



Permit Center
 210 Lottie Street
 Bellingham, WA 98225
 phone: 360-778-8300
 fax: 360-778-8301
 www.cob.org

Commercial Electrical Permit Application

- Use checklist on reverse to determine what level of plan review is required for your submittal.
- Applicant must be the person doing the electrical work (licensed electrician, owner or tenant).
- The City accepts cash or check only for payment. Make checks payable to the City of Bellingham.

Office Use Only
Date Received: _____
Permit Numbers: _____

Project Address

Electrical Contractor Applicant

Company: _____

Applicant Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

State License #: _____ Exp: _____

Bham Business Reg. #: _____

Project Description

In addition, check all work you are performing under this permit:

Service

Lighting

Fire Alarm

LV Data/Phone/Security

LV HVAC Controls

Install/move devices

New circuits

Valuation of Work

\$ _____

Fees payable by cash or check only

- Base Fee: \$25.00**
- Permit Fee:** based on valuation of work, see below

Valuation of Work	Permit Fee
Up to \$1,000	\$80
\$1,001 to \$5,000	\$80 + 4.0% of amount over \$1,000
\$5,001 to \$10,000	\$240 + 3% of amount over \$5,000
\$10,001 to \$25,000	\$390 + 1.5% of amount over \$10,000
\$25,001 to \$50,000	\$615 + 1% of amount over \$25,000
\$50,001 to \$250,000	\$865 + .50% of amount over \$50,000
\$250,001+	\$1,865 + .20% of amount over \$250,000

- Plan Review Fee:** If required, 35% of Permit Fee (min \$50). See reverse for when required.

Electrical Design Contact Person (if different)

Name: _____

Phone: _____

Email: _____

Property Owner Applicant

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Tenant Applicant

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Submittal Requirements:

(2) sets of plans (11"x17" min. paper size)

Completion of checklist on reverse

Non-residential Energy Code form (for lighting projects)

Load calculations, one-line diagram, panel schedules, etc. as applicable

Staff Use Only

Approved, subject to field inspection

Accepted, City staff plan review required

City staff plan review approved

Third party plan review required

Date _____

Staff Initials _____

I am the owner of the property described above or am authorized by the owner to sign and submit this application. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete and correct. I also acknowledge that by signing the application I am the responsible party to receive all correspondence from the City regarding this project including, but not limited to, expiration notifications. If I, at any point during the review or inspection process, am no longer the Applicant for this project, it is my responsibility to update this information with the City in writing in a timely manner.

Signature by Owner/Applicant/Agent _____ **Date** _____

City and State where this application is signed _____

BSD#004 - 4/12/12

Directions: Check the box below that represents your scope of work to determine the level of review required.

Over the Counter Permits

Two (2) sets of plans must be submitted for inspection and record keeping purposes.

- Lighting specific projects that result in an electrical load reduction on each feeder involved;
- Low voltage systems except for emergency systems such as fire alarms and nurse calls;
- Modification to existing electrical installations where all of the following (4) conditions are met:
 - a. Service or distribution equipment involved is rated less than **100** amperes and does not exceed 250 volts;
 - b. Does not involve emergency systems other than listed unit equipment per NEC 700.12(F);
 - c. Does not involve branch circuits or feeders of an essential electrical system as defined in NEC 517.2; and
 - d. Service and feeder load calculations are increased by 5% or less.
- Stand-alone utility fed services that do not exceed 250 volts and less than 100 amperes where the project's distribution system does not include:
 - a. Emergency systems other than listed unit equipment per NEC 700.12(F);
 - b. Critical branch circuits or feeders as defined in NEC 517.2, or
 - c. A required fire pump system
- Any other work that does not require plan review by either City staff or an electrical engineer, as defined below

Plan Review by City Staff required

Two (2) sets of plans must be submitted for plan review, inspection and record keeping purposes.

Work in any of the following occupancies / scopes (*except those in facilities requiring review by an electrical engineer*)

- Alterations in non-residential occupancies 2,500 square feet and greater.
- Installations in occupancies, except one and two family dwellings, where a service or feeder rated 100 amperes or greater is installed or altered or if more than 100 amperes is added to the service or feeder.
- All work on electrical systems operating at/over 600 Volts
- All commercial generator installations or alterations
- All work in areas determined to be hazardous (classified) location by the NEC.
- If 60% or more of luminaries change
- Installations of switches or circuit breakers rated four hundred amperes or over except for one and two family dwellings.
- Wind driven generators.
- Solar photovoltaic systems on other than one and two family dwellings.
- Any proposed installation which cannot be adequately described in the application form.

Plan Review by an Electrical Engineer required

Two (2) sets of plans must be submitted for plan review, inspection and record keeping purposes.

Plans submitted must be prepared by licensed electrical engineer. Plan review fees will be charged.

Work in any of the following occupancies:

- Hospital;
- Nursing home unit or long-term care unit;
- Boarding home;
- Assisted living facility;
- Private alcoholism hospital;
- Alcoholism treatment facility;
- Private psychiatric hospital;
- Maternity home;
- Ambulatory surgery facility;
- Renal hemodialysis clinic;
- Residential treatment facility for psychiatrically impaired children and youth;
- Adult residential rehabilitation center;
- Licensed day care centers.

Exception: Modification to existing electrical installations where all of the following conditions are met:

- a. Service or distribution equipment involved is rated less than **400** amperes and does not exceed 250 volts;
- b. Does not involve emergency systems other than listed unit equipment per NEC 700.12(F);
- c. Does not involve branch circuits or feeders of an essential electrical system as defined in NEC 517.2; and d. Service and feeder load calculations are increased by 5% or less.

If you are in one of the above occupancies, but meet this exception, plan review by City staff is required.