



DEVELOPMENT SERVICES

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Electrical Permit Checklist

Building Services

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](#).