



Planning & Development Department

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ELECTRICAL PERMIT APPLICATION CHECKLIST AND REQUIRED DOCUMENTS

OTHER REQUIREMENTS OR SPECIAL PROVISIONS

1. For electrical validation on a Master Permit¹, where electrical plans were included in the documents submitted for plan review; no further plan submittal is required
2. If plans are for a health care facility, hazardous location, or a place of assembly, all electrical information pertaining to these facilities must be included on the plans.

If electrical plans are submitted, they must include:

- ☐ 1. Line diagram of electrical service and all panelboards
- ☐ 2. Load Calculations for all services, panelboards, and feeders
- ☐ 3. Electrical conductor and pipe sizes for electrical use
- ☐ 4. Grounding electrode system diagram and conductor sizes
- ☐ 5. Conductor overcurrent protection for service conductor
- ☐ 6. Location of electrical service at structure
- ☐ 7. Number of electrical services and location
- ☐ 8. Floor plan power and lighting layout

Staff cannot accept incomplete or illegible documents

¹ An applicant is allowed to pay for the electrical permit on a master permit application but is not allowed to physically do the electrical work on a residential homesteaded property unless they have passed a homeowner's exam. Electrical work done on commercial property requires a registered electrical contractor and a permit.