



# WALLOWA COUNTY BUILDING CODES

## Wallowa County Courthouse

101 S. River Street, B-1

Enterprise, OR 97828

541-426-4543 ext 170 or Fax 541-426-6046

[bcodes@co.wallowa.or.us](mailto:bcodes@co.wallowa.or.us)

## Telephonic Permit Authorization Form

To better serve our customers who are obtaining construction related permits, the Wallowa County Building Department allows electrical, mechanical, and plumbing permits to be issued over the phone to licensed contractors. Permits requiring plans review are not eligible.

Please complete the form below by printing legibly all the relevant information. Your Signature on this form will be kept on file and authorizes the County to apply your signature to all of your permits requested over the phone.

Contractor/Business Name: \_\_\_\_\_ Date: \_\_\_\_\_

CCB License No. \_\_\_\_\_

Plumbing Business License No. (if applicable) \_\_\_\_\_

Electrical Business License No. (if applicable) \_\_\_\_\_

Business Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email \_\_\_\_\_ Business Ph. \_\_\_\_\_ Cell Ph. \_\_\_\_\_

\_\_\_\_\_  
**Contractor/Business Owner Name (Print)**

\_\_\_\_\_  
**Electrical Signing Supervisor Name (Print)**

\_\_\_\_\_  
**Contractor/Business Owner Signature**

\_\_\_\_\_  
**Electrical Signing Supervisor Signature  
(as required by OAR 918-309-0000)**

### Procedure for Over-the-Phone Permits

1. Call the Wallowa County Building Department at 541-426-4543 and speak with a building permit technician. The permit tech will be ready to fill out your application for you.
2. Request a permit over the phone and have the following information ready (being familiar with the printed application form will be useful):
  - Address
  - Job Description
  - Specifics such as plumbing fixtures, or branch circuits (same information on printed application form)
  - Directions to the site
3. The permit technician will calculate the fee, request your credit card number, then assign the permit number and activate the permit. At this point you have authorization to begin work.
4. The actual permit and receipts will then be mailed to your mailing address listed on this form.

*This authorization is valid for one year from the application date shown on this form. The Building Department will not keep credit card numbers on file. This approval is automatically invalidated should CCB or other State of Oregon required licenses expire or be cancelled for any reason.. Any changes to the information on this application must be resubmitted on a new form. Failure to keep the signing supervisor current will invalidate a permit and is subject to being in violation of the Electrical Safety Law ORS 479*