



City of Charleston

## ELECTRICAL



# TRADE PERMIT APPLICATION

<b>1. GENERAL INFORMATION</b>		<b>2. CONTRACTOR INFORMATION</b>	
Address of Work: _____		Company Name: _____	
Unit/Suite #: _____		Company Address: _____	
Total # of units included in scope: _____		Contact Name: _____	
Property Owner: _____		Email: _____	
Property Owner Phone: _____		Office Phone: _____ Field Phone: _____	
Property Owner Email: _____		City of CHS Business License #: _____	
TMS #: _____ Flood Zone: _____		SC LLR License #: _____	
Is this application for a <u>stand-alone</u> or <u>sub-permit</u> ? <input type="checkbox"/> Stand-alone <input type="checkbox"/> Sub-permit (Requires master permit)		Type of SC State License: _____	
Building (master) permit number: _____			
<b>3. PROJECT INFORMATION</b>			
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	
Utility Provider: <input type="checkbox"/> Dominion Energy <input type="checkbox"/> Berkeley Electric Co-op		<input type="checkbox"/> Single Family/Duplex <input type="checkbox"/> Commercial <input type="checkbox"/> Multi-Family	
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	<b>OTHER</b>	
<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 <sup>1</sup>
<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 <sup>2</sup>
<input type="checkbox"/> Above ceiling	<input type="checkbox"/> Disconnect/Reconnect Pre-Power <sup>2</sup>
<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.