

ELECTRICAL PLAN REVIEW - FAQs

1. Does my facility / occupancy need a plan review?

Generally educational, medical, institutional/incarceration and assisted living/boarded home facilities require formal plan review by the plan review department located at the central office in Tumwater.

Any electrical installation/alteration involving a service or feeder larger than 400 amperes or over 600 volts in a non-dwelling building/structure requires review by the local electrical inspector of that area's jurisdiction per [WAC 296-46B-215](#).

If your facility fits the descriptions listed in [WAC 296-46B-900](#) and does not meet any of the exemptions listed, your project needs a formal plan review from the plan review department in Tumwater. See the [Submittal Guide](#) on the [Electrical Plan Review](#) page.

2. Can I buy my electrical permit so we can start work?

Per [RCW 19.28](#), any licensed electrical contractor or property owner (using owner's regularly paid employees per RCW 19.28.261) doing the installation can and must purchase an electrical permit before any installation is started, the same as is required for any other electrical project. However, since the project requires plan review, **Electrical Plans will need to be formally submitted before the electrical installation can start.**

Just like all other electrical work, a valid electrical permit MUST be in place before any electrical work is performed.

3. I already started my electrical installation and after I requested an inspection, I was told by the inspector that I need to have my plans reviewed. Where do I start? What do I do?

Electrical installation on the project must cease until the project has been formally submitted for Electrical Plan Review. Depending on the occupancy of the facility, your materials may require that it be designed by a professional engineer, and evidenced by a professional engineer's stamp and signature on the electrical plans.

See the [Submittal Guide](#).

4. I've submitted my plans when can I get an inspection?

Once submitted for review, the plans are screened to determine whether the electrical plans are acceptable for the review process. If they have been successfully screened-in and found acceptable, the EPR number can be released to the submitter.

- ☐ With the EPR number, you may request an electrical progress inspection in writing and will need to reference the EPR number.
- ☐ Please contact the local L & I electrical inspection office to determine to whom the written request needs to be addressed to, and to determine any necessary disclaimer language that is required.

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- ☐ Be aware that any required changes to the design or installation for any work installed prior to plan approval is the sole responsibility of the submitter and/or electrical contractor.
- ☐ The written requests for inspection, indicated on the previous page, are not acceptable once the plans have been approved, or if the project is ready for final inspection. Once approved, the approved plan set must be made available for the electrical inspectors use at the inspection/project site.

5. When can I get an “EPR number” to get progress inspections?

The EPR number is available for a set of plans that has been formally submitted to plan review and have passed initial screen-in by the assigned reviewer.

6. What is an EPR number?

An Electrical Plan Review (EPR) number is a unique number assigned to every submittal. The coding of the EPR number shows the occupancy type (of the facility), the date it was received, and order it was received in.

7. My plans have been approved, how can I get them?

Effective July 1, 2012; once the plans have been approved, they will be returned to the submitter. Plan Review fees are now required to be paid when the plans are submitted. Instructions as to what needs to be paid can be found in the [Submittal Guide](#). Any outstanding fees or charges connected to the project will be billed out at the same time the plans are returned. The remaining balance will be due will be payable within 15 days. **PLEASE NOTE:** Once the plans have been approved and returned, the approved plan set is required to be made available at the jobsite for the inspector's use.

8. If I have been notified by Plan Review that I have an outstanding balance, how can I pay it?

The following are options for payments:

- ☐ Payment by check via U.S. Mail to the PO Box on the billing statement. Plans will be shipped to the submitter. (Standard Method) You must include a copy of the billing letter you were sent, and type or write a copy of the EPR number that is printed on the billing letter on the check, so that the payment can be properly credited.
- ☐ Payment by an L&I Electrical Contractor from a deposit account (CD). A written request from the electrical contractor providing the CD account number, the EPR number of the project, and the dollar amount of the transaction requested; must be submitted to plan review.
- ☐ Payment at any L&I Service location. It is necessary to have the customer service representative at the counter call Electrical Plan Review in Tumwater at (360) 902-5246 with the transaction identification number while you are at the counter to let Plan Review know that the outstanding fees have been paid.

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9. Can plans be paid for by someone else other than the submitter?

Yes; however, all parties need to be in communication prior to making a payment. Plan Review projects should only be paid for once, and that is at the time the project is submitted. Duplicate payments create database issues and may result in extra payments not being properly credited. If there be a balance due, regardless of who made the initial payment, it is the submitter of the project that is responsible to ensure that the balance due is paid for, and paid for on time. (Also see FAQ #7 & #19)

10. Can plans be shipped to or picked up by another party other than the submitter? (i.e.: Directly to property owner, contractor or jobsite)

Yes; however, this requires **prior** written instructions and notification in the form of a release from the submitter. This release must be sent in the form of a letter on submitter's company letterhead and can be either mailed or emailed in the form of an attached PDF file. The letter from the submitter must indicate to whom the plans are to be picked up by; or in the case of an alternate shipping location, to whom and where (including a complete address) and a contact phone number.

Electrical Plan Review will not be responsible for address errors and subsequent delays and/or lost plans.

11. Are load calculations required?

Yes. See the Screen-in checklist in the [Submittal Guide](#) for further details.

12. Do I need to supply fault calculations when all we are doing is adding a few circuits?

See Screen-in checklist in the [Submittal Guide](#).

13. I have already submitted and received my plans approved. My plans had changes made in the field and/or revisions during installation. I may have been told to resubmit by an inspector. Can I just send in the changes using the same EPR#?

Modifications to a project that has already been approved need to be sent in as an entirely new submittal, including submittal form, checklist, etc... . When submitting, an indication of what the prior approved EPR project and number that was altered is necessary.

14. Our firm is only changing out the generator at a plan review eligible facility; will we be still required to submit a plan for review? We didn't change or add any loads.

You may need to submit. Please contact Electrical Plan Review and/or see the checklist in the [Submittal Guide](#).

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15. My plans were rejected. Do I need to fill out the submittal form again?

Yes. Once a plan has been rejected (or approved), the EPR number is closed out and no further action can be taken on that number. Your revised plans will require a new submittal form. Your plans will have a new EPR number assigned when they are processed in. See question 6.

16. We are doing a lighting retrofit for energy conservation that will result in a load reduction. Do we still need a plan review?

As long as the lighting retrofit only involves changes to lighting equipment that will result in a load reduction on every panel or feeder involved, it does not require plan review. However, this work will still require an electrical permit and inspection(s).

Please see WAC 296-46B-900 Part B, Electrical Plan Review, as other branch circuit, feeder, service, or other required modifications made in conjunction with the lighting retrofit, may require electrical plan review.

17. I'm installing new equipment, but the electrical load is the same or less. Does it need to be reviewed?

It may. Please see WAC 296-46B-900(2) and 900(3) (a) for exceptions. If required, a modified presentation may be acceptable. Please contact Electrical Plan Review for assistance.

18. Where do I find the answers to my plan review questions?

See the [Electrical Plan Review](https://lni.wa.gov/licensing-permits/electrical/electrical-permits-fees-and-inspections/electrical-plan-review) page, which can be found at the Labor and Industries Electrical homepage at: <https://lni.wa.gov/licensing-permits/electrical/electrical-permits-fees-and-inspections/electrical-plan-review>.

19. A duplicate payment was made in error, how do I get a refund?

Please use and fill out the [Permit Refund Request Form](#) found on the [Labor and Industries homepage](#). In lieu of a permit number, please refer to the EPR number of the project and mail the completed form to:

**Electrical Plan Review
PO Box 44460
Olympia, WA 98504-4460**