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**Electrical Room Clearances: Excerpts from 2008 NEC Section 110.26:**

- Width of working space
  - The width of the working space in front of the electrical equipment shall be the width of the equipment or 30", whichever is greater.
  - In all cases, the work space shall permit at least a 90 degree opening of equipment doors or hinged panels.
- Clear spaces
  - Working space shall not be used for storage. When normally enclosed live parts are exposed for inspection or servicing, the working space, if in a passageway or general open space, shall be suitably guarded.
- Entrance to working spaces

- Unobstructed exit

Where the location permits a continuous and unobstructed way of exit travel, a single entrance to the working space shall be permitted. See Section 5.2 for more detail.

- Minimum Required

At least one entrance of sufficient area shall be provided to give access to working space about electrical equipment.

- Large Equipment

For equipment rated 1200 amps or more that contains overcurrent devices, switching devices, or control devices, there shall be one entrance to the required working spaces not less than 30-inches wide and 6-1/2-feet high at each end of the work space. Where the entrance has a personnel door(s), the door(s) shall open in the direction of egress and be equipped with panic bars, pressure plates, or other devices that are normally latched but open under simple pressure.

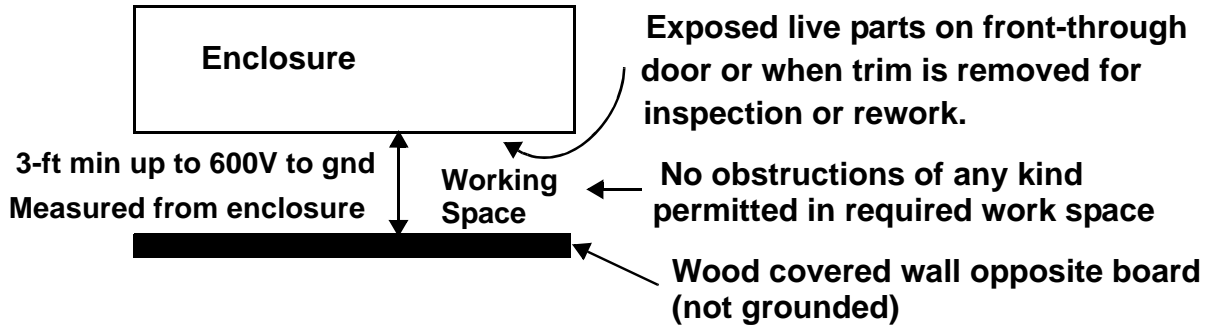
- Extra Working Space

Where the depth of the working space is twice that required by Table 110-26(A)(1), a single entrance shall be permitted. It shall be located so that the distance from the nearest edge of the entrance is not less than the minimum clear distance specified in Table 110.26(A)(1) for equipment operating at that voltage and in that condition.

**NEC-110.26 Clearance Requirements for Switchboards or Panel Boards Containing Switches, Circuit Breakers, or Other Electrical Equipment**

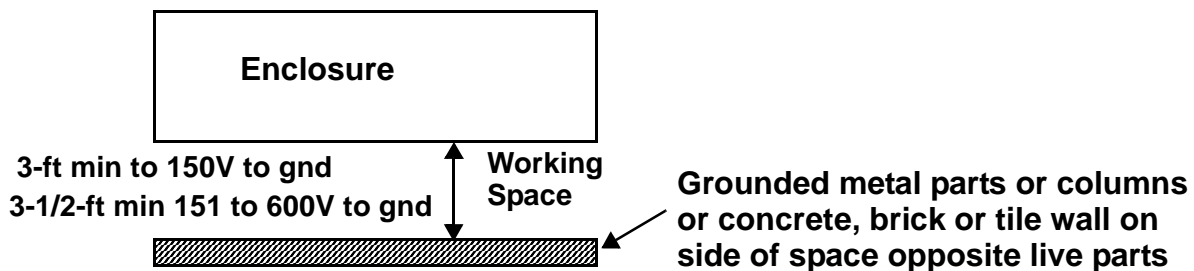
**Condition 1**

No access from the rear.



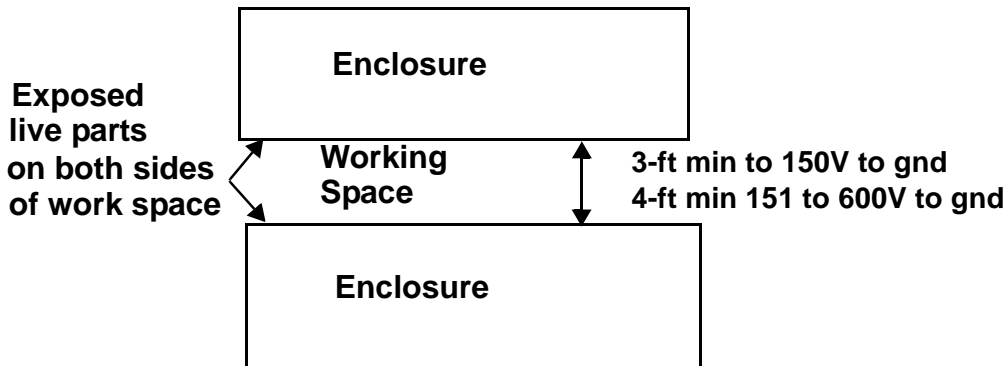
**Condition 2**

No access from the rear.



**Condition 3**

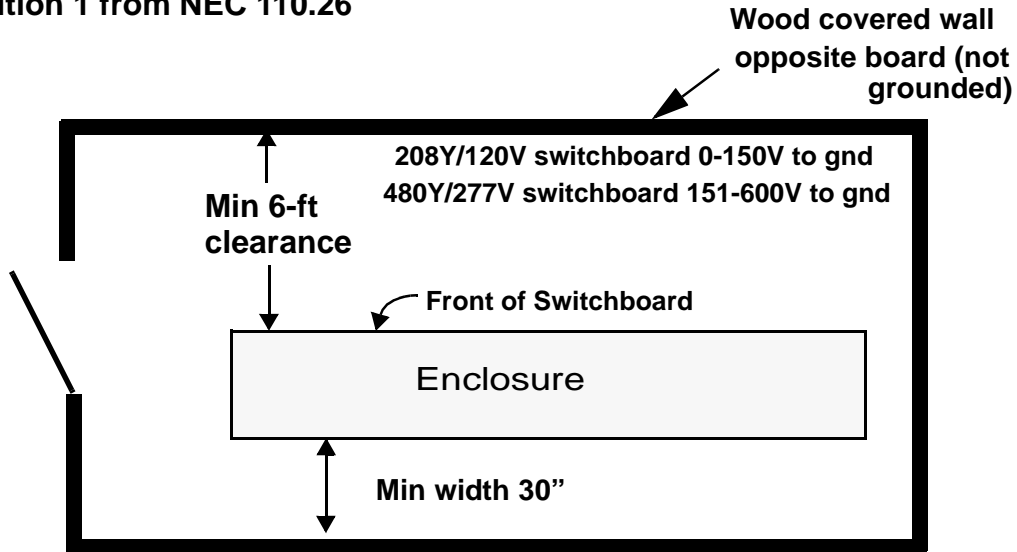
No access from the rear.



**Note:** If any enclosure for electrical equipment requires rear access to any live connections or to renewable or adjustable parts (such as fuses or switches), then the same work clearances would be required at the rear of the enclosure as shown for the front. Distances must be measured from the live parts if they are exposed, or from the front surface of a cabinet or housing of enclosed parts.

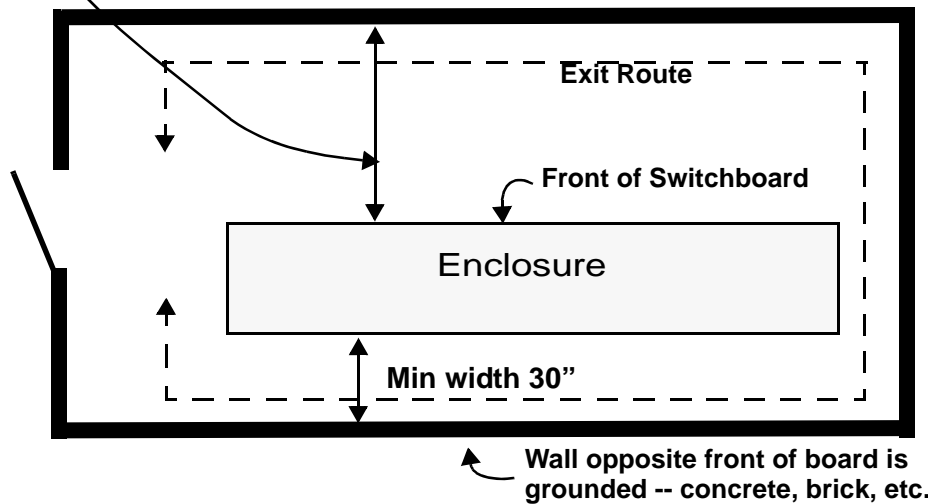
# Electrical Room Clearance Requirements

## Condition 1 from NEC 110.26



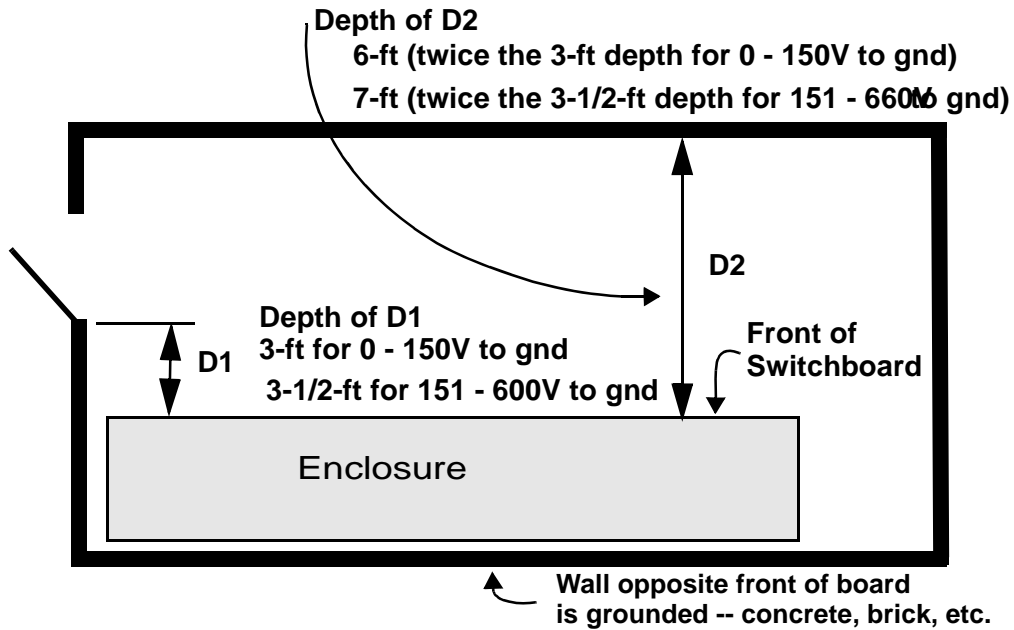
## Condition 2 from NEC 110.26

If this depth is less than:  
 -- 6-ft (twice the 3-ft depth for 0 - 150V to gnd\*), OR  
 -- 7-ft (twice the 3-1/2-ft depth for 151 - 600V to gnd\*)  
 Then two exit routes must be provided from the ends of the work space



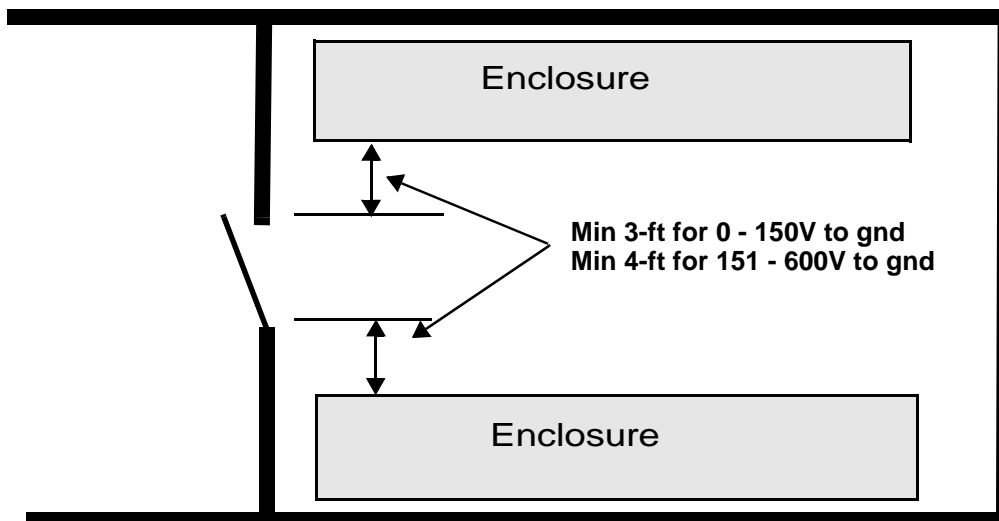
\*Electrical equipment rooms with an exit at only one end requires double the work space listed on Table 110.26(A)(1).

**Condition 2 from NEC 110.26**



**Condition 3 from NEC 110.26**

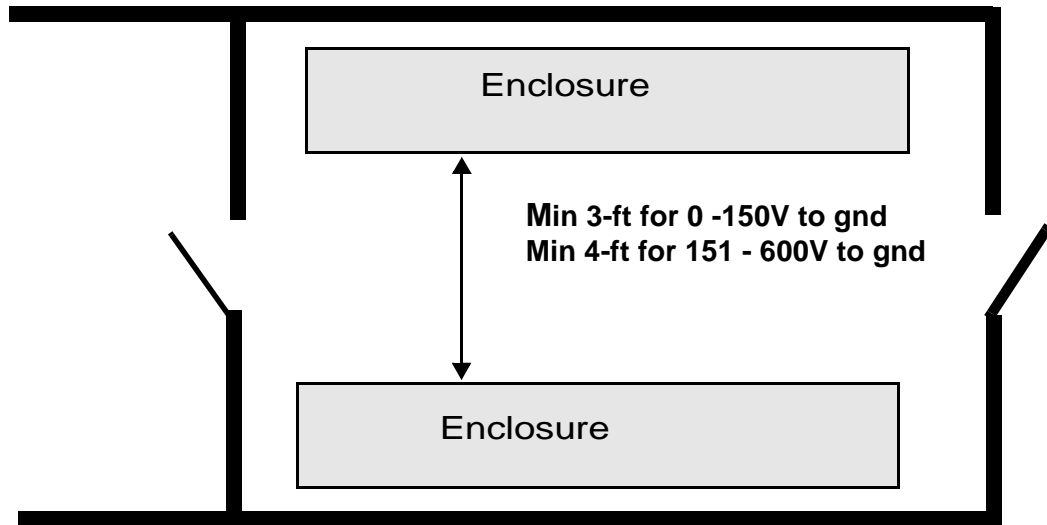
**Single door spacing requirements**



See Section 5.2 for more detail.

**Condition 3 from NEC 110.26**

**Double door spacing requirements**







**REQUIREMENTS FOR OBTAINING NEW SINGLE FAMILY  
RESIDENTIAL ELECTRIC SERVICE**

**PORTLAND GENERAL ELECTRIC**

**Customer Tasks:**

1. Obtain building/electrical permits from the appropriate County/City department. Obtain easements and/or tree-trimming permits if required.
2. Provide a plot/site plan to scale (see "Sample") which was submitted for building permit.
3. Complete the "**Request for Single Family Residential Service**" form.
4. A signed PGE cost agreement may be required. If so, payment must be made before PGE will schedule work to begin.
5. All costs associated with trenching, pads, vaults, conduit, road crossings, and permits. Before proceeding with trenching, please contact your Service & Design Project Manager for design approval.
6. Right-of-Way excavation must be performed by a PGE approved contractor. Contact your Service and Design Project Manager for details.
7. Arrange a pre-construction meeting at the job site between the chosen excavation contractor and PGE.
8. Obtain PGE inspection and approval of trench, conduit, and vault systems before backfill.
9. After passing the appropriate governing agency electrical inspection, please request a PGE inspection by calling 503-736-5450 for Tri-County area or 503-463-4348 for Salem area. *(PGE cannot energize until both inspections have passed.)*
10. Contact the Oregon Utility Notification Center (OUNC) for location underground lines: Call 811 or 1-800-332-2344. In the Portland Metro area call 503-246-6699.

**PGE Tasks:**

1. PGE will prepare an installation design (please allow 60 days) and determine customer cost from PGE, if any.
2. PGE will inspect all electrical services, trench, conduit, and vault systems upon customer request.
3. PGE will schedule service connection after all customer responsibilities have been met.



**Request for Single Family Residential Service**  
**Portland General Electric**

**Date:** \_\_\_\_\_ **PGE Work Request No.** \_\_\_\_\_  
**Permit No.** \_\_\_\_\_  
**Customer/Applicant Name:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_  
**Service Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Nearest Cross Street:** \_\_\_\_\_ **Legal Description** \_\_\_\_\_

(Tax lot number, Lot number, Block number)

**Note: Large parcels require a scaled plat map and building footprint.**

Billing Information:

**Name:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_ **Phone Number(s):** \_\_\_\_\_

Service Requirements:

**Square Footage of House:** \_\_\_\_\_

**New Perm Service Size** \_\_\_\_\_ **Amps** \_\_\_\_\_ **Voltage** \_\_\_\_\_ **Overhead** [ ] **Underground** [ ]

**Is Temporary Power Required?** Yes [ ] No [ ] **Estimated Connection Date:** \_\_\_\_\_

**LOAD DATA MUST BE IN WATTS OR KW IN ORDER TO PROCESS THIS REQUEST**

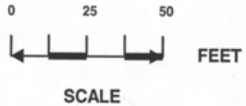
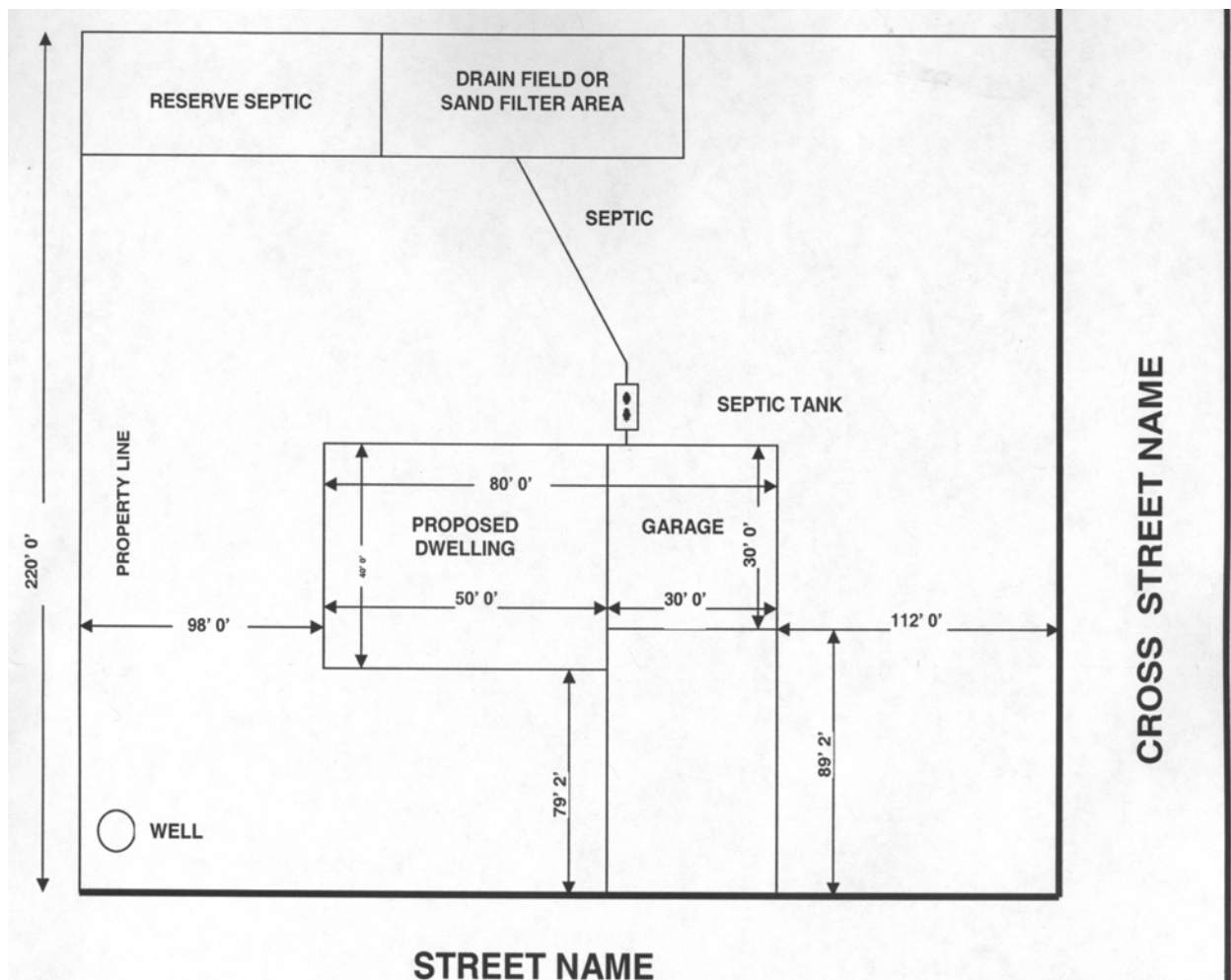
Customer Load	Electric/KW	GAS
Lighting		
Water Heater		
Range		
Space Heat/Furnace		
Air Conditioning/Heat Pump (circle one)		
Tons _____		
Locked Rotor Amps _____		
Number of AC/HP Units		
Largest motor		
Electric Vehicle Charging Unit		
# of EV Units _____		
Other:		

**Cost of design changes due to inadequate/inaccurate information will be borne by the property owner or electrician. Load data forms without plans may be delayed and/or not processed. Site grading, utility, and landscaping plans are required to complete PGE electrical design**

**Customer Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**(Must have signature to process)**

Tri-County Service Coordinators: 3700 SE 17th Ave, Portland, OR 97202 Office 503-736-5450 Fax 503-736-5451 or 503-736-5452  
 Southern Region Service Coordinators: 4245 Kale St NE, Salem, OR 97035 Office 503-463-4348 Fax 503-463-4308



**SAMPLE ONLY!**  
DO NOT DRAW YOUR PLAN ON THIS



**Minimum Plot Requirements**

- Show Footage (see sample) and Print Plot Plan to Scale.
- Add Street Names, Nearest Cross Street, Thomas Guide Page, Township/Range (if known)

**Project Name:** Smith Residence **Date:** 1/01/08

**Customer Name:** John Smith

**Site Address:** 1234 Smith RD  
**Thomas Guide:** 659-G5  
**Township/Range:** 2 S 3 E 01  
 NE  
 Anytown, OR 97777  
**Cross Street:** Power LN



Portland General Electric

## REQUIREMENTS FOR ELECTRONIC FILES

This letter states the requirements for providing electronic files of site plan and profile for new services construction and road construction projects in the Portland General Electric (PGE) service territory. Its purpose is to clarify electronic file formats and methods for delivering files to your Service Design Project Manager (SDPM) in PGE.

**NOTE: YOU MUST STILL SUBMIT A REQUEST FOR SERVICE FORM TO PGE, IN ADDITION TO PROVIDING ELECTRONIC FILES.**

1. Provide CAD files with civil engineering drawings of site plan and profile to PGE. Our CAD software will accept MicroStation Version 7 and 8, AutoCAD version 2010 and older. We will work with your files in the original survey coordinate system or datum. Updates to these files are requested at significant milestones in the project.
2. Include the same layers in the CAD as shown on the Site Plan and profile hardcopy. The minimum layers need to include: Survey control points, existing and future street right of way, property/lot lines, lot numbers, street names, building footprints, curb, sidewalk, centerline, stationing, and existing electrical facility locations.
  - a) *If survey control points are not available in CAD format, our software will also accept these points in text or Excel file formats.*
  - b) *If you utilize non-standard file and level naming conventions, please provide your guidelines for our reference.*
  - c) *If your data contains attachments, such as aerial imagery, please provide the attachments, or delete the files from your reference before submittal.*
  - d) *If you send a 90% completed file and then a 93% completed file (for example), it is critical that you let us know what has changed. Please itemize in the email or in the actual CAD drawing, anything that has been revised. E.g. ROW, curbs, planter strips, sidewalk, centerline, etc.*
  - e) *If sending multiple files, provide a description of what is included in individual files.*

For Road Construction Projects:

3. Please specify the datum of the file sent. PGE utilizes North Oregon State Plane (NAD83, international ft). Also, if there is a Local Datum Plane (LDP), please provide the conversion factor.
4. You may also make files available on your FTP site, or by email, Zipped files are acceptable (Do not send executable files). If electronic means of transfer is not an option, we will also accept the information on DVD/CD.
5. Your PGE SDPM will provide you with an e-mail address if that is preferred. The format for any PGE e-mail is john.doe@pgn.com.
6. Send a paper copy of the site plan along with a cover sheet to your SDPM at one of the following Line Crew Office Centers:

Gresham  
Oregon City  
Portland  
Salem  
Sunset  
Wilsonville

1705 East Burnside St, Gresham, OR 97030  
209 Warner-Milne Rd, Oregon City, OR 97045  
3700 SE 17th Ave, Portland, OR 97202  
4245 Kale St NE, Salem, OR 97305  
4950 NW 235th Ave, Hillsboro, OR 97124  
9480 SW Boeckman Rd, Wilsonville, OR 97070



## REQUIREMENTS FOR OBTAINING NEW COMMERCIAL ELECTRIC SERVICE

### PORTLAND GENERAL ELECTRIC

#### Customer Tasks:

1. Obtain building/electrical permits from the appropriate County/City department. Obtain easements and/or tree-trimming permits if required.
2. Provide a plot/site plan to scale which was submitted for building permit. Include detail of electrical rooms and switchboards for PGE acceptance. If available, include electronic file of site plan (see “requirements for electronic files”).
3. Complete the “**Request for New Commercial Service**” form.
4. A signed PGE cost agreement may be required. If so, payment must be made before PGE will schedule work to begin.
5. All costs associated with trenching, pads, vaults, conduit, road crossings, and permits. Before proceeding with trenching, please contact your Service & Design Consultant for design approval.
6. Right-of-Way excavation must be performed by a PGE approved contractor. Contact your Service and Design Consultant for details.
7. Arrange a pre-construction meeting at the job site between the chosen excavation contractor and PGE.
8. Obtain PGE inspection and approval of trench, conduit, and vault systems before backfill.
9. After passing the appropriate governing agency electrical inspection, please request a PGE inspection by calling 503-736-5450 for Tri-County area or 503-463-4348 for Salem area. (*PGE cannot energize until both inspections have passed.*)
10. Contact the Oregon Utility Notification Center (OUNC) for location underground lines: Call 811 or 1-800-332-2344. In the Portland Metro area call 503-246-6699.

#### PGE Tasks:

1. PGE will prepare an installation design (please allow 60 days) and determine customer cost from PGE, if any.
2. PGE will inspect all electrical services, trench, conduit, and vault systems upon customer request.
3. PGE will schedule service connection after all customer responsibilities have been met.



## Request for New Commercial Service Portland General Electric

**Applicant Information:**                      Date: \_\_\_\_\_                      PGE Work Request No. \_\_\_\_\_

Project/Customer Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Service Address: \_\_\_\_\_ City: \_\_\_\_\_

Nearest Cross Street \_\_\_\_\_ Zip: \_\_\_\_\_

**Billing Information:**                      Existing Customer Account Number (If applicable): \_\_\_\_\_

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number (s): \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Contact Information:** (If different from Billing Information, such as on-site Electrical Contractor, Engineer, Architect, etc.)

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Requested Service Information:**                      **Estimated Connection Date:** \_\_\_\_\_

Office     Food store     Medical office/Health care     Restaurant     Retail     Warehouse

Other \_\_\_\_\_

Overhead     Underground     1-Phase     3-Phase     Size: \_\_\_\_\_ Amps    Voltage: \_\_\_\_\_

Temporary Service Needed

Operating Hours: One Shift     Two Shifts     Continuous     Other: \_\_\_\_\_

### LOAD DATA MUST BE IN WATTS OR KW IN ORDER TO PROCESS THIS REQUEST

New Connected Load (Typical conversion factor: 1hp=1ton=1kw)				
Load Type	1-Phase	3-Phase	Hp/Tons	Connected KW
Lighting				
Receptacles				
Water Heating				
Cooking				
Electric Heat				
Refrigeration/HVAC				
-Largest size				
Motors*				
-Largest size				
Welders				
-Largest size				
Computers				
Elevators				
Electric Vehicle Charging Unit				
# of EV Units _____				
Other Loads				
<b>Total Connected KW</b>				

\*Motors 10 HP and larger may be required to be equipped with reduced voltage starters.

A Scaled Site Plan Showing Preferred Ground Level Service and Meter Location is Required along with  
a Detailed Drawing of Switchgear and Electrical Room Specifications, if Applicable.  
(include on-line electrical diagram)

**Cost of design changes due to inadequate/inaccurate information will be borne by the property owner or electrician. Load data forms without plans may be delayed and/or not processed. Site, grading, utility and landscaping plans are required to complete PGE electrical design)**

**Customer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Must have signature to process)

Tri-County Service Coordinators: 3700 SE 17th Ave, Portland, OR 97202 Office 503-736-5450 Fax 503-736-5451 or 503-736-5452

Southern Region Service Coordinators: 4245 Kale St NE, Salem, OR 97035 Office 503-463-4348 Fax 503-463-4308



## Requirements for Obtaining Electric Service for Multi-Family & Residential Development

### Portland General Electric

#### **Customer Tasks:**

1. Obtain building/electrical permits from the appropriate County/City department. Obtain easements and/or tree-trimming permits if required.
2. Provide a plot/site plan to scale which was submitted for building permit. Include detail of electrical rooms and switchboards for PGE acceptance. If available, include electronic file of site plan (see "requirements for electronic files").
3. Complete the "**Request for Multi-Family & Residential Development**" form.
4. A signed PGE cost agreement may be required. If so, payment must be made before PGE will schedule work to begin.
5. All costs associated with trenching, pads, vaults, conduit, road crossings, and permits. Before proceeding with trenching, please contact your Service & Design Consultant for design approval.
6. Right-of-Way excavation must be performed by a PGE approved contractor. Contact your Service and Design Consultant for details.
7. Arrange a pre-construction meeting at the job site between the chosen excavation contractor and PGE.
8. Obtain PGE inspection and approval of trench, conduit, and vault systems before backfill.
9. After passing the appropriate governing agency electrical inspection, please request a PGE inspection by calling 503-736-5450 for Tri-County area or 503-463-4348 for Salem area. (*PGE cannot energize until both inspections have passed.*)
10. Contact the Oregon Utility Notification Center (OUNC) for location underground lines: Call 811 or 1-800-332-2344. In the Portland Metro area call 503-246-6699.

#### **PGE Tasks:**

1. PGE will prepare an installation design (please allow 60 days) and determine customer cost from PGE, if any.
2. PGE will inspect all electrical services, trench, conduit, and vault systems upon customer request.
3. PGE will schedule service connection after all customer responsibilities have been met.





## Requirements for Upgrade or Relocation of Commercial Electric Service

### Portland General Electric

#### Customer Tasks:

1. Obtain building/electrical permits from the appropriate County/City department. Obtain easements and/or tree-trimming permits if required.
2. Provide a plot/site plan to scale which was submitted for building permit. Include detail of electrical rooms and switchboards for PGE acceptance. If available, include electronic file of site plan (see “requirements for electronic files”).
3. Complete the “**Request for Upgrade or Relocation of Existing Commercial Service**” form.
4. A signed PGE cost agreement may be required. If so, payment must be made before PGE will schedule work to begin.
5. All costs associated with trenching, pads, vaults, conduit, road crossings, and permits. Before proceeding with trenching, please contact your Service & Design Consultant for design approval.
6. Right-of-Way excavation must be performed by a PGE approved contractor. Contact your Service and Design Consultant for details.
7. Arrange a pre-construction meeting at the job site between the chosen excavation contractor and PGE.
8. Obtain PGE inspection and approval of trench, conduit, and vault systems before backfill.
9. After passing the appropriate governing agency electrical inspection, please request a PGE inspection by calling 503-736-5450 for Tri-County area or 503-463-4348 for Salem area. (*PGE cannot energize until both inspections have passed.*)
10. Contact the Oregon Utility Notification Center (OUNC) for location underground lines: Call 811 or 1-800-332-2344. In the Portland Metro area call 503-246-6699.

#### PGE Tasks:

1. PGE will prepare an installation design (please allow 60 days) and determine customer cost from PGE, if any.
2. PGE will inspect all electrical services, trench, conduit, and vault systems upon customer request.
3. PGE will schedule service connection after all customer responsibilities have been met.

