



City of Charleston

ELECTRICAL

TRADE PERMIT APPLICATION



1. GENERAL INFORMATION	2. CONTRACTOR INFORMATION
Address of Work: _____	Company Name: _____
Unit/Suite #s: _____	Company Address: _____
Total # of units included in scope: _____	Contact Name: _____
Property Owner: _____	Email: _____
Property Owner Phone: _____	Office Phone: _____ Field Phone: _____
TMS #: _____ Flood Zone: _____	
Is this application for a <u>stand-alone</u> or <u>sub-permit</u> ?	City of CHS Business License #: _____
<input type="checkbox"/> Stand-alone <input type="checkbox"/> Sub-permit	SC State License #: _____
Building (master) permit number: _____	Type of SC State License: _____

3. PROJECT INFORMATION		
Detailed work description: _____		
Total value of construction (\$): _____		
Type of service: <input type="checkbox"/> Underground <input type="checkbox"/> Overhead		
Is a new meter needed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please indicate the appropriate building type: <input type="checkbox"/> Accessory		
<input type="checkbox"/> Single Family/Duplex <input type="checkbox"/> Commercial <input type="checkbox"/> Multi-Family		
Utility Provider: <input type="checkbox"/> Dominion Energy <input type="checkbox"/> Berkeley Electric Co-op		
Size of service (amps): Existing: _____ Proposed: _____		
Total number of Fixtures Added/Altered: _____		
Type of Work (please check all that apply):		
SERVICE	CIRCUITS/EQUIPMENT	TEMPORARY
<input type="checkbox"/> New Service for New Building	<input type="checkbox"/> Complete Wiring of New Building	<input type="checkbox"/> Temporary Pole (for construction use)
<input type="checkbox"/> New/Upgrades Service for Existing Building	<input type="checkbox"/> Complete Re-wiring of Existing Building	<input type="checkbox"/> Temporary Pole (for office/trailer use)
<input type="checkbox"/> Complete Wiring of New Building	<input type="checkbox"/> Additional Circuits/Equipment/Devices	<input type="checkbox"/> Temporary/Seasonal Service
<input type="checkbox"/> Repair of Existing Service	<input type="checkbox"/> Replace Circuits/Equipment/Devices	OTHER
<input type="checkbox"/> Reactivation of Existing Disconnected Service	<input type="checkbox"/> Solar Panels (residential)	<input type="checkbox"/> Generator/Transfer Switch Install
<input type="checkbox"/> Service for Utility/Irrigation Pump/Sign/Pool	<input type="checkbox"/> Solar Panels (commercial)	<input type="checkbox"/> Low Voltage (commercial only)
<input type="checkbox"/> Other (please explain): _____		

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Please use the table below to indicate all required inspections

4. INSPECTIONS	
<input type="checkbox"/> Under-slab (within building footprint)	<input type="checkbox"/> Lighting Protection System
<input type="checkbox"/> Underground (outside building footprint)	<input type="checkbox"/> Pre-Power ¹
<input type="checkbox"/> Rough-in (complete)	<input type="checkbox"/> Grounding
<input type="checkbox"/> Rough-in (walls only)	<input type="checkbox"/> Generator/Transfer Switch Pre-power ²
<input type="checkbox"/> Above ceiling	<input type="checkbox"/> Disconnect/Reconnect Pre-Power ²
<input type="checkbox"/> Pool Bonding	<input type="checkbox"/> Final
<input type="checkbox"/> Pool Deck Bonding	
<input type="checkbox"/> Other (please explain):	

Please see the following information regarding numbered items:

1. In order to have a meter reactivated or new meter installed, a Pre-Power inspection is required. All switches, receptacles, lights, and devices must be installed, and all circuits must be terminated in an approved manner that the job-site will be electrically safe meeting all NFPA 70E requirements when the power is activated.

Solar Power Systems for Net Metering Requires Approval and Additional Meter from Dominion Energy.

2. Power that has been deactivated for more than 1-year requires permit and inspection to activate meter. Work requiring Utility Company to disconnect power will require coordination with the City Building Inspections Division and the Utility provider. A Disconnect/Reconnect inspection will need to be requested to reactivate power.

Power must be ready for reactivation prior to 3:00 pm unless special arrangements are made. Service repairs or upgrades, generator transfer switch installs, and any other work that requires the Utility Company to disconnect power will require a Disconnect/Reconnect inspection to reactivate power. For same day reactivation, work must be ready for inspection before 3:00 pm.

NOTE:

Anytime a project requires or has multiple meters, the meter cans MUST be permanently labeled with the approved address including suite/unit or the designation as supplied and approved by the Utility Provider.

The City of Charleston Building Inspections Division will not inspect or release a meter to be re-installed when the meter was removed by someone other than the Utility Provider.

Preparer Name (please print): _____ Date: _____

This line to be completed by the person(s) completing this permit application.