

# Electrical trade permits – Applicant overview

At Portland Permitting and Development (PP&D), you can apply for an electrical permit and complete the plan review process online as an alternative to paper-based and in-person options. This web-based solution improves the plan review cycle, reduces costs associated with obtaining permits, and supports green initiatives.

This page provides an overview of the online process for electrical trade permits.

Find out more by visiting these webpages on Portland.gov:

[Electrical Permits – Commercial](#)

[Residential electrical permits](#)

[ProjectDox online plan review](#)

## COMMON TERMS

- **DevHub** – A web portal used to apply for permits, check status, and pay fees electronically.
- **ProjectDox** - A web portal that allows you to submit building plans and corrections electronically.
- **Corrections** - ProjectDox uses Change View and Call Out annotations to highlight needed corrections on files. These items are visible in the Review tab. During plan review, reviewers add Change Views and Call Outs to highlight issues and required updates. Applicants update plans as necessary and respond to reviewer comments for each item. This process repeats until all items in the Review Comments list are resolved. Multiple review cycles may be necessary before plan review is complete.

## QUALIFYING APPLICANTS/CONTRACTORS

- Homeowners who reside in the home where the work is being done.
- Licensed Electrical Contractors performing electrical work for a client.

**Note:** Electrical Permits without an electrical contractor (except homeowner permits) are only reviewed by approval of the Building Official. Electrical Permits are not approved or issued for construction until an electrical contractor is on record.

## QUALIFYING PROJECTS:

Complex structures as mandated by Oregon Administrative code 918-311-0040:

- 'A', 'E' 'I-2' or 'I-3' occupancies
- Addition of new motor, 100 HP or more
- Article 500-516 Hazardous Locations
- Article 700 Emergency System
- Commercial use Agricultural Buildings
- Construction or Addition of Six or more residential units in a building
- Fire Pump

- Floating Buildings
- Installation of 150kva or larger separately derived system
- Marinas and Boatyards
- New Buildings over 3 stories
- Patient Care Area in a Health care Facility
- Recreational Vehicle Parks
- Renewable Electrical systems over 25kva
- Service or Feeder 400 amps or more where the available fault current exceeds 10,000 amps at 150v or less to ground, or exceeds 14,000 amps for all other installations
- Service or Feeder 600 amp or over
- Supply over 600 volts nominal
- Voluntary Plan Review

**Note:** Each building, structure or separately metered space needs a separate electrical permit.

## INTAKE PROCESS

Visit the [ProjectDox online plan review page](#) to find instructions for online plan review.

### Start the Permit Application

1. Log into [DevHub](#)
  - a. New users create a free account through Portland Online.
  - b. Go to DevHub and click the **Login / Register** tab to register for a new account.
2. Submit your permit application.
  - a. Your application package is reviewed by a permit technician to check minimum standards.
3. If your application **does not** meet minimum standards, you receive an email.
  - a. Log into [DevHub](#) to review comments and to provide any requested information.
  - b. This process repeats until all requirements are met.
  - c. To access the Electrical Renewable Energy Permit Application, click the icon in the help column.

Visit [How to Submit a Permit Request via Development Hub PDX](#) for step-by-step instructions.

### Prepare files for submittal

Plans must comply with specific size and naming conventions:

- File name guidelines must be followed. See detailed guidelines at the end of this guide.
- Plans are not to exceed 36 X 48 E/O
- Each file must be one page only. Multiple drawing pages will not be accepted.
- Affix third-party verified digital signature or seal as required.
- Do not password protect, encrypt or 'secure' files.

- Leave the top right corner of all drawings blank for the City's electronic stamp.
- Dimensions: 3" width x 3" height, offset 2" from the right, 1" from the top right.

**Review email from [ProjectDox@portlandoregon.gov](mailto:ProjectDox@portlandoregon.gov).**

Email includes ProjectDox link with instructions to upload plans and documents

**Upload and submit plans, documents, and application to ProjectDox**

1. Log into [ProjectDox](#)
2. Open the project and select the Tasks Tab
3. Select the Applicant Upload Task and upload all plan documents
4. Select Upload Complete – Notify City of Portland

**VIEW PROJECT STATUS AND COMMENTS**

Log into [ProjectDox](#) to review the comments and project status at any time

1. Open the project and select the Reports tab
2. Select the Changemark, Review Comments, or Department Review Status Report to view comments and review status
3. Select Workflow Routing Slip report to view progress

**SUBMIT CORRECTIONS**

Not all steps may apply if no corrections are required.

**Respond to Reviewer comments**

1. Log into ProjectDox
2. Open the project and select the Review tab

**Prepare and upload corrected files**

Follow these steps when ready to upload corrected files.

1. Log into ProjectDox and select the **permit number**.
2. Open the **Applicant Resubmit task eForm** and upload the corrected files.
3. To manage the different versions of each file, corrected files need the same file name as their original sheets.
4. Revised files that are uploaded correctly will automatically show "V2" after the file name.
5. Select the **Upload Complete - to Notify the Jurisdiction** button at the bottom of the eForm to notify the City the task is complete.

The review cycle continues until all the requirements are satisfied. All fees must be paid before a permit is issued. You will receive an email from [ProjectDox@portlandoregon.gov](mailto:ProjectDox@portlandoregon.gov) when the project is approved.

Payment can be made via [DevHub](#) or by calling the PP&D Cashier's Office.

## FILE NAMING STANDARDS

ProjectDox files are listed numerically and managed by filename. Follow these naming standards for all files in your project.

### File naming guidelines

- File names should always reflect the file's sheet number and content.
- Limit the file name to 50 characters. Abbreviate sheet descriptions when necessary.
- For special characters:
  - Dashes (-), periods (.), and ampersands (&) are okay to use.
  - Other special characters like apostrophe's, commas, underscores, percentages, or hashtags will cause errors.

### File naming format

All file names should include these three elements:

#### 1. Three leading numbers

- a. Begin with a three-digit number to set the order of the files in ProjectDox. Examples: 001, 002, 003...010...100...
- b. Name all drawing files in the same order listed on the sheet index, cover sheet or table of contents.

#### 2. Sheet number

- a. Add the sheet number as it appears on the sheet index. Examples: Aii, G101.
- b. This number should also correspond to the number printed on the sheet.

#### 3. Sheet Description

- a. A short description of the type of document or project. Examples: Coversheet, Utility Plans.
- b. Use shortened descriptions and abbreviations here to fit the character limit.
- c. If the drawing is for reference only, include this in the file name. Example: 006 A102 Site Plan Residential Demo - Reference.

### Inserting new documents and images between existing pages

To upload a new document or drawing between two existing files, start the file name with the preceding file number and add a single digit decimal number.

**Example:** To insert a file between **001 A Third Floor Plan** and **002 C Grading Plan**, start the new file with **001.1**. Your new file will list between the two existing files.