



**Bureau of  
Development  
Services** FROM CONCEPT  
TO CONSTRUCTION

# PROGRAM GUIDE



## Temporary Trade Permits

**Category:** Commercial Construction  
Residential Construction

**Revised:** February 1, 2016           *[Paul L. Scarlett]*          , Director

**Responsible Bureau Sections:** Commercial Electrical Inspections  
1900 SW 4<sup>th</sup> Avenue, Suite 5000  
Portland, OR 97201  
503-823-7304

Commercial Mechanical Inspections  
1900 SW 4<sup>th</sup> Avenue, Suite 5000  
Portland, OR 97201  
503-823-7303

Commercial Plumbing Inspections  
1900 SW 4<sup>th</sup> Avenue, Suite 5000  
Portland, OR 97201  
503-823-7302

1 & 2 Family Inspections  
1900 SW 4<sup>th</sup> Avenue, Suite 5000  
Portland, OR 97201  
503-823-7388

### I. BACKGROUND

The Bureau of Development Services (BDS) recognizes that emergency or unanticipated circumstances may necessitate the immediate commencement of work requiring an electrical, mechanical, and/or plumbing permit when normal permitting procedures are not immediately available. This program guide describes procedures to obtain temporary electrical, mechanical and/or plumbing permits. In cases where work involves more than one permit type, a temporary permit for each type must be obtained.

## **A. TEMPORARY ELECTRICAL PERMITS**

The temporary electrical permit program allows commencement of emergency or unanticipated electrical work where normal permitting procedures are not immediately available, as allowed by Portland City Code Section 26.04.070. The rules for temporary permits are found in Oregon Administrative Rules 918-309-0080. The temporary electrical permit program is limited to State of Oregon licensed electrical contractors. The Commercial Electrical Section and the 1 & 2 Family Inspection Section are in charge of the Bureau of Development Service's (BDS) temporary electrical permit program.

### **1. Temporary electrical permit validity and terms of issuance**

A temporary permit is valid for a maximum of seven days. Within seven days of the start of work, the contractor must submit an Electrical Permit Application and pay all required fees. A licensed electrical contractor may, without violation of the permit requirements of Title 26 of the City Code, commence emergency or unanticipated work under a temporary permit. Failure to obtain or apply for a permit within seven days constitutes the same violation as proceeding without a permit. The contractor would be subject to penalties, including assessment of an investigation fee and normal permit fees. In addition to assessing civil penalties as per Titles 3, 22 and 26 of the City Code, BDS may suspend, restrict or deny continued temporary permit privileges of any contractor who violates the terms of the program more than once.

### **2. Work Allowed By a Temporary Electrical Permit**

Work defined as emergency electrical work or unanticipated electrical work below is allowed by a temporary electrical permit. By using a temporary permit to proceed with electrical work, the contractor asserts that an emergency or unanticipated situation exists on the work site. Thereby the contractor assumes all risks associated with commencing work prior to BDS review and approval of the installation. The contractor bears the burden of proof regarding the emergency or unanticipated nature of the installation.

**Emergency Electrical Work:** An acute, unplanned and immediate need for electrical repair or replacement involving an existing electrical installation or product or both.

**Unanticipated Electrical Work:** Electrical work, including a new installation, requested by a customer where the timing of a request for commencement of work does not reasonably allow the contractor time to obtain an electrical permit before starting work.

Unanticipated electrical work includes, but is not limited to additional work assigned at the work site as well as preassigned work when the customer requests service at an unplanned date or time.

### **3. Work Not Allowed by a Temporary Electrical Permit**

An installation is not allowed by a temporary electrical permit under any of the following conditions:

- a. A permit already exists for all or part of the work at the same work site;
- b. The work site is within a facility registered in the Electrical Master Permit Program and the electrical installation is covered within the scope of the Electrical Master Permit Program registration; or
- c. The installation work requires electrical plan review, is part of a project for which electrical plans have been submitted for review, or is a new portion of a project which has received phased electrical plan approval. (For electrical installations requiring electrical plan review, the Commercial Electrical Inspection Supervisor may authorize commencement and inspections of a portion of the work before entire plans and specifications are submitted or approved.)

## **B. Temporary Mechanical Permits**

The temporary mechanical permit program allows commencement of emergency mechanical work where normal permitting procedures are not immediately available, as allowed by the Oregon Mechanical Specialty Code Chapter 106. The program is limited to State of Oregon licensed mechanical contractors. The Commercial Mechanical Section and the 1 & 2 Family Inspection Section are in charge of the Bureau of Development Service's (BDS) temporary permit program.

### **1. Temporary mechanical permit validity and terms of issuance**

A temporary permit is valid for a maximum of five business days. Within five business days of the start of work, the contractor must submit a Mechanical Permit Application and pay all required fees. A licensed mechanical contractor may, without violation of the permit requirements of Title 27 of the City Code, commence emergency work under a temporary permit. Failure to obtain or apply for a permit within seven days constitutes the same violation as proceeding without a permit. The contractor would be subject to penalties, including assessment of an investigation fee and normal permit fees. In addition to assessing civil penalties as per Titles 3, 22 and 27 of the City Code, BDS may suspend, restrict or deny continued temporary permit privileges of any contractor who violates the terms of the program more than once.

## **2. Work Allowed By a Temporary Mechanical Permit**

Work defined as emergency mechanical work below is allowed by a temporary mechanical permit. By using a temporary permit to proceed with mechanical work, the contractor asserts that an emergency situation exists on the work site. Thereby the contractor assumes all risks associated with commencing work prior to BDS review and approval of the installation. The contractor bears the burden of proof regarding the emergency nature of the installation or repair.

**Emergency Mechanical Work:** An acute, unplanned and immediate need for mechanical repair or replacement involving an existing mechanical installation or product or both.

## **3. Work Not Allowed by a Temporary Mechanical Permit**

An installation is not allowed by a temporary mechanical permit under any of the following conditions:

- a. A permit already exists for all or part of the work at the same work site; or
- b. The installation work requires mechanical plan review, or is part of a project for which mechanical plans have been submitted for review.

## **C. Temporary Plumbing Permits**

The temporary plumbing permit program allows commencement of emergency plumbing work where normal permitting procedures are not immediately available, as allowed by Portland City Code Section 25.05.025. The program is limited to State of Oregon licensed plumbing contractors. The Commercial Plumbing Section and the 1 & 2 Family Inspection Section are in charge of the Bureau of Development Service's (BDS) temporary permit program.

### **1. Temporary plumbing permit validity and terms of issuance**

A temporary permit is valid for a maximum of seven days. Within seven days of the start of work, the contractor must submit a Plumbing Permit Application and pay all required fees. A licensed plumbing contractor may, without violation of the permit requirements of Title 25 of the City Code, commence emergency work under a temporary permit. Failure to obtain or apply for a permit within seven days constitutes the same violation as proceeding without a permit. The contractor would be subject to penalties, including assessment of an investigation fee and normal permit fees. In addition to assessing civil penalties as per Titles 3, 22 and 25 of the City Code, BDS may suspend, restrict or deny continued temporary permit privileges of any contractor who violates the terms of the program more than once.

## **2. Work Allowed By a Temporary Plumbing Permit**

Work defined as emergency plumbing work below is allowed by a temporary plumbing permit. By using a temporary permit to proceed with plumbing work, the contractor asserts that an emergency situation exists on the work site. Thereby the contractor assumes all risks associated with commencing work prior to BDS review and approval of the installation. The contractor bears the burden of proof regarding the emergency nature of the installation or repair.

**Emergency Plumbing Work:** An acute, unplanned and immediate need for plumbing repair or replacement involving an existing plumbing installation or product or both, relating to water service or sanitary sewer service.

## **3. Work Not Allowed by a Temporary Plumbing Permit**

An installation is not allowed by a temporary plumbing permit under any of the following conditions:

- a. A permit already exists for all or part of the work at the same work site; or
- b. The installation work requires plumbing plan review, or is part of a project for which plumbing plans have been submitted for review.

## **II. Obtaining a Temporary Permit**

The contractor is required to:

- A.** Before starting work, fill out an electrical, mechanical, and/or plumbing permit application, depending on the scope of work. Mark “temporary permit” on the application and list the work start date and time and end date in the “description of work”. The end date cannot be more than seven days from the start date. The temporary permit must be signed by a licensed contractor or the journeyman that does the work.
- B.** Post a copy of the temporary permit at the job site.
- C.** Notify BDS of the temporary permit as soon as possible but no later than seven calendar days from the start of work for electrical and plumbing permits, and no later than 5 business days from the start of work for mechanical permits. Notify BDS via one of the following methods:

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1. Fax. Fax a copy of the completed permit application to the Bureau (Commercial Inspections: 503-823-6983, One and Two Family Inspections: 503-823-7693); *or*
  2. Telephone. Call BDS Inspections at the telephone numbers listed on page 1. Inform the Bureau of the contractor's name, date and time work started, work site address and work description; *or*
- D.** Obtain an electrical, mechanical or plumbing permit, depending on the scope of work, including payment of fees. The permit must be obtained as soon as possible, but in no case more than seven calendar days from the start of work for electrical and plumbing permits, and no more than 5 business days from the start of work for mechanical permits. Obtain the permit via one of the following methods:
1. Online. Submit application and fees at [www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds).
  2. In Person. Submit application and fees to BDS at the Development Services Center on the 1<sup>st</sup> floor of 1900 SW 4<sup>th</sup> Avenue.
  3. Mail. Mail application and fees to BDS at 1900 SW 4<sup>th</sup> Avenue, Suite 5000, Portland, OR 97201. For Commercial, address to: Commercial Electrical, Commercial Mechanical, or Commercial Plumbing. For Residential, address to: One & Two Family Inspections. The postmark date must be seven calendar days or less from the start of work.
- E.** Inspections for work under a temporary electrical, mechanical or plumbing permit may be requested at any time by calling BDS Inspections at the telephone numbers listed on page 1.

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Replaced Temporary Trade Permits Program Guide dated December 4, 2015  
Replaces Temporary Electrical Permits Program Guide dated February 1, 1997