Application for Electrical Permit

In accordance with the National Electrical Code (NEC), permits are required for any installation, addition, extension, alteration or replacement of an electrical system or electrical system element. Electrical work means the installing, altering, repairing of electrical wiring, apparatus, or equipment for electrical lighting, heat, power, technology circuits or systems, or other purposes as regulated by the standards referred to in Minnesota statute 326B.35. Separate utility permits must be obtained for any outside underground electrical service line or connection to a public utility system. Common permitted electrical system work includes but is not limited to the following:

- Electrical service
- Wiring
- Outlets and switches
- Circuits
- Panels
- Ground fault protection
- Electric heat
- Temporary power
- Portable equipment
- Lighting
- Communication systems
- Low voltage
- Fiber optics

Electrical permit applications and submittal documents are reviewed prior to permit issuance to ensure that the design complies with the MSEC (Minnesota Rules Chapter 1315) and safety standards consistent with nationally recognized good practice for the safeguarding of life and property in the use or occupancy of buildings or premises. The Minnesota Electrical Code requires plans and specifications to be submitted to the authority having jurisdiction and approved prior to construction of any new electrical system or prior to any change to an existing electrical system. Plans and specifications may not be approved without adequate information to verify compliance with the provisions of the Minnesota Electrical Code.

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Electrical Permit Submittal Checklist

An electrical permit must be obtained by a licensed (contractor) for any installation, addition, extension, alteration or replacement made to an electrical system. The following documents are required at time of permit submittal so that Building Code Division (BCD) staff can complete their plan reviews and grant approval for your project. Permitting time will depend on the complexity of the work and the completeness of the plan submittals. If you have questions or concerns at this stage of your project, we will be happy to meet with your design team to answer questions and assist you in completing the application process.

Two complete sets of plans, specifications and submittal documents for the work being performed are required at time of permit application:

- Completed online permit application
- Description of work
- Utility site plan / service plan
- Floor / room plans
- Material specifications
- Equipment listing or certification documentation
- Power schedule and plan
- Panel schedule and plan
- Lighting schedule and plan
- Grounding plan
- Systems plan
- One-line diagrams
- Plans shall be signed by Minnesota registered engineer or a master electrician

The following documents may be deferred submittals and are required prior to issuance of a permit:

- Generator load test information for emergency systems
- Request for alternate materials or methods
- International Code Council (ICC) Evaluation Service (ES) reports (if applicable)
- Copy of State plan review letter on State licensed facilities (if applicable)

Separate Permit applications, plans and approvals are required for the following work:

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<th>Temporary Power</th>
<th>Demolition</th>
<th>Temporary Event</th>
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<td>Phased Construction</td>
<td>Connections to Public Utilities</td>
<td>Work in Public Right of Way</td>
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<td>Underground Utilities</td>
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- The Building Official may authorize projects to be constructed using phased design and permitting. Consideration will be given to size, complexity, construction schedule and other related factors to determine if this approach is acceptable. Authorization must be obtained prior to submitting any initial building permit applications/documents. Extremely large and/or complex projects may require a preliminary meeting prior to building permit submittal.
- Requests for use of alternate materials or methods of construction must be submitted through the Architect of record office for BCD code approvals.
- Construction change orders must be reviewed for code compliance prior to construction implementation. Where required, plans, documents and specifications must be prepared in accordance with the MN State Board of Architecture Rules. [www.mn.gov/aelslag](http://www.mn.gov/aelslag)
- State licensing or bonding may be required for specific trade permits (e.g., Plumbing, HVAC, Electrical, Fire) [www.dli.mn.gov/CCLD/Forms.asp](http://www.dli.mn.gov/CCLD/Forms.asp)