



Building Department

CHECKLIST FOR ELECTRICAL CHANGEOUT/REPAIRS PERMITS

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number and pin number
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Commercial/Residential
- Description of the work
- Valuation
- Notarized Contractor/owner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to the Building Department prior to scheduling the first inspection.)
- ****If applying for the permit as an owner builder, a copy of the recorded warranty deed or property card showing owners name from the property appraiser's website must be submitted, along with an Owner Builder Affidavit.**
- Debris Form.
- Electrical form.
- Riser diagram form (if applicable).

NOTES:

- This checklist is for jaw repairs and service repairs (broken riser/weatherhead etc.). It does not include like for like service replacements, meter can replacements or panel replacements. See the Electrical Checklist.
- If the property is located in a special flood hazard area (SFHA), the application is subject to substantial damage/improvement review.
- For office use only – Send copy of Application to FPUA as FYI (kstrand@fpu.com)

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.