

COMMERCIAL ELECTRICAL PERMIT APPLICATION

THE PURPOSE

The following information will serve as a guide to make understanding and completing the *COMMERCIAL* electrical permit application easier. This information is intended only for the *COMMERCIAL* electrical permit application. Please refer to the *RESIDENTIAL* electrical permit application for residential electrical information.

THE APPLICATION

The following residential electrical permit application must be completed in its entirety to be considered.

Any application not fully completed with the other required accompanying documents will not be reviewed and a new application and accompanying documents will need to be resubmitted.

Electronic submissions are preferred, but not required. If you are turning in this application electronically, only PDF submissions will be considered. Electronic submissions can be emailed to the Code Enforcement Department.

Please complete the **SITE INFORMATION SECTION** in its entirety. It is important for us to have this information to make the reviewing process go smoothly.

All plans must be signed and sealed by a registered architect or engineer. If you elect to turn in a physical application rather than digitally, please include **3 signed and sealed copies.**

Next, provide all the required information in the **ELECTRICIAN INFORMATION SECTION**. If the electrician for the job will be the same as the property owner, just write "SAME AS ABOVE" on the Electrician line in the electrician information section. It is extremely important that the PA Registration Number for the Electrician is provided. Additionally, we require a copy of the **ELECTRICIAN'S INSURANCE FOR WORKERS COMPENSATION OR A SIGNED EXEMPTION FORM**.

The **TYPE OF WORK SECTION** and **DESCRIPTION OF WORK SECTION** is where we learn more about the proposed project. Please include all the required information so we can review the application more efficiently. Be sure that the project description is as detailed as possible. If the description cannot fit into the provided section, feel free to attach an additional paper with the description.

REVIEW, FEE, AND PICK-UP

Often, the review process for electrical permits gets held up when not enough information is presented, or the application is incomplete. To speed up the review process, please ensure all necessary information is detailed and all necessary documents are provided. **NO PAYMENT IS REQUIRED UNTIL THE PERMIT IS ISSUED**. When the application is approved and ready for pick-up, someone from our office will call you and inform you of the fee at that time. Note that fees vary based on the project type and scope.

Please keep a copy of all submitted documents for your records

NO WORK IS TO BEGIN PRIOR TO THE PAYMENT AND PICK-UP OF THE PERMIT. IF ANY WORK IS STARTED PRIOR TO THE PAYMENT AND PICK-UP, YOU ARE IN VIOLATION AND SUBJECT TO FINES AND OTHER LEGAL ACTIONS.



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COMMERCIAL ELECTRICAL APPLICATION CHECKLIST

_____ Completed and Signed Commercial Electrical Certificate Application Including:

_____ Signed and sealed plans (3 copies if physical submittal)

_____ Completed contact information

_____ Detailed description of proposed work

_____ Estimated total cost of proposed work

_____ Signed acknowledgement

_____ Electrician's Certificate of Insurance/Exemption Form

_____ Detailed Copy of Plans and Materials to be Used



COMMERCIAL ELECTRICAL PERMIT APPLICATION

SITE INFORMATION

Site Address: _____
Owner/Tenant Name: _____
Owner/Tenant Phone Number: _____
Owner/Tenant Email: _____

ELECTRICIAN INFORMATION

Electrician Name: _____
Electrician Phone Number: _____
Electrician Email: _____
PA Registration Number: _____

TYPE OF PROPOSED WORK

Type of Work: ___ New Construction ___ Addition/Alteration ___ Minor Alteration

<input type="checkbox"/> Branch Circuits and Wiring	<input type="checkbox"/> Power Devices	<input type="checkbox"/> Low Voltage System (50V or Less)
<input type="checkbox"/> Communication Antenna System	<input type="checkbox"/> Service Equipment	<input type="checkbox"/> Meters and Ancillary Meter Equipment
<input type="checkbox"/> Equipment - Exterior	<input type="checkbox"/> Sign Electric Work	<input type="checkbox"/> Reconfiguration of Existing Lighting System
<input type="checkbox"/> Equipment - Interior	<input type="checkbox"/> Solar PV Array	<input type="checkbox"/> Service Reconnect In-kind
<input type="checkbox"/> Lighting	<input type="checkbox"/> Swimming Pool	<input type="checkbox"/> Meters and Meter Equipment
<input type="checkbox"/> Temporary Utility Service	<input type="checkbox"/> Single Branch Circuit (Max 30A) for Power/Lighting	<input type="checkbox"/> Panel Boards
<input type="checkbox"/> Utility Service	<input type="checkbox"/> Work on Existing Branch Circuits	<input type="checkbox"/> Other (Describe Below)

DESCRIPTION OF WORK:

Contact Person: _____ Phone Number: _____ Email: _____

I HEREBY ACKNOWLEDGE I HAVE READ AND UNDERSTOOD THIS APPLICATION AND STATE THE ABOVE IS CORRECT AND ACKNOWLEDGE THE PROJECT(S) WILL COMPLY WITH ALL MUNICIPIAL ORDINANCES AND STATE LAWS.

Print Name: _____ Signature: _____

State Fee	\$4.50	ELECTRICAL CODE OFFICIAL USE ONLY
Zoning Fee	_____	
Electrical Fee	_____	
UCC Building Fee	_____	
TOTAL	_____	