



## Building Department CHECKLIST FOR ELECTRICAL PERMITS

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

- For office use only - Permit number and pin number, C# if applicable
- Site address
- Legal description
- Parcel ID
- Owner's information
- Contractor's information
- Commercial/Residential
- Description of the work
- Detailed location of proposed work
- Site lighting
- Valuation
- Notarized Contractor/Homeowner builder signature

**PLANS AND DOCUMENTS** – Provide 2 copies:

- Plans/drawings must be submitted for new electrical work and will require plan review.
- Commercial Site Lighting-Planning & Zoning approved site plan.
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- **\*\*If applying for the permit as a homeowner builder, a copy of the recorded warranty deed or property card showing homeowners name from the property appraiser's website must be submitted, along with HOB Affidavit. Homeowner must personally appear at the Building Department to have their signature notarized.**

**NOTES:**

- Replacement Electrical Permits are issued over the counter, unless the permit is for a commercial project or specified otherwise by plan review.
- Original plans signed and sealed by a Florida licensed Architect/Engineer for new Residential Electric over 240 Volts/600 Amps or Commercial over 240 Volts/800 Amps

***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.***