



Community Development  
Development Services Division  
501 SW Madison Avenue  
P.O. Box 1083  
Corvallis, OR 97339-1083  
(541) 766-6929  
TTY (541) 766-6477

September 4, 2003

Jay Jackson  
Residential Maintenance and Facilities Supervisor  
University Housing and Dining Services  
605 SW 35th Street  
Corvallis, OR 97333-4065

Dear Jay,

Under the administrative rules governing the operation of the Master Electrical Permit program, a covered facility is permitted to designate a contractor of record. The contractor of record is permitted to make installations without obtaining a separate electrical permit as long as the work performed falls within the scope of the Master Electrical Permit program. Record keeping regarding the specific installations made by the contractor is still the responsibility of the covered facility.

Generally, only one contractor of record is permitted. It is permitted to have more than one contractor of record as long as their areas of responsibility do not overlap. As an example, you may designate a contractor of record for limited energy systems and another contractor of record for line voltage systems. However, you would not be permitted to designate two contractors of record for work on line voltage systems.

In order for you to qualify a contractor for inclusion in the program, you must notify the City of Corvallis that the contractor has been retained on a continuing basis and provide the contractor's business licence number, Construction Contractor Board's registration number and the name and license number of the contractor's supervising electrician of record.

Please feel free to contact me if you have any questions.

Sincerely,

Craig Perkins  
Electrical Inspector  
City of Corvallis