



APPLICATION CHECKLIST		ELECTRICAL ONLY
SUBMITTAL REQUIREMENTS – completed online portal application with uploaded files below		
ELECTRICAL REPAIR OR REPLACEMENTS – No documents required for “like for like” panel upgrades up to 200 AMPS		
<input type="checkbox"/> Electrical Schematic / Floor Plan <ul style="list-style-type: none"> ○ Show locations of existing circuits or outlets and the locations of the repair or replacements 		
ADDING CIRCUITS OR OUTLETS		
<input type="checkbox"/> Electrical Schematic / Floor Plan <ul style="list-style-type: none"> ○ Show locations of new and existing circuits or outlets ○ Identify circuit amperage, GFCI and AFCI requirements ○ Provide appliance requirements for all specialized equipment, i.e., spas, pumps, etc. 		
NEW GENERATOR PLACEMENT		
<input type="checkbox"/> Floor Plan / Site Plan & Supporting Documents - show location of new or existing generator <input type="checkbox"/> Manufacturer Documents – all installation instructions, including clearances from generator, house, openings <input type="checkbox"/> Full Gas Sizing Schematic – per 2018 IGGC SES 403		
NEW SERVICE ENTRANCES OR UPGRADES – UNDER 600 AMPS and < 4000 sf		
<input type="checkbox"/> Electrical Schematic / Floor Plan <ul style="list-style-type: none"> ○ Show locations of new and existing circuits or outlets ○ Provide One-Line Diagram for SES and sub panel(s) including wire size ○ Show location of sub-panel, breaker size, grounding, and bonding method <input type="checkbox"/> Method of protection or cable type <input type="checkbox"/> Full panel schedule for all new and existing panels <input type="checkbox"/> Load Calculations – required when square footage 4000 sf or greater		
NEW SERVICE ENTRANCES OR UPGRADES – 600 AMPS or greater		
<input type="checkbox"/> Engineered stamped documents <ul style="list-style-type: none"> ○ Electrical Schematic / Floor Plan ○ One Line Diagram ○ Panel Schedules ○ Load Calculations 		
NEW ELECTRIC METERS		
<input type="checkbox"/> Electrical Schematic / Floor Plan <ul style="list-style-type: none"> ○ Show locations of new and existing circuits or outlets ○ Provide One-Line Diagram for SES and sub panel including wire size ○ Show location of sub-panel, breaker size, grounding, and bonding method <input type="checkbox"/> Method of protection or cable type		
Additional Permits or Supporting Documents may be needed; contact other divisions to determine requirements		
<ul style="list-style-type: none"> ❖ Public Works Engineering, ROW and FEMA Floodplain: 928-777-1405, Option 3 ❖ Fire Sprinklers and Wildland Urban Interface (WUI): 928-777-1445, Option 3 		
Notes:		
Applicant:	Property Address:	Permit #
Contractor:	Contractor ROC#:	Date Submitted:
Revision Date: 09/20/2023		