

Energy Friendly Homes Program – Permitting Resources

The following resources are to help ensure that all PCEF-funded work for the homeowners you serve is completed with the appropriate permits and final inspections. This supports home safety, homeowner insurance requirements, and proper implementation of PCEF funding.

To support you, we have created a permitting support team at Portland Permitting and Development:

- **Alice Nielsen – Permitting** | 503-823-2728 | Alice.Nielsen@portlandoregon.gov
- **Janell Percy – Residential Inspections** | 503-823-4735 | Janell.piercy@portlandoregon.gov
- **Janette Cook – Trades & Solar Permits** | 503-823-7018 | Janette.Cook@portlandoregon.gov

We also created the attached spreadsheet listing permits commonly required for PCEF-funded work. This can help contractors request the correct permits and help your team track required permits, issued permits, and final inspections as part of your quality assurance process.

You may encounter homes with an **open compliance case**, which occurs when structural work was completed without permits and confirmed by a compliance inspector. In these situations:

- An alert is placed on the property record
- A compliance inspection fee is added to the first permit issued (unless paid earlier)
- Permits cannot be issued through DevHub until the fee is paid (paper permits are still available)
- City-issued permits are required for the PCEF work (minor label permits are not allowed)

**Energy Friendly Homes Program
Permitting Resources**

Energy Upgrade	Get Permit from PP&D	Get Minor Label Permit	Video Inspection Allowed	Notes
Install New Ductless Heat Pump (mini-split)	Mechanical	Electrical	yes	Mechical Permit Select" Heat pump" + "Air handling unit"; Minor label for wiring. No minor label permits if there is an open compliance case
Replace Electric Furnace with New Ducted Heat Pump	Mechanical	Electrical	yes	Mechical Permit Select:" Heat pump" + "Air handling unit"; Minor label for wiring. No minor label permits if there is an open compliance case
Install New Ducted Heat Pump + New Ducting	Mechanical	Electrical	yes	Mechanical Permit Select: " Heat pump" + "Air handling unit"; Minor label for electrical wiring. No minor label permits if there is an open compliance case
Replace Gas Furnace with Ducted Heat Pump (w/ Fuel Switching)	Mechanical	Electrical	yes	Mechanical Permit Select:" Heat pump" + "Air handling unit"; Electrical permit for fuel switching using existing panel- select: "Fee for branch circuits without service or feeder fee, each branch circuit" Minor label to wire heat pump. No minor label permits if there is an open compliance case
Replace Electrical Panel	Electrical	N/A	no	Electrical Permit Select: "200 Amp Services or feeders installation, alteration, and/or relocation" There are other selections if installing panel over 200amps.
Replace Existing Bathroom Fan Using Existing Duct/Wiring	Mechanical	Electrical	yes	Mechanical Permit- Select: "Single-duct exhaust (bathrooms, toilet compartments, utility rooms)". Minor label for electrical wiring of fan. No minor label permits if there is an open compliance case
Replace Existing Kitchen Fan/hood Using Existing Duct/Wiring	Mechanical	Electrical	yes	Mechanical Permit- Select: "Range hood / other kitchen equipment" - Minor label for electrical wiring reconnect of exiting fan wiring. No minor label permits if there is an open compliance case
Add New Bathroom Fan + Exhaust duct + New Circuit	Mechanical	Electrical	yes	Mechanical Permit- Select: "Single-duct exhaust -bathrooms, toilet compartments, utility rooms". Electrical permit- Select: "Fee for branch circuits without service or feeder fee, each branch circuit" Minor label for electrical wiring to fan. No minor label permits if there is an open compliance case
Add New Kitchen exhaust Fan/hood + Exhaust duct + New Circuit	Mechanical	Electrical	yes	Mechanical Permit- Select: "Range hood / other kitchen equipment", Electrical Permit for new circuit: "Fee for branch circuits without service or feeder fee, each branch circuit," - Can use State ELS minor label
Replace Existing Hot Water heater with New Hot Water Heat Pump	Plumbing	Electrical	yes	Plumbing permit- Select: "Water heater/expansion tank"

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Energy Upgrade	Get Permit from PP&D	Get Minor Label Permit	Video Inspection Allowed	Notes
Replace Gas Hot Water Heater with New Hot Water Heat Pump (with Fuel Switching)	Plumbing	Electrical	yes	Plumbing Permit- Select: "Water heater/expansion tank"; Electrical Permit- Select: "Fee for branch circuits with service or feeder fee, each branch circuit"; Minor label permit to wire hot water heat pump. No minor label permits if there is an open compliance case
Replace Knob and Tube Wiring (full)	Electrical	N/A	no	Electrical Permit- Select "1,000 sq. ft. or less" then add the following based on length of wiring needed to replace full home knob-n-tube in home: "Each added 500 sq. ft. or portion"
Replace Knob and Tube Wiring (splice/partial)	Electrical	N/A	no	Electrical Permit- Select "1,000 sq. ft. or less" then add the following based on length of wiring needed to replace full home knob-n-tube in home: "Each added 500 sq. ft. or portion"
Installation of New, Wired Smart Thermostat via new circuit	Electrical	N/A	yes	Electrical Permit- Select: "Fee for branch circuits without service or feeder fee, each branch circuit" for new circuit for hard-wired placement of thermostat in new location
Extend Existing Wiring to Move Smart Thermostat	Electrical	N/A	yes	Electrical Permit - "Fee for branch circuits without service or feeder fee, each branch circuit"
Add New Induction Range or Cooktop with New 220amp Circuit	Electrical	Electrical	yes	Electrical Permit Select: "Fee for branch circuits with service or feeder fee, each branch circuit" for the new 220amp circuit
Add New energy efficient dryer with new circuit	Electrical	Electrical	yes	Electrical Permit Select: "Fee for branch circuits with service or feeder fee, each branch circuit" for the new 220amp circuit
Replace Dryer Vent	Mechanical	N/A	yes	Mechanical Permit Select: "Clothes dryer exhaust"
Solar Implementation	Solar, Electrical	N/A	no	<u>Use this website as a guide for solar building permits and required electrical permits: https://www.portland.gov/ppd/solar-development/solar-permits#toc-step-3-apply-for-a-solar-permit</u>

If there is an open compliance case for the address, here is how to get a permit:

1. Email completed application to: PPDTradePermits@portlandoregon.gov Link to Trade apps & Forms: <https://www.portland.gov/ppd/brochures-forms-handouts/trade-permits-forms>
2. Whomever emails the app will receive the billing invoice and the options to pay RVR Video inspections are allowed for items identified with yes in column "D" for information on how to prepare for and schedule RVR video inspections see website: <https://www.portland.gov/ppd/residential-permitting/residential-inspections/remote-video-re-inspection>
3. Notes: Any branch circuit that is not pulling in conjunction with a 200 amp service or feeder must be : Fee for branch circuit without service or feeder at the higher fee of \$165 Only when the 200 amp service or feeder has been selected for \$201 can you select: Fee for branch circuit with service or feeder for the lower rate of \$22 All knob and Tube abatement requires - 200 amp service at \$201 // NOT Temporary service at \$178