Complete this form to submit at City Hall. Or, use mybuildingpermit.com to submit your application 100% online.

Use this checklist to help gather all the required information and documents in order to submit a complete Electrical Permit Application.

**SUBMITTAL DOCUMENTS**

- **Electrical Permit Application** (completely filled out)
- For residential roof-mounted solar panels, use the Electrical Permit Checklist for Residential Solar Photovoltaic Systems instead of this checklist.
- Where outdoor mechanical equipment is being installed, and a separate mechanical permit has not yet been obtained, provide the following. *(For paper submittal, provide 2 copies.)*
  - Site plan showing location of outdoor equipment, in relation to property lines.
  - Roof plan showing location of roof-mounted mechanical equipment.
  - Building elevations showing size and height of roof-mounted or building-mounted mechanical equipment.
- **Electrical plans** *(not required for one and two-family dwellings).* Show the following, as applicable. See backside of Electrical Permit Application for when electrical plans are required. *(For paper submittal, provide 2 copies.)*
  - Floor plan or site layout to show the area where the electrical work is to occur.
  - North arrow indicating the direction north.
  - The proposed use or occupancy of the various portions of the building in which the electrical work is to occur.
  - A complete riser diagram.
  - The calculated load schedule and demand factor selected for each branch circuit, feeder, sub-feeder, main feeder, service panel, and circuit schedules shall be shown.
  - Fault current calculations and the listed interrupting rating for each service and/or feeder.
  - Legend or key to any symbols used.
  - Letters and numbers designating mains, feeders, branch circuits, and distribution panels.
  - Wattage, number of sockets and types of lighting fixtures.
  - Wattage and purpose of all other outlets.
  - Voltage at which any equipment will operate.
  - Identification of size of wires, type of insulation, and all conduit sizes.
- **Lighting Budget Calculations** *(not required for one and two-family dwellings).* Compliance forms and related information may be found at the Northwest Energy Efficiency Council (NEEC).
- Any other information pertinent to the project, or as required by the plans examiner.
- **Engineer's stamp and signature** on the electrical plans in the following cases:
  - Educational facilities, hospitals and nursing homes
  - Services or feeders rated 1600 amperes or larger
  - Installations identified in the NEC that require engineering supervision
  - As required by the Building Official for installations which by their nature are complex, hazardous or pose unique design problems
- **Owner/Renter/Lessee Affidavit** to be provided when the property owner, renter or lessee chooses to purchase a permit to do an electrical installation on his/her own or qualified leased property under the conditions as described in RCW 19.28.261.