



COMMUNITY DEVELOPMENT DEPARTMENT

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ELECTRICAL PERMIT APPLICATION

Job Address	MCAD Property ID NO.
Legal Description: Lot, Block, Subdivision Name	

Owner Name	Phone
Mailing Address:	

Sub-Contractor DBA	Phone
Mailing Address:	
Email Address:	

Category of Construction
☐ Residential ☐ Commercial ☐ Industrial

Class of Work
☐ New ☐ Addition ☐ Relocate ☐ Repair

Description of work:

	Date Application Received:	By:
Electrical Layout: ☐ Yes ☐ No ☐ NA		
Date Supplemental Documents Submitted (when applicable):		Received By:
Address Validation: ☐ Yes ☐ No ☐ NA		By:
Legal Lot Validation: ☐ Yes ☐ No ☐ NA		By:

Permit No _____

NOTICE

Sec. 12-46. - Registration and license required.

It shall be unlawful for any person who is not registered and licensed as a qualified electrician in accordance with the provisions of this chapter to engage in the business of electrical construction or to make any repairs, alterations, additions, or changes to any existing system of electrical conductors, wiring, apparatus, or equipment within the limits of the city except as otherwise provided in this chapter.

Sec. 12-101. - Permits required.

It shall be unlawful to commence, begin, or proceed with the installation, or cause to be installed, electrical conductors or equipment within or on any building, structure or premises publicly or privately owned or to make or cause to be made alterations in or addition to, electrical conductors or equipment until an electrical permit has been obtained as herein provided.

Sec. 12-118. - Doubling of fee.

In case any work for which a permit is required by this article is started or proceeded with prior to the obtaining of said permit, the fee for such permit shall be doubled. The payment of such doubled fee shall not relieve any person from fully complying with the requirements of this chapter in the execution of the work from other penalties prescribed herein.

Signature of Authorized Agent _____

Date _____

Print Name: _____

Permit Fees

NATURE OF WORK	QTY	EACH	FEE
Light & Outlet Receptacles		\$ 0.75	
220 Volts Circuits		\$ 3.00	
110 Volts Circuits		\$ 1.50	
Electrical Motors		\$ 2.50	
Temp Svc ☐ Pole ☐ Undgd		\$18.00	
Meter Loop (Single Phase) ☐ Change ☐ New ☐ Relocate		\$18.00	
3-Phase Meter ☐ Change ☐ New		\$43.00	
Other: Temp Working Clearance / Transformers, etc.			
Charge Base Fee Only			
Doubling of Fee	\$200.00 minimum		
Re-Inspection Fee		\$30.00	
Permit Fee (Base Fee)		\$30.00	\$30.00
SUBTOTAL FEE		\$	

LV:6/2025

Scan for online submittal

