



**BUILDING REGULATIONS**

# ATTENTION

**New Procedure – Effective 9/14/2020**

## **Electrical Service Reconnect**

**Procedure:**

Commercial Properties (Includes residential properties with 4 or more units)

Permits can only be issued to licensed contractors

Residential Properties

Permits can be issued to licensed contractors, owners and owners' agents (w/signed affidavit)

Permit Fees include 1 inspection – each additional inspection/re-inspection will cost \$45.00

The person responsible for the work must be on site at the time of the inspection

Typical violation that must be corrected before the service can be reconnected include:

1. Ground rod missing (5/8" x 8' galvanized or 1/2" x 8' copper)
2. Ground wire to water pipe missing
3. Bonding jumper around water meter missing
4. Service entrance cable damaged
5. Equipment rusted (lugs, meter panel)
6. Service panel not accessible
7. Multiple conductors secured under one lug
8. Overcurrent protection oversized
9. Panel/meter/service entrance cable loose

**\*60 amp services with violations #4, 5, 7, or 8 much be upgraded to 100 amps.**

## Reconnect Site Requirements

1. Meter base has to have a clear path free of debris and safe to access
2. Meter base has to be clear of weeds tall or short and inside needs to be clean from insects (wasps, bees, etc.)
3. If access to the panel is in the basement; it has to be clear and safe
  - a. No debris in the pathway
  - b. Conditions have to be safe and sanitary
  - c. No standing water
  - d. Must be clean and sanitary, no animal feces
  - e. Basement stairways have to be safe and accessible, no missing treads or areas where the rise is more than 8 inches
  - f. Panel covers are to be removed
4. Panel location must be identified on application (basement, kitchen, bedroom northeast, etc.)
  - a. No debris in pathway
  - b. Conditions have to be safe and sanitary
  - c. Must be clean and sanitary, no animal feces
  - d. Panel cover is to be removed

**PLAN APPROVAL APPLICATION**

**ELECTRICAL**

<b>PROJECT</b>		<b>IWORQ #</b>	
<b>ADDRESS</b>		<b>DATE</b>	
<b>OWNER</b>		<b>PHONE</b>	
<b>CONTRACTOR</b>		<b>PHONE</b>	
		<b>FAX</b>	

RES	COM	TYPE	FEE	TOTAL
		APPLICATION FEE	\$ 40.00	40.00
		PLAN REVIEW (Commercial)	\$100.00	
		PLAN REVIEW (Residential)	\$ 20.00	
		<b>SERVICES</b>		
		New (3 inspections)	\$135.00	
		Underground (trench) (1)	\$ 45.00	
		Sub panels 1 – 10 # _____	\$ 5.00 ea	
		Sub panels 11+ # _____	\$ 1.00 ea	
		Upgrade (1)	\$ 45.00	
		Reconnect (1)	\$ 45.00	
		Temporary (1)	\$ 45.00	
		<b>ALTERATIONS/REPAIRS (1)</b>	\$ 45.00	
		New Circuits 1 – 10 # _____	\$ 3.00 ea	
		New Circuits 11+ # _____	\$ 1.00 ea	
		Sub panels 1 – 10 # _____	\$ 5.00 ea	
		Sub panels 11+ # _____	\$ 1.00 ea	
		<b>COMMERCIAL REFRIGERATION (1)</b>	\$ 45.00	
		<b>SIGN CIRCUITS (1)</b>	\$45.00	
		<b>POOLS</b>		
		Above ground (1)	\$45.00	
		In ground (+1) (2)	\$90.00	
		<b>INVESTIGATION FEE (\$200 – 1,000.00)</b>	\$200.00 min	
		<b>ADDITIONAL OR REQUESTED INSPECTIONS</b>	\$ 45.00 ea	
		<b>SUB TOTAL</b>		
		OBBS fee (3% commercial)		
		OBBS fee (1% residential)		
		<b>FINAL SUB TOTAL</b>		
		LESS DEPOSIT (nonrefundable)		
<b>TOTAL FEES DUE</b>				

**SEE NOTES ON REVERSE SIDE**

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

## ELECTRICAL PERMIT APPLICATION NOTES

Numbers in parenthesis indicate the number of inspections provided.

Commercial plans, which include the technical design analysis, shall bear the seal of a design professional and must include fault current calculations and a one-line diagram.

Work started prior to securing the required permits are subject to a minimum investigation fee of \$200.00. Emergency work, if agreed to by the Chief Building Official, shall be exempt from the investigation fee.

Only the person performing the work may obtain a permit and schedule inspections.

Payments for all permits must be made prior to requesting an inspection.

Installations requiring inspections must not be covered until approved. Failure to receive approval may result in orders requiring the removal of such covering.

Installations must be in accordance with NEC, as referenced per RBO and OBC.

Requests for field inspections must be made a minimum of 24 hours in advance and will be scheduled for the next working day.

Applicants on the schedule for the day's inspections may contact the respective inspectors during the morning from 8:00 am to 8:45 am for consultation or scheduling time.

An additional \$45.00 reinspection fee may be imposed for work that is not properly installed, is not ready for inspection, has changed from the approved plans or is not accessible at the time of the inspection.

### FOR RESIDENTIAL PLAN SUBMITTAL ONLY

COMPONENT	SIZE	OVER HEAD	UNDER GROUND
SERVICE		<input type="checkbox"/>	<input type="checkbox"/>
SERVICE CABLE			
GROUND WIRE TO EARTH			
GROUND WIRE TO WATER			

LOCATION OF PANEL IN STRUCTURE

### PROVIDE ADDITIONAL DETAILS OR DRAWING BELOW

All electrical installations must comply with the 2011 National Electric Code  
(new system or alteration to existing system)



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