

Electrical Permit Application

Application and plans must be complete in order to be accepted for plan review.
All permit Applications must be made "in-person" at the Village of Pontoon Beach, Clerks Office
Electrical License required to do any type of electrical work in the Village

Project Name/Tenant: _____	Value of Construction: _____
Site Address: _____	Tax Parcel Number: _____
General Location: _____	Bldg, Unit, Suite Designation: _____
Contact Person: _____	Phone #: _____
Street Address: _____ City / State / Zip _____	Fax #: _____
Firm or Company Name: _____	E-Mail Address: _____
Contractor: _____	Phone #: _____
Street Address: _____ City / State / Zip _____	Fax #: _____
Village Electrical License#: _____	E-Mail Address: _____
Property Owner: _____	Phone #: _____
Street Address: _____ City / State / Zip _____	Fax #: or E-Mail Address: _____

Description of work to be done (please be specific): _____ _____ _____
Type of work (please check one): ☐ Single-Family ☐ Commercial/Industrial ☐ Manufactured Home ☐ Multi-Family ☐ Tenant Improvements (Sq. Ft.) _____
Commercial / Multi-Family (please check one): Service Size: _____ amps. Service Voltage: _____ volts. ☐ Single Phase ☐ Three Phase Is this Application for a Blanket Electrical Maintenance Permit ☐ yes ☐ no Does your project include any work listed on the next page that requires Electrical Plan Review ☐ yes ☐ no
Residential (please check one): New Construction: ☐ 200 amp service ☐ Over 200 amp service Security System: ☐ yes ☐ no Service change: ☐ 200 amp service ☐ Over 200 amp service New altered circuits only (qty) _____
Miscellaneous (please check one): Temporary Electrical: ☐ Yes ☐ Residential ☐ Commercial Low Voltage (Commercial): ☐ Yes ☐ Fire Alarm Installation: ☐ Yes Sign Installation: ☐ Yes (qty) _____ ☐ Carnival: ☐ Yes Manufactured Home Service: ☐ Yes Amperage: _____ Swimming Pool/Hot Tub: ☐ Yes ☐ Residential ☐ Commercial Other: _____

ELECTRICAL PLAN REVIEW IS REQUIRED FOR THE FOLLOWING PROJECTS:

1. New commercial buildings.
2. New multi-family projects (over two units).
3. Installations or alterations of any commercial or multi-family electrical service, sub panel, transformer, UPS system or generator. (Alterations include any increase in calculated load of 100 amps or greater.)
4. Installations or alterations in hazardous (classified) locations as defined by N.E.C.
5. All work on electrical systems operating over 600 volts.

Note: Plans need not be submitted for work inside a single multi-family unit unless it affects fire rated walls.
Plans are not required for temporary electrical service 200 amps or less.

DESIGN BY A REGISTERED ELECTRICAL ENGINEER IS REQUIRED FOR THE FOLLOWING:

1. All services rated 1600 amperes or larger, or any special considerations to the service.
2. Anything that requires engineering supervision by the N.E.C.
3. When the Building Official feels that it is warranted, based on the complexity, hazard, NEC compliance, or other unique aspects of the proposed design.

SUBMIT THREE COPIES OF THE FOLLOWING FOR ELECTRICAL PLAN REVIEW:

- ☐ Electrical plans or drawings. (Minimum plan size is 18"x 24" with 1/8" scale, 1/4" scale for details)
- ☐ Electrical plans sealed and signed by a registered electrical engineer.
 - i. Note that the Village of Pontoon Beach has local Electrical Code Amendments.
- ☐ Electrical plans showing power and lighting for each floor and the location of all electrical panel boards.
- ☐ Electrical panel schedules with loads indicated in volt-amperes (VA) or kilovolt-amperes (KVA) and listed interrupting rating (A.I.C.) of all over current 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.
- ☐ Complete electrical loads calculations, including an electric load summary showing all applicable demand factors.
- ☐ Complete fault current calculations, through the panel board level or provide sufficient information to verify fault current calculations.

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.

Building Owner or Authorized Agent: Date: _____

Signature: _____ **Print Name:** _____

Office use only

Date application accepted: _____

Date application expires: _____

Permit #: _____

Application approval by: _____