

Purpose of form:

This form shall be filed if applicant (Licensed Electrician) is requesting an electrical permit. A permit is required before commencing any electrical work in accordance with Section 27-3018(b) of the Electrical Code of the City of New York.

- All paper filed applications must be typed or legibly written in blue or black ink.
- Paper filers must submit all pages of the application. Altered application forms will not be accepted.

1 Licensee Information

- Complete section. Email Address and Fax # are optional.

2 Category of Work

- Check (X) only one box.
- Minor work. For all minor work, excluding those categories as listed below, the applicant must also complete Subsection 7 (Floor Descriptions) of Section 10 (Work Descriptions) under of this form.
- Minor work— Replacement and repairs listed below, must be described under Section 5 in the Contractor's Comments. The applicant must describe the nature of repair or replacement using the letter categories and indicating the number of such repairs or replacements falling into these categories (For example, repairing five defective fixtures must be written as "(E)-5.") The applicant may list a maximum of ten units per address.
 - (A) replacement of defective circuit breakers/switches (30amps and under) excluding main service disconnects;
 - (B) replacement of electrical panels parts (150 volts and under to ground);
 - (C) replacement of minor elevator parts;
 - (D) replacement of defective controls (30 amps and under);
 - (E) repair of defective fixtures;
 - (F) replacement of fixtures in existing outlets (no more that 5 fixtures; no increase in wattage;
 - (G) replacement, repair, disconnection or reconnection of motors (1 horsepower and under), and associated devices; and
 - (H) repairs to low pressure heating plants (capacity under 15lbs/sq.in.)
 - (I) installation of any ten or fewer units not requiring the installation of an additional branch circuit
 - (J) Installation of motors of fractional horsepower
 - (K) Installation of transformers rated at one thousand volt amperes or less
- The completion date for such work should be no more than 90 days after the job start date.

3 Construction Permit Information

- Check (X) if the application is C of O related. If this application relates to a New Building or Alt 1 Construction Permit or is C of O related, DOB Job number must be provided.
- Check (X) to indicate that the Lighting Work to be done on the electrical drawings is regulated by the energy code.

4 Owner/Occupant ECB Violation or Owner/Occupant Objection Removal

- Open ECB Violations or Owner/Occupant Objections—List Numbers.

5 Job Location

- Applicant is required to provide a valid address or cross streets (where a street address does not exist.)
- For all multiple dwellings, the apartment number and floor location must be provided.
- Applicant is required to indicate a valid job start date & completion date. The date must be reasonable for the scope of work indicated on the application.
- If the job start date is between July 1st, 2011 and Dec 31st, 2011 the applicant must indicate, in the Contractor's Comments, if this job is to use NYC2007 Electrical Code.

6 Work to be Done

- Check (X) the appropriate boxes to indicate electrical work type.
- If removing objections issued to **another Licensed Firm**, provide the application numbers.
- If Sidewalk Shed Wiring & Lighting (W) is selected, Floor Description Number of Outlets/Fixtures and Number of Fixtures must be greater than zero, and no other Work to be done may be selected.
- If the lighting work is regulated by the energy code (in Section 3), then you must select the Lighting Work to be done type in this section.

7 Special Certification/Approval Required

- Check (X) the appropriate boxes.

8 Advisory Board Approval Required

- Check (X) "Yes" or "No" to indicate if approval required. If Yes, check (X) the appropriate boxes and enter Approval No. and Submittal No.
- Any documentation that was previously requested for an "on-hold submittal" should be made fifteen (15) days prior to a scheduled meeting
- Special permission requests should be submitted ten (10) days prior to the scheduled meeting

9 Residential or Commercial Use

- Check (X) only one box.
- If "K Store", indicate type.
- If "Z Other", indicate type.
- If "Commercial/Residential", indicate number of apartments and number of stores.

10 Work Description

- Applicant must complete sub-sections 1 through 8. When feeders are installed the applicant must make a wiring diagram and calculations available upon request.
- Floor Descriptions - Each floor and apt. no. (if applicable) where the work is being performed must be provided, along with the component detail for each floor / apt. no.
- Work details must not exceed the requirements for Minor Work (ten devices or units without wiring in Sub-Section 7-Floor Descriptions).
- Service/Meter Equipment - The service meter request must be consistent with the Buildings' records of legal occupancy requirements. Legal Occupancy may be demonstrated by attaching one of the following documents to your application: Department of Buildings certified Certificate of Occupancy copy, Letter of No Objection from the borough office, or a valid work permit indicating the change of occupancy.

11 Electric Sign Information

- Applicant must complete this section if Section 10 (Work Description)

12 Owner's Information

- Provide the owners' name and appropriate address and telephone number

13 Certification of Owner Authorization for Electrical Work

- Licensee Signature Required. Licensee must obtain and retain in their office a signed authorization from the Owner/Authorized Representative if meter work or authorization to energize by utility is required or the building has a new or amended Certificate of Occupancy.

14 Responsible Representative ("R.R.") / Licensee Statement

- The licensed electrician is required to sign and date the application as well as affix his or her seal to the application. If the licensee's seal has not yet been issued by the Department, the licensee must paper file and provide a copy of the Department issued "letter in lieu of the licensee seal."