



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

Commercial & Multifamily Electrical Permit Application

- **Complete both pages of this application.**
- See separate handout for [permit fees](#).
- Applicant must be the person doing the electrical work (licensed electrician, owner or tenant). If tenant is performing work, a completed [Tenant Affidavit](#) is required prior to permit issuance.

Office Use Only
Date Received: _____
Permit Number: _____

Project Address

Electrical Contractor <input type="checkbox"/> Applicant
Company: _____
Applicant Name: _____
Address: _____
City/State/Zip: _____
Phone: _____
Email: _____
L&I License #: _____ Exp: _____
<i>Please note, businesses operating in the City limits must have a valid Bellingham Business Registration.</i>

Electrical Design Contact Person (if different)
Name: _____
Phone: _____
Email: _____

Property Owner (required) <input type="checkbox"/> Applicant
Name: _____
Address: _____
City/State/Zip: _____
Phone: _____
Email: _____

Tenant <input type="checkbox"/> Applicant
Name: _____
Address: _____
City/State/Zip: _____
Phone: _____
Email: _____

Project Description

Work being performed under this permit includes (check all that apply)
<input type="checkbox"/> New service, size _____ amps
<input type="checkbox"/> Altered service, size _____ amps
<input type="checkbox"/> Temporary power pole
<input type="checkbox"/> New circuits
<input type="checkbox"/> Install/move devices
<input type="checkbox"/> Lighting, Interior
<input type="checkbox"/> Lighting, Exterior (please see Exterior Lighting handout) <i>Review by Planning staff may be required; please be prepared with lighting fixture cut sheets</i>
<input type="checkbox"/> LV Data
<input type="checkbox"/> LV HVAC Controls
<input type="checkbox"/> LV Phone
<input type="checkbox"/> LV Security
<input type="checkbox"/> Fire Alarm (applied for in the Fire Department)

Valuation of Work
\$ _____

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 - 8/5/14	

Guidelines for an Electrical Permit Application

The City has adopted the 2014 National Electrical Code (NFPA 70) and state amendments Chapter 296-46B WAC. Electrical Plan Review is required per WAC 296-46B-900, for work in educational, institutional, or health care facilities/buildings.

Is the proposed work taking place in a building of the following occupancy?
 See WAC 296-46B-900 for definition of occupancies.

Educational.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Institutional.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Health care facilities/buildings.....	<input type="checkbox"/> YES	<input type="checkbox"/> NO

If you checked no to all of the above, the permit application will be processed over the counter as subject to field inspection; electrical plan review is not required. **Note:** Plans and/or diagrams may be required on-site during the inspection process depending on scope of work per WAC rules.

If you checked yes to any of the above, electrical plan review is required for all new or altered electrical projects, unless you meet an exemption below. Electrical plan review must be completed prior to permit issuance and commencement of work. **Note:** Electrical plans must comply with WAC 296-46B-900. All electrical plans for educational facilities, hospitals, and nursing homes must be prepared by, or under the direction of, a consulting engineer registered under chapter 18.43 RCW, and chapters 246-320, 180-29, and 388-97 WAC and stamped with the engineer's mark and signature.

If work is taking place in an education, institutional or health care facility/building, **does the proposed work meet an electrical plan review exemption?**

(i) Low voltage systems..... YES NO

(ii) Lighting specific projects that result in an electrical load reduction on each feeder involved in the project YES NO

(iii) Heating and cooling specific retrofit projects that result in an electrical load reduction on each existing feeder involved in the project, provided there is not a corresponding increase in the available fault current in any feeder YES NO

(iv) Stand-alone utility fed services that do not exceed 250 volts, 400 amperes where the project's distribution system does not include: **(A)** Emergency systems other than listed unit equipment per NEC 700.12(F); **(B)** An essential electrical system defined in NEC 517.2; or **(C)** A required fire pump system. YES NO

(v) Modifications to existing electrical installations where all of the following conditions are met: **(A)** Service or distribution equipment involved is rated not more than 400 amperes and does not exceed 250 volts or for lighting circuits not exceeding 277 volts to ground; **(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..... YES NO

If you checked yes to one of the above, electrical plan review is not required. **Note:** For installations outlined in items (ii), (iii), and (v) above to be considered, the following must be available to the electrical inspector before the work is initiated: **(A)** A clear and adequate description of the project's scope; **(B)** A load calculation(s); **(C)** What the load changes are, providing both before and after panel schedules as needed; and **(D)** Provide information showing that the service and feeder(s) supplying the panel(s) where the work is taking place has adequate capacity for any increased load and has code compliant overcurrent protection for that supply.