clackamas.us

Building Official, Clackamas County Department of Transportation & Development
150 Beaver Creek Road, Oregon City, OR 97045

September 29, 2025

Re: Happy Valley assuming the Electrical Program from Clackamas County effective July 1, 2026

Dear Matt,

Please accept this letter as notice of the City of Happy Valley's intention to assume the Electrical Program from Clackamas County on July 1, 2026. We intend to follow the process in accordance with OAR 918-020-0095 and related statutes and administrative rules.

Clackamas County has done an excellent job at running the electrical program for the past 30 years, but with the growth of Happy Valley, we feel it is time to become a full-service building division and operate the electrical program. Happy Valley will hire a part time (50%) "A-level" electrical inspector to do commercial electrical plan reviews and inspections. We will also have three other inspectors who have the residential electrical inspector certification. For back-up electrical services, we will use Gresham through the State's Building Evaluation Service Agreement (BESA) and Milwaukee through an Inter Government Agreement (IGA). We would like to include Clackamas County when they sign the BESA agreement. We hope this assumption will not impose a significant impact on the Clackamas County Building Department's anticipated revenues.

Please inform us if you are acceptable to this program assumption. In accordance with OAR 918-020-0095, we would need to respond to the County's concerns regarding revenue, pending enforcement actions, open or existing applications when the transfer takes place, any affected employees, and other concerns or objections Clackamas County may have.

Thanks again for the thirty years of providing electrical inspections for the City of Happy Valley.

Sincerely,

Mark Ennis, Building Official
City of Happy Valley

cc: Michael D. Walter, AICP - Economic & Community Development Director

Exhibit C
Notification Letter to Building Code Division

Richard Donovan
Senior Policy Advisor, Legislative Coordinator
Building Code Division | Department of Consumer & Business Services
1535 Edgewater Street NW, Salem OR 97034
Richard.j.donovan@dcbs.oregon.gov

September 29, 2025

Re: Happy Valley Assuming the Electrical Program from Clackamas County effective July 1, 2026

Dear Richard,

Please accept this letter as notice of the City of Happy Valley's intention to assume the Electrical Program from Clackamas County on July 1, 2026. We intend to follow the process in accordance with OAR 918-020-0095 and related statutes and administrative rules.

Clackamas County has done an excellent job at running the electrical program for the past 30 years, but with the growth of Happy Valley, we feel it is time to become a full-service building division and operate the electrical program. Happy Valley will hire a part time (50%) "A-level" electrical inspector to do commercial electrical plan reviews and inspections. We will also have three other inspectors who have the residential electrical inspector certification. For back-up electrical services, we will use Gresham through the State's Building Evaluation Service Agreement (BESA) and Milwaukee through an Inter Government Agreement (IGA). We would like to include Clackamas County when they sign the BESA agreement. We hope this assumption will not impose a significant impact on the Clackamas County Building Department's anticipated revenues.

Please inform us if you are acceptable to this program assumption. In accordance with OAR 918-020-0095, we would need to respond to the County's concerns regarding revenue, pending enforcement actions, open or existing applications when the transfer takes place, any affected employees, and other concerns or objections Clackamas County may have.

Sincerely,

Mark Ennis, Building Official
City of Happy Valley

cc: Michael D. Walter, AICP - Economic & Community Development Director

Exhibit D – Permit Application



Electrical Permit Application

Happy Valley

16000 SE Misty Drive, Happy Valley, OR 97086

Phone 503-783-3800

www.happyvalleyor.gov

FOR OFFICE USE ONLY

Land use approval:

Date:

Permit #:

TYPE OF WORK	
<input type="checkbox"/> New Construction	<input type="checkbox"/> Other:
<input type="checkbox"/> Addition/alteration/replacement	
CATEGORY OF CONSTRUCTION	
<input type="checkbox"/> 1 & 2 Family Dwelling	<input type="checkbox"/> Master Builder
<input type="checkbox"/> Multi-family	<input type="checkbox"/> Accessory structure
<input type="checkbox"/> Commercial/industrial	<input type="checkbox"/> Other:
JOB SITE INFORMATION AND LOCATION	
Job site address:	
City/State/Zip:	
Suite/bldg/apt no.:	Tax lot no.:
Project name:	
Subdivision:	Lot no.:
DETAILED DESCRIPTION OF WORK	
<input type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> TENANT
Name:	
Address:	
City/State/Zip:	
Phone:	
Email:	
CONTACT/APPLICANT	
Business Name:	
Contact Name:	
Address:	
City/State/Zip:	
Phone:	
Email:	
CONTRACTOR	
Business Name:	
Address:	
City/State/Zip:	
Phone:	
Email:	
CCB#:	BCD#:
Supervising electrician signature:	
Print name:	Date:

Print name:	Date:
Owner/authorized signature:	

PLAN REVIEW				
<input type="checkbox"/> Fire Pump	<input type="checkbox"/> Building over three stories			
<input type="checkbox"/> Emergency system	<input type="checkbox"/> Service or feeder 600 amps or greater			
<input type="checkbox"/> Addition of new motor load of 100HP or more	<input type="checkbox"/> Commercial-use agricultural building			
<input type="checkbox"/> Health care facilities	<input type="checkbox"/> Installation of 150 KVA or larger separately derived system			
<input type="checkbox"/> Hazardous locations	<input type="checkbox"/> "A", "E", "I-2" or "I-3" occupancies			
<input type="checkbox"/> Marinas and boatyards	<input type="checkbox"/> 25 KVA/KW or larger solar			
<input type="checkbox"/> RV parks	<input type="checkbox"/> Service or feeder 400 amps or more where the available fault current exceeds 10,000 amps at 150 volts or less to ground, or exceeds 14,000 amps for all other installations			
<input type="checkbox"/> Floating buildings				
<input type="checkbox"/> Six or more residential units				
<input type="checkbox"/> Supply over 600 volts nominal amps				
FEE SCHEDULE				
Description	Qty.	Fee	Total	*
Residential single or multi-family dwelling unit. Includes attached garage.				
1,000 sq. ft. or less		270.00		4
Each add'l 500 sq. ft. or portion		55.00		
Limited energy, residential		109.00		2
Limited energy, multi-family		109.00		2
Services or feeders installation, alteration, and/or relocation				
200 amps or less		161.00		2
201 amps to 400 amps		213.00		2
401 amps to 600 amps		321.00		2
601 amps to 1,000 amps		482.00		2
Over 1,000 amps or volts		882.00		2
Temporary services or feeders installation, alteration and/or relocation				
200 amps or less		94.00		2
201 amps to 400 amps		200.00		2
401 amps to 600 amps		270.00		2
601 amps to 1,000 amps		482.00		2
Over 1,000 amps or volts		882.00		2
Branch circuits new, alteration, or extension, per panel				
A. Fee for branch circuits with above service or feeder fee, each branch circuit		12.00		2
B. Fee for branch circuits without service or feeder fee, first branch circuit		90.00		2
Each add'l branch circuit		12.00		2
Miscellaneous (service or feeder NOT included)				
Each manufactured or modular dwelling service and/or feeder		109.00		2
Reconnect only		109.00		1
Pump or irrigation circle		109.00		2
Septic pump/alarm circuits		109.00		2
Sign or outline lighting		109.00		2
Signal circuit(s) or limited-energy panel, alteration or extension		109.00		2
Misc. fees hourly rate		110.00		
Each additional inspection				
ELECTRICAL FEES				
Subtotal				
Minimum permit fee***				
State surcharge (12% of permit fee)				
Plan review (25% of permit fee)**				
Technology Fee (3% of permit cost-Max \$5)				
TOTAL PERMIT FEE				

This permit application expires if a permit is not obtained within 180 days after it has been accepted as complete.

* Indicates the number of inspections allowed per permit.

** Plan review is 25% of the permit fees or \$85 whichever is greater. This only applies to permit that require plan review.

***For electrical permits the minimum fee is \$120.00 or the sum of all the items selected, whichever is greater.

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Exhibit E
Electrical Fee Schedule

City of Happy Valley hourly rates for Electrical Permit Program Services provided for which Happy Valley collects no Electrical Permit Fees are as follows:

Building Official:	\$188/hour (FY 2025-26 rate)
Inspector:	\$137/hour (FY 2025-26 rate)
Permit Supervisor:	\$120/hour (FY2025-26 rate)
Permit Tech & Admin 1:	\$94/hour (FY 2025-26 rate)

Electrical plan review required for new construction and alterations in the following locations per OAR 918-311-0040: (Plan review fee is 25% of permit fee, if required)

- A. Service or feeder beginning at 400 amps with available fault current greater than 10,000 amps at 150 volts or less to ground, or any system greater than 14,000 volts.
- B. Installation of 150 KVA or larger separately derived system per Article 100 of the NEC
- C. Addition of a new motor load greater than 100 HP
- D. Fire pump installations as defined in Article 695 of the NEC
- E. Emergency systems installations as defined in Article 700 of the NEC
- F. Six or more residential units in one structure or any A, E, 1-2 or 1-3 occupancies as defined in the Oregon Structural Specialty Code 25% of permit fee.
- G. Service or feeder rated at 60 amps or over.
- H. System over 600 supply volts nominal
- I. Building more than 3 stories in height.
- J. Buildings over 10,000 sq. ft.
- K. Occupant load over 99 persons
- L. Manufactured structures park or recreational vehicle park, new addition or alterations.
- M. Classified area or structure containing special occupancy as described in NEC Chapter 5

Residential single- or multi-family dwelling units including attached garages and covered areas not more than 1,000 sq. ft.	\$270
Each additional 500 sq. ft.	\$55
Limited energy, residential (2 inspections)	\$109 for two inspections
Limited energy, multi-family (2 inspections)	\$109 for two inspections
Manufactured home service or feeder	\$109
Temp. Const. Service, Feeder	
Less than 200 amps	\$94
201–400 amps	\$200
401–600 amps	\$270
Permanent Service, Feeder	
Less than 200 amps	\$161
201–400 amps	\$213
401–600 amps	\$321
601–1000 amps	\$482
>1000 amps	\$882
Service reconnect only	\$109
Branch Circuits with purchase of service or feeder	\$12
Branch Circuit w/o purchase of service or feeder	\$90
Each additional branch circuit	\$12
Renewable Electrical Energy	
5 KVA or less (2)	\$144
5.01–15 KVA (2)	\$169
15.01–25 KVA (2)	\$280
Misc. fees	\$85/hour
Each additional inspection	\$85
Special Fees:	
Water/sewer pump	\$109
Sign/outline lighting	\$109
Signal circuit/limited energy panel, alteration	\$109
Minimum permit fee and re-inspection fee	\$85
Master permit fee (in-plant inspections)	\$85/hour