



Electrical

Permit Application



An electrical permit is required **before** electrical equipment is installed, altered, replaced, or remodeled.

Related to Building Permit: **BLDG**-_____

- ☐ Residential
- ☐ Commercial
- ☐ Mixed Use
- ☐ Multi-family

Value of Electrical Work: \$ _____

Include the prevailing fair market value of all labor, materials and equipment, whether actually paid or not, needed to complete the electrical work.

ENTER QUANTITIES:

_____ Feeder

_____ Fire Alarm

_____ Generator

_____ Ground Ufer - per visit

_____ Low Voltage

_____ Circuits

_____ Service - Added

_____ Service - Altered

_____ Other: _____

_____ Service - New

☐ 60 AMP

☐ 200 AMP

☐ ≥ 400 AMP*

*Plan Review required

_____ Subpanel

_____ Temporary Service

_____ Illuminated Signs

SITE LOCATION

Site address: _____
Suite/FLR/RM: _____
Tax parcel number: _____
Project name/Tenant: _____
Plat name/Lot number: _____
Property owner: _____
Mailing address: _____
City _____ State: _____ Zip: _____

DETAILED DESCRIPTION OF WORK

APPLICANT

Contact person: _____
Email: _____
Phone: _____
Company name: _____
Address: _____
City _____ State: _____ Zip: _____

Contractors are required to obtain a City license prior to starting work: [WA State DOR](#)

ELECTRICAL CONTRACTOR

Company name: _____
Address: _____
City: _____ State: _____ Zip: _____
Email: _____
Phone: _____
UBI #: _____
WA State Contractor License #: _____
Expiration date: _____
Contractor has a Redmond Business License? ☐ Yes

BUILDING OWNER OR AUTHORIZED AGENT

*I hereby certify that I have read and examined this application and know the same to be true and correct, and I am authorized to apply for this permit. ***

Print Name: _____ Date: _____
Signature: _____

PLAN REVIEW IS NOT REQUIRED FOR:

- Temporary power
- Low voltage and voice data
- 1 and 2 Family Dwellings
- IRC Townhouses

PLAN REVIEW IS REQUIRED FOR:

- All exterior appliance installations including Photovoltaic Systems and generators on all types of occupancies.
- Increase in load of 400 amps or more **IF**
 - ◆ New non-residential, multifamily or mixed-use buildings. (excludes low voltage and voice data)
 - ◆ Existing or new commercial service alterations, generators, subpanels, transformers, feeders, or hazardous locations as defined by NEC.
- Installation/altering a service or feeder rated 400 amps or more.
- Work on electrical systems operating at over 600 volts.
- Any installation or alteration in a space with health care, educational, and institutional occupancy categories as listed in WCEC 85.15.G(1). (Hospital, nursing home unit or long-term care unit, boarding home or assisted living facility, private alcoholism hospital, private psychiatric hospital, maternity home, ambulatory surgery facility, renal hemodialysis clinic, residential treatment facility for psychiatrically impaired children and youth, adult residential rehabilitation center ¹, education ^{2,3}, and institutional ^{2,3})
 - ¹ Wiring methods in accordance with the NEC unless otherwise noted
 - ² Metallic or nonmetallic raceways, MI, MC or AC cable, except that in places of assembly located within educational or institutional facilities, wiring methods must conform to NEC 518.4(a). Places of assembly located within educational or institutional facilities may not be wired according to NEC 518.4(b) or (c)
 - ³ Limited energy system may use wiring methods in accordance with the NEC

PLAN REVIEW SUBMITTAL REQUIREMENTS

- ☐ **Electrical Plans:** Show power and lighting for each floor and location of all electrical panel boards.
- ☐ **Electrical Panel Schedules:** With loads indicated in volt-amperes (VA) or kilovolt-amperes (KVA) and the listed interrupting rating (A.I.C.) of all overcurrent protective devices.
- ☐ **Riser Diagram:** Showing the point-to-point available fault current and the raceway size and type, the conductor's size and type, and grounding methods. Include a detail of the grounding electrode system.
- ☐ **Load Calculation:** Include an electric load summary showing all applicable demand factors.
- ☐ **Fault Current Calculations:** Through the panel board level
- ☐ **Lighting Budget Calculations:** For Washington State Energy Code [See Redmond.gov for Energy Code form.](#)

Electronic Plan Standards:

- All plans must be drawn **to scale**, and have the scale noted on each sheet
- All documents must be uploaded as a **PDF**
- All plans must be uploaded in **landscape** orientation (horizontal position)
- All plans must be named accordingly per the submittal requirements in **BOLD**
- All plans must be **flattened, unlocked and reduced**

Any files that are improperly named and/or formatted incorrectly may be rejected. Paper plans, incomplete applications and applications delivered by courier will not be accepted.

HOW TO APPLY ONLINE

- **Make an Account** - To manage and pay for your permits online, register for a REPS account: [Civic Access \(redmond.gov\)](#)
- **REPS Portal** - For permits that do not require plan review (also called over-the-counter or OTC permits), apply online through the Redmond ePermitting Service (REPS) portal: [Civic Access \(redmond.gov\)](#) If the REPS system does not accept your submittal, fill out the [Electrical Permit Application Form](#) and email it to: permittech@redmond.gov
- **PRO Portal** - For permits that require plan review: submit a request for a permit through the Plan Review Online (PRO) portal: [Form Center • Redmond, WA • CivicEngage](#)

** PERMIT EXPIRATION

Expiration of Permit Review: Applications for which no permit is issued within 365 days following the date of application, shall expire and all fees paid shall be forfeited. Upon written request of the applicant and prior to expiration, the Building Official may grant a single 365 day extension to the plan review time as specified in RMC Chapter 15.12. No application shall be extended for a period of more than 365 days. See the Fee Schedule for extension fee information.

Expiration of Permit: Permits for which no inspection has been performed will expire 365 days from the date of issuance. If an inspection is passed before the expiration date of the permit, the expiration date will be extended to 365 days from the date of the latest successful inspection (except for Final Inspections). The customer can choose to pay a fee in order to extend the expiration date of the permit an additional 365 days. Once the permit is expired the customer has 365 days to pay a fee to reinstate the permit. Any permits expired for more than a period of 365 days will not be able to be reinstated and a new permit will need to be applied and paid for. Permits cannot be reactivated across code cycle changes.